

ASBESTOS MANAGEMENT PLAN

Exeter City Council – Housing



EMERGENCY RESPONSE PLAN

In the event of an uncontrolled release of asbestos fibres or
the accidental exposure of individuals to asbestos fibres,
refer to the Emergency Response Plan in Appendix D of this document

Reference	Date	Nature of Revision	Authored and Issued By	Approved by Asbestos Co-ordinator
IM-2016-10-12	12 Oct 2016	Original Internal Edition	Ian Miles- Exeter City Council	Steve Essau- Former Housing Assets Service Lead
IMEB20210215	15 February 2021	Annual Review	Edmund Barrett- Exeter City Council	Adrian Pengelly- Former Housing Assets Service Lead
IMEB20210215	15/02/25	Annual Review	Edmund Barrett- Exeter City Council	Adrian Pengelly- Former Housing Assets Service Lead
EB20230501	16 Jan 2024	Annual Review	Edmund Barrett- Exeter City Council	Adrian Pengelly- Former Housing Assets Service Lead
J153824	02 Dec 2024	G&L Consultancy Independent Review	James Ooyman- G&L Consultancy Ltd	N/A
EB20250425	25 th April 2025	Annual Review	Edmund Barrett- Exeter City Council	Michelle Davidson Assets Service Lead

For previous version of this management plan

Next Annual Review Due: September 2026

I hereby confirm the contents of this Asbestos Management Plan reflect the procedures carried out within Exeter City Council – Housing and this document has been issued under my authority.

Signature: *Edmund Barrett*

Date: 15/10/25

Name: Edmund Barrett (Asset Compliance Lead)

Signature: Joanna Haigh

Date: 23/03/26

Name: Joanna Haigh (Compliance Works Surveyor-Asbestos)

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1 INTRODUCTION/BACKGROUND

This document, the Asbestos Management Plan sets out the policy, organisation and procedures for managing the risks from asbestos-containing materials (ACMs) at all sites maintained by Exeter City Council – Housing. For any ECC responsible premises or sites not within the Housing please refer to the Corporate Property Health and Safety Policy.

The presence of an ACM does not in itself constitute a danger. However, all ACMs suspected or identified must be treated appropriately to ensure they are not disturbed or damaged and become hazardous. The purpose of this plan is therefore to ensure that ACMs remain in a safe condition and are not disturbed, except in a controlled environment during planned removal or maintenance, by trained personnel.

It is the policy of Exeter City Council – Housing to:

- Protect, as far as is reasonably practicable, all building users and tenants from any exposure to asbestos fibres;
- Provide adequate resources in support of this Management Plan;
- Identify, so far as is reasonably practicable, all ACMs within the property;
- Maintain an up-to-date asbestos register of all ACMs identified or presumed and make it freely accessible to those working within the building;
- Implement and maintain an effective Asbestos Management Plan to ensure that all ACMs are maintained in a safe condition or isolated and removed;
- Promote awareness of the risks from ACMs and the implementation of the Management Plan through training and induction of relevant building users to the site;
- Appoint a competent and suitably qualified person to undertake the role of Asbestos Co-ordinator as identified in HSE guidance HSG264 'Asbestos: The Survey Guide';
- Only engage appropriately trained, qualified, and competent persons to undertake any work with ACMs, including management, surveying, remediation and removal;
- Ensure asbestos refurbishment or demolition surveys are carried out to identify ACMs within the fabric of the building before refurbishment or demolition works;
- Review the Management Plan at regular intervals to ensure it is adequate and continues to meet both legal requirements and the needs of the business.
- Require that organisations working on its behalf are sufficiently competent to abide by relevant legislation and technical guidance, as well as our own contractor health and safety procedures.

- Require contractors and their agents to provide evidence substantiating their organisational compliance and employee competence.
- Ensure compliance with all relevant regulations.
- Ensure anyone visiting ECC premises are suitably trained and competent to comply with this policy.

Asbestos was a common component of many products manufactured during the First World War and became a building material in the UK from the 1950s through to 1999. It was used for a variety of purposes and was especially ideal for fireproofing and insulation. Products containing Amphiboles (Amosite and/or Crocidolite) were banned in 1985 and Chrysotile in 1999. Therefore, unless there is strong evidence to the contrary, any building built before 2000 may contain asbestos.

Typical examples of asbestos-containing materials (ACMs) include:

- Water tanks - commonly made of asbestos cement in pre-1980 properties.
- Insulating pipe lagging - often painted or protected by coating.
- Property insulation - loose asbestos can be found in wall and floor cavities and in lofts.
- Textured decorative coating - can be found on ceilings and walls (for example, Artex).
- Soffit boards/facia boards can be made from asbestos cement or asbestos insulating board.
- Toilet cisterns - can be made from an asbestos-reinforced resin composite material.
- Wall panelling - asbestos can be found within external wall cladding and as internal wall panelling, particularly around windows.
- Fuse boxes - each individual fuse wire may have an asbestos flash guard and the panel behind the fuse box may contain asbestos.
- Heater cupboards surrounding domestic boilers often contain asbestos insulating board.
- Floor tiles - vinyl and thermoplastic floor tiles can contain asbestos. The tile backing may also contain asbestos paper.
- Rainwater items - roof gutters and down pipes can be made of asbestos cement.
- Garages – corrugated cement panels will often contain asbestos.

Asbestos materials in good condition are generally safe unless fibres become airborne, which happens when asbestos materials are damaged or have significantly degraded over time.

Studies show that there is an approximately 15 to 60 year lag between the peak of exposure in and subsequent health effects. Deaths from exposure to asbestos in the UK are peaking now at roughly 5,000 per annum (source: HSE).

1.A Asbestos Management Plan Policies

This management plan is a standalone document but also forms part of Exeter City Council - Housing's overall asbestos policy.

Much of Exeter City Council housing stock contains asbestos in various forms and we therefore have an AMP or, where its stock is managed by another Registered Provider or Landlord, they must ensure that an effective AMP is in place which covers their own stock.

The AMP sets the strategy and arrangements to manage the risk from ACMs, including emergency procedures (Appendix D – Emergency Response Plan) for dealing with any suspected uncontrolled release of asbestos fibres.

The AMP will be reviewed annually by the Compliance Works surveyor- Asbestos or when there has been a significant change to the organisation, personnel, legislation, following an incident or any deficiency or omissions found.

Any amendments or additions to this document are checked and reviewed by the Asset compliance lead prior to being implemented. This includes changes to procedures used by either or both Exeter City Council staff and external contractors. Once approved by the Asset compliance lead the draft document will be sent for consultation to Exeter City Council staff and any external contractors whose work may be affected. Once the consultation period is over the document will be reissued online and copies sent and will be implemented.

The asbestos management plan will also set out how Exeter City Council - Housing controls the risks involved in working on the fabric of our premises. The housing asbestos team are tasked to communicate asbestos data with our contractors and staff.

The AMP must satisfy the requirements contained in the Health and Safety Executive's Approved Code of Practice and Guidance (ACoP) publication L143, Managing and working with asbestos, Regulation 4 of the Control of Asbestos Regulations 2012.

1.B Housing Asbestos Management Policy within each type of Premises within its stock portfolio; Communal and non-domestic areas including externals

Exeter City Council - Housing has an Asbestos survey or management survey for each communal and non-domestic area within its stock. Any older reports are scheduled to be updated to HSG264. Furthermore, it also has a 12-month reinspection programme carried out in these areas. This programme of work is stored on the asbestos drive on Exeter City Council 's internal network.

Any remedial or removal works arising from any inspection is immediately raised and actioned. All Information is updated and saved in the address folder on the Box electronic storage system.

All re-inspections are to be undertaken by an appropriate UKAS Accredited Surveying company.

Exeter City Councils programme of re-inspections within common areas enables the council to comply with current legislation. I.e. Regulation 4 of the Control of Asbestos Regulations which states “the duty to manage Asbestos in non-domestic premises” including common areas (See appendix H for further classification of premises).

Housing Stock

Exeter City Council - Housing has completed management surveys in almost all eligible properties and is working towards gaining access to them all. All other properties have a minimum of a full management survey or equivalent. All areas which are specific to the property must be included (e.g. Individual balconies, meter cupboards and outbuilding). Where the now defunct type 2 surveys remain, an updated management will be commissioned.

Domestic premises are not included within CAR (Regulation 4) so are not included within communal reinspection programme of management. However, Exeter City Council have taken the decision to inspect housing stock every 10 years. ECC are currently reviewing this policy with a view to increasing the regularity of these inspection to 5 yearly.

Digital photographs will form part of the inspection records so that comparisons can be made at each re-inspection alongside asbestos registers and plans will be updated at the same time when carrying out the reinspection by the surveying company.

2 Definitions

Asbestos Containing Materials (ACMs)

Common abbreviations for asbestos containing materials including asbestos insulating board (AIB), asbestos concrete (AC) and Asbestos Insulation (AI).

Asbestos Management Plan (AMP)

A written plan of the actions and measures necessary to manage the risk (from ACMs). The term AMP is wide-ranging and can be used to describe organisational arrangements or the arrangements for individual premises.

Asbestos Register

The survey data and information must be used to complete an asbestos register and (where available) building diagram(s) showing the ACM locations. It will also feed into the risk assessment, which will be used to develop actions and recommendations for each property.

Dutyholder

Generally any person who has, to any extent, control of maintenance and repairs that form part of non-domestic premises or any means of access or egress to or from those premises or any activity which may disturb ACMs.

For the purposes of this AMP, the Primary Dutyholder is the CEO of Exeter City Council. See section 4 for a detailed explanation.

Non-Domestic Premises

Non-domestic premises include 'common' areas of certain domestic premises; including purpose-built flats or houses converted into flats.

The common areas of such domestic premises may include foyers, corridors, lifts and lift-shafts, staircases, roof spaces, gardens, yards, outhouses and garages - but does not include the flat itself.

Common areas does not include rooms within a private residence that are shared by more than one household. A more detailed breakdown can be found in Appendix H of this document.

Risk Assessment

In order to manage the risk from asbestos in non-domestic premises, the Dutyholder must ensure that a suitable and sufficient assessment is carried out whenever ACMs are identified.

The risk assessment must include material and priority assessment for each asbestos containing material. It should be noted that priority assessments are not carried out on demolition surveys as all items are to be removed.

Bulk Asbestos Sampling

Occasionally ad hoc sampling of suspect asbestos containing materials may be required. For these type of site visits ECC's asbestos surveying company will provide ECC Housing with a certificate of analysis which normally form part of a management, refurbishment/demolition survey. Copies of the certificate will be saved within the sites folder on ECC's cloud-based Box storage system.

3 SITE LIST

SITES MANAGED UNDER THIS MANAGEMENT PLAN
For a full list of sites, please see: TEAMS PORTAL – OPEN HOUSING – BOX SYSTEM

4 ASBESTOS ACTION PLAN

The following actions have been identified as part of this Management Plan. It is the responsibility of the Asset Compliance Lead and the Compliance works surveyor (Asbestos) to ensure that these actions are carried out within the timescales stated.

ACTION (Section)	RESPONSIBILITY	DUE DATE / REVIEW DATE	DATE COMPLETED
Maintain and/or communicate new Responsibilities	Asset Compliance Lead/ Compliance works surveyor (Asbestos)	Jun-26	
Complete / Update Surveys Domestic to HSG264	Asset Compliance Lead/ Compliance works surveyor (Asbestos)	Jun-26	
Maintain Communication Procedures	Asset Compliance Lead/ Compliance works surveyor (Asbestos)	Jun-26	
Training Due	Asset Compliance Lead/ Compliance works surveyor (Asbestos)/Technical officer (Asbestos)	Jun-26	
Maintain a Safe Working System	Asset Compliance Lead/ Compliance works surveyor (Asbestos)	Jun-26	
Test Emergency Plan	Asset Compliance Lead/ Compliance works surveyor (Asbestos)	Jun-26	
Ongoing Monitoring & Audits	Asset Compliance Lead/ Compliance works surveyor (Asbestos)/ Technical officer (Asbestos)	Jun-26	
Ongoing- Complete / Update Surveys Communal to HSG264	Asset Compliance Lead/ Compliance works surveyor (Asbestos)/ Technical officer (Asbestos)	Jun-26	
Ongoing- Complete Reinspections Domestic	Asset Compliance Lead/ Compliance works surveyor (Asbestos)/ Technical officer (Asbestos)	Jun-26	
Ongoing- Complete Reinspections Communal	Asset Compliance Lead/ Compliance works surveyor (Asbestos)/ Technical officer (Asbestos)	Jul-26	
Surveying of Inaccessible Area(s)	Asset Compliance Lead/ Compliance works surveyor (Asbestos)/ Technical officer (Asbestos)	Jun-26	

5 LEGISLATION AND DOCUMENTS

The main legislation and documentation relating to this Asbestos Management Plan are listed below:

- **Health and Safety at Work etc. Act 1974** - This is the parent legislation providing the framework for all subsequent legislation in this area.
- **The Management of Health and Safety at Work Regulations 1999** - These regulations address health and safety issues specifically in the workplace, affecting the workforce and third parties. This is where the requirement for risk assessment is set out.
- **Control of Asbestos Regulations 2012** - These regulations are wider than just the workplace. They prescribe that organisations must have a management plan.
- **The Construction (Design and Management) Regulations 2015** - These regulations are not specifically about asbestos but set out requirements for the management of construction projects.
- **Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013**
- **The Defective Premises Act 1972 in England and Wales** - Imposes duties in connection with the provision of premises with regards to liability for injury or damage caused to persons through defects in the state of premises.
- **HSG264; Asbestos: The Survey Guide** - Surveying, sampling and assessment of asbestos-containing materials.
- **HSG227; A Comprehensive Guide to Managing Asbestos in Premises** - How to prevent or minimise exposure to workers and other employees by managing the asbestos-containing materials on your premises.
- **HSG247; Asbestos: The Licensed Contractors' Guide** - Provides an overview of asbestos and its health effects, the law and how to work safely with asbestos.
- **L143; HSE Approved Code of Practice and guidance** - Managing and working with asbestos.
- **Hazardous Waste Regulations.**
- **The Housing Act 2004.**
- **Social Housing Act 2023.**
- **The Environmental Protection Act.**
- **The General Data Protection Act.**

6 ORGANISATION AND RESPONSIBILITIES

The Duty Holder is the owner of the site(s) or the person or organisation that has clear responsibility for the maintenance or repair, for example through an explicit agreement such as a tenancy agreement or contract. **The Duty Holder must be provided with a copy of this Management Plan** and is responsible for ensuring all appropriate regulations are complied with as detailed in section 4 above.

Duty Holder: CEO of Exeter City Council

Job Title: CEO of Exeter City Council

Contact Number: N/A

The Asbestos Co-ordinator is the person responsible for ensuring all asbestos-related activities are carried out at the site(s) as detailed in the Control of Asbestos Regulations 2012. The nominated Asbestos Co-ordinator must have a sufficient level of authority, resources, and competence to effectively fulfil this role.

Nominated Asbestos Co-ordinator: Joanna Haigh

Job Title: Compliance Works Surveyor- Asbestos

Contact Number: 01392 265031

Various aspects of this role can be delegated to other suitably trained and competent personnel to carry out. The following personnel have been delegated part of this responsibility:

Delegate (1)	Tamara Booth
Job Title (1)	Technical Officer (Asbestos)
Contact Number (1)	01392 265 657

Organisational Responsibilities - See Appendix C Asbestos Management Structure

Duty Holder / Delegated Duty Holder

Exeter City Council's Chief Executive Officer

- Ensure adequate funding and resourcing is made available to adequately fulfil the council's asbestos requirements.

Is accountable for ensuring the requirements of CAR2012 (Including regulation 4) are met.

- In the case of Exeter City Council - Housing, the main responsibilities of the Duty holder have been delegated to the Strategic Director of Operations and then to the Head of Service Asset Maintenance, who are supported by;

Asset Compliance Lead

- Overseeing all compliance works including asbestos.
- Overseeing changes to the AMP.
- Overseeing changes to asbestos procedures.
- Ensuring appropriate training is provided to all staff requiring it.
- Ensure Compliance Works Surveyor- Asbestos are suitably competent and experienced to fulfil their role.

Compliance

Compliance Works Surveyor, Asbestos

- Acts as the Asbestos Manager for Exeter City Council - Housing.
- Ensuring compliance with current regulations, guidance and best practice.
- Ensuring staff and contractors receive or confirm appropriate training.
- Review and onboarding of contractors.
- Ensure access to asbestos records is provided to all relevant parties.
- Ensuring all functions comply and support implementation.
- Prioritise surveys, remedial, management & project work where required.

- Appropriately respond where asbestos becomes damaged, or potential new asbestos materials are discovered.
- Ensure the presence of asbestos is taken into account when planning any work.
- Investigate breaches in following the procedures detailed in the Asbestos Management Plan.
- Monitor, review & update the Asbestos Management Plan including procedures annually.
- Manage access permissions to the asbestos register.
- Comply with ECC procedures and policies.
- Help to discharge the council's waste Duty of Care under the Environmental Protection Act 1990 (Section 34). Achieved by spot-checking hazardous waste consignment notes including;
 - (a) The carrier transporting waste has the correct license;
 - (b) The waste is accurately described and;
 - (c) The premises that is accepting that waste has the correct permit to do so.

Technical Officer (Asbestos)

- Support the Compliance Works Surveyor - Asbestos and Asbestos Surveyor in Asbestos duties.

Compliance Team

- To report any defects to suspect asbestos materials whilst on site.
- To report any asbestos-related compliance issues to the Housing Asbestos Team.
- To promote asbestos compliance issues and awareness generally.

Projects

Asset Management Lead

- Overseeing all asset management works including consideration for asbestos.
- Ensure the asset management works team including its contractors comply with Exeter City Council - Housing asbestos management plan as well as relevant regulations.
- Ensure asset management works obtain RAMS and all relevant paperwork which includes reference to asbestos from contractors.
- Ensure all asbestos-related paperwork and findings are sent to the Housing Asbestos Team.
- Ensure all asbestos-related paperwork is sent to Housing Asbestos Team.

Asset Management Team

- To assist Asset Management Lead in compliance with their asbestos duties.
- Obtain asbestos-related RAMSs, Asbestos survey and removal / remedial from contractors.
- Help ensure all asbestos-related paperwork is sent to Housing Asbestos Team.

Planned Works Lead

- Overseeing all planned works including consideration for asbestos.
- Ensure the planned works team including its contractors comply with Exeter City Council - Housing asbestos management plan as well as relevant regulations.
- Ensure the Planned Works Team obtain RAMS and all relevant paperwork which includes reference to asbestos from contractors.
- Ensure all asbestos-related paperwork and findings are sent to the Housing Asbestos Team.

Planned Works Team

- To assist Planned Works Lead in compliance with their asbestos duties.
- Obtain asbestos-related RAMSs, Asbestos survey and removal / remedial from contractors.
- Help ensure all asbestos-related paperwork is sent to the Housing Asbestos Team.
- Help to discharge the council's waste Duty of Care under the Environmental Protection Act 1990 (Section 34). Achieved by spot-checking hazardous waste consignment notes including;
 - (a) The carrier transporting waste has the correct license;
 - (b) The waste is accurately described and;
 - (c) The premises that is accepting that waste has the correct permit to do so.

Internal Support

Business Support Lead

- Oversee all business support services including any considerations for asbestos.

Business Support Team

- To report any defects to suspected asbestos materials through communications with tenants or whilst on site.
- To report any asbestos-related compliance issues to the Housing Asbestos Team.

Housing IT Systems Lead

- Overseeing all IT issues works including consideration for asbestos.

Housing IT Team

- Assist with all asbestos-related IT issues.
- Help to implement and maintain an electronic asbestos management database.

Repairs

Response Repairs Lead

- Overseeing all response and repair works including consideration for asbestos.
- Ensure Response and Repair Works Team including its contractors comply with Exeter City Council - Housing asbestos management plan as well as relevant regulations.
- Ensure Response and Repair Works Team obtain RAMS and all relevant paperwork which include reference to asbestos from contractors.
- Ensure all asbestos-related paperwork and findings are sent to the Housing Asbestos Team.

Response and Repairs Team

- To report any defects to suspected asbestos materials through communications with tenants or whilst on site.
- To report any asbestos-related compliance issues to the Housing Asbestos Team
- To coordinate repairs, response and void works with the Housing Asbestos Team
- Help to discharge the council's waste Duty of Care under the Environmental Protection Act 1990 (Section 34). Achieved by spot-checking hazardous waste consignment notes including;
 - (a) The carrier transporting waste has the correct license
 - (b) The waste is accurately described and
 - (c) The premises that is accepting that waste has the correct permit to do so.

Tenant Support

Housing Performance, Strategy and Resident Involvement Team Lead

- Overseeing all housing performance, strategy and resident involvement services including consideration for asbestos.
- Ensure the Housing Performance, Strategy and Resident Involvement Team including its contractors comply with Exeter City Council - Housing asbestos management plan as well as relevant regulations.
- To report any damaged or deteriorating suspected materials through communications with tenants or whilst on site.
- To raise tenants' awareness of asbestos issues and policies.
- Help explain to tenants how to report or ask for advice from the Housing Asbestos Team.
- To assist with any asbestos-related complaints or issues.

Tenancy Services Team Lead

- Overseeing all tenancy services including considerations for asbestos.

Housing Officers and Assistants

- To report any defects to suspected asbestos materials through communications with tenants or whilst on-site.
- To inform tenants where they can get asbestos-related advice.
- Inform the Housing Asbestos Team of any issues noted on site.
- Assist with accessing properties to carry out asbestos works, including communications, decants and site attendance.

Lettings and Home Ownership Team

- To report any defects to suspected asbestos materials through communications with tenants or whilst on site.
- To report any asbestos-related compliance issues to the Housing Asbestos Team.
- To inform tenants of Exeter City Council's AMP and general H&S policy.
- Assist with accessing leasehold properties to carry out asbestos works where required.

Older Person's Property Services Officer

- To report any defects to suspected asbestos materials through communications with tenants or whilst on site.
- To report any asbestos-related compliance issues to the Housing Asbestos Team.
- To inform tenants of Exeter City Council's AMP and general H&S policy.

- Assist with accessing properties to carry out asbestos works including communications, decants and site attendance.

All Exeter City Council Housing Staff

Everyone is responsible for Health and safety within Exeter City Council - Housing.

All staff must work to the objectives and processes contained within this asbestos management plan as well as general health and safety duties set out within the Health and Safety at Work Act and the more specific asbestos regulations (CAR2012). The Housing Asbestos Team will arrange for annual asbestos training to help ensure staff can achieve these aims. Everyone employed by Exeter City Council has a duty to attend these courses.

Housing staff are expected to familiarise themselves with this document in case asbestos queries arise on site. The Housing Asbestos Team can be consulted for any clarifications on its content.

The Asbestos Co-ordinator, **Error! Reference source not found.** is responsible for ensuring all activities listed below are carried out as required. Some of these tasks can be delegated to other personnel, although the responsibility remains with the Co-ordinator.

MANAGEMENT PLAN REQUIREMENT	DELEGATED PERSONNEL
Annual review of the Asbestos Management Plan in conjunction with G&L	Asset Compliance Lead/ Compliance Works Surveyor (Asbestos)
Ensuring asbestos management surveys are carried out	Asset Compliance Lead / Compliance Works Surveyor (Asbestos)/ Technical Officer
Planning short-term remedial actions (if applicable) (Excluding Planned Works teams & Contractors)	Asset Compliance Lead / Compliance Works Surveyor (Asbestos)/ Technical Officer / Projects
Planning medium to long-term asbestos remediation	Asset Compliance Lead / Compliance Works Surveyor (Asbestos)/ Technical Officer / Projects
Communication of information	Asset Compliance Lead / Compliance Works Surveyor (Asbestos)/ Technical Officer / Projects / Internal Support / Repairs Tenant Support / Compliance
Training for employees and contractors - Asbestos awareness / Non-licensed Work / Duty to Manage	Asset Compliance Lead / Compliance Works Surveyor (Asbestos)/ Technical Officer / Projects / Repairs / Compliance
Safe Working Practices - Permit to Work System / Control of Contractors (assessing competence)	Asset Compliance Lead / Compliance Works Surveyor (Asbestos)/ Technical Officer / Projects / Internal Support / Repairs / Compliance
Ensuring refurbishment / demolition surveys are carried out before planned works	Asset Compliance Lead / Compliance Works Surveyor (Asbestos)/ Technical Officer / Projects / Internal Support / Repairs Tenant Support / Compliance

MANAGEMENT PLAN REQUIREMENT	DELEGATED PERSONNEL
Ensuring there is an emergency action plan in place to deal with accidental exposure to ACMs	Asset Compliance Lead / Compliance Works Surveyor (Asbestos)
Ensure that the emergency action plan is tested (Exeter City Council & Mears)	Asset Compliance Lead / Compliance Works Surveyor (Asbestos)
Ensuring re-inspections are carried out at the required intervals	Asset Compliance Lead / Compliance Works Surveyor (Asbestos) / Technical Officer
Ensuring all records are kept – Survey Reports / Removal Details / Air Test Certificates	Asset Compliance Lead / Compliance Works Surveyor (Asbestos) / Technical Officer
Out-of-hours contact / company (See sections 10 & 11)	Asset Compliance Lead / Mears
Monitoring & Audits	Compliance Works Surveyor (Asbestos)

All delegated personnel must be informed of their responsibilities under this Management Plan and fully understand what is required of them.

The delegated personnel are informed of their responsibilities under this Management Plan by sending an email to all relevant personnel.

An approved Asbestos Consultancy can be nominated to assist the Asbestos Co-ordinator in their role.

It is strongly recommended that the Asbestos Consultancy is employed directly by the client for all consultancy and analytical work.

The approved Asbestos Consultancy must be suitably qualified to perform this role it is recommended they:

- Can demonstrate independence, impartiality and integrity;
- Have adequate training and experience in such work;
- Are accredited by the United Kingdom Accreditation Service (UKAS) for Asbestos Surveying (strongly recommended by the HSE).

All parties must also be fully aware that although some duties have been delegated to the asbestos consultancy, the legal responsibility cannot be delegated and remains with the Asbestos Duty Holder.

Nominated Asbestos Consultancy (including surveying, sampling, analysis, training & air monitoring):

G&L Consultancy Ltd - 01823 443 898

- Independent Asbestos Consultancy;
- Established in 1999;
- Six senior managers hold COCA CCP qualification;
- UKAS accredited to ISO 17025 (No. 2083) and ISO 17020 (No. 349)

Nominated Licenced Asbestos Removal Contractor:

Envirocall – 08081 683 369

Nominated Non-Licenced Asbestos Removal Contractor:

Envirocall – 08081 683 369

Nominated Non-Licenced Asbestos Contractor for Maintenance Works:

Mears & Third-Party Companies as required

7 ASBESTOS SURVEYS / REINSPECTIONS

SURVEYS	SURVEY DATE
New Management surveys carried out from HSG264	From 2010
Pre-2010 MDHS Surveys will be updated to HSG264 by November 2025 (Domestic & Commercial)	In progress

Management Surveys

The purpose of an Asbestos management Survey is to locate, as far as reasonably practicable, the presence and extent of any suspected ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation and assessment of their condition. Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present.

Where ACMs are found, a risk assessment must be completed as this is part of the survey process. The risk assessment combines a material assessment score with a priority assessment score. The details must be added to the asbestos register. This will provide details of each risk assessed, identified and/or suspected ACM found. All materials listed with recommendations of either remedial or removal work will be raised immediately by a member of the Housing Asbestos Team.

Refurbishment surveys will be undertaken where work is likely to breach the fabric of the building.

Refurbishment and Demolition (R&D) Surveys

Refurbishment and Demolition Surveys are invasive and destructive but can be confined to specific areas of work i.e. there is no need to carry out an R&D survey to an entire flat when the work will only occur in the bathroom or kitchen. All areas within the scope of works must be accessed prior to commencement of refurbishment or demolition.

As with the management survey all materials listed with recommendations of either remedial or removal work will be raised immediately by a member of Housing Asbestos Team.

Material assessments are required for R&D surveys however, priority assessments may not be needed where demolition is to take place.

Material and Priority Assessments

Material assessments are carried when surveys are commissioned and generally these assessments are used by Exeter City Council - Housing when ordering works within their properties.

Exeter City Council - Housing does not generally use priority assessment score in their day-to-day management as work is ordered immediately when a remedial or removal action has been recommended by a survey.

Priority assessments are used by Exeter City Council - Housing when planning longer term and/or multiple site projects. The priority assessments used in conjunction with the material assessment can be added to produce individual scores.

This numerical prioritising will be used to order the works. See appendix F and G for specific scoring schedules.

Priority assessments are carried out by Exeter City Council – Housing’s approved surveying contractor. The scores within each domestic premises and communal/non-domestic premises are best carried out by those who are on site rather than the Asbestos Housing Team who are generally office based. The priority and material scores are checked by the Asbestos Housing Team during paperwork checks and audits.

Further information can be found within Appendix E: Actions upon receiving an Asbestos Survey Report.

Communal and Non-domestic Areas including Externals

Exeter City Council - Housing has an Asbestos management survey for each communal and non-domestic area within its stock. Furthermore, it also has a regular programme of re-inspections carried out in these areas. This programme of works is stored on the asbestos drive on Exeter City Council's internal network.

Communal and non-domestic areas with Asbestos containing materials identified within them will at minimum be re-inspected every twelve months.

Any remedial or removal works arising from any inspection are immediately raised and actioned. All Information is updated and saved in the address folder on the Box electronic storage system.

All re-inspections are to be undertaken by appropriately trained Exeter City Council - Housing staff members or by the approved contractor.

Exeter City Council's programme of re-inspections within common areas enables the council to comply with current legislation. I.e. Regulation 4 of the Control of Asbestos Regulations which states "the duty to manage asbestos in non-domestic premises" including common areas.

Domestic premises are not included within the CAR regulations so are not included within this particular programme of management. However, re-inspections and/or other surveys within domestic dwellings will be required at different times under different legislation.

Housing Stock

Exeter City Council - Housing has completed management surveys in almost all eligible properties and are working towards gaining access to them all. All other properties have the minimum of a full management survey or equivalent. All areas which are specific to the property must be included (e.g. Individual balconies, meter cupboards and out building). Where the now defunct type 2 surveys remain, an updated management will be commissioned.

Void Housing

When a property becomes void, a minimum of a full management survey will be carried out (Unless a variation is agreed with the Housing Asbestos team). In addition, the Voids Team will indicate via email to the Housing Asbestos Team if any refurbishments are to take place.

Further refurbishment surveys will then be commissioned to cover these works. Exeter City Council - Housing will arrange the removal of all easily accessible asbestos materials during void stage regardless of condition during the void process.

The only exceptions to asbestos removals at void stage are textured decorative coatings, bitumen adhesive to floors and vinyl tiles situated beneath modern flooring in good condition (Although, each of these exceptions must be removed if recommended on the survey report). Any other exceptions to

this must be approved by the Compliance Works Surveyor - Asbestos or the SHEQ Lead. All surveys, remedials and removal works must be completed prior to the commencement of general voids works.

Following on from the management and/or R&D survey report, if there are no asbestos items or any further inspections needed, Mears will be instructed to carry out repairs and all scheduled works.

The location and description of all remaining ACMs must be brought to the attention of new tenants at the time key handover.

All ACM removal works are to be undertaken by Exeter City Council - Housing's appointed asbestos contractor.

ACMs left in situ following void removals should be removed opportunistically; e.g. during later major refurbishments.

Purchased Housing

Purchased housing transferred to Exeter City Council - Housing will be treated as a void (unless occupied) and will go through the same process.

If occupied and a suitable management survey is not available a new survey will be commissioned.

Any recommendations will be enacted immediately and discussed and arranged with the tenant, if appropriate.

Asbestos Reports

All teams based asbestos reports and registers can all be viewed and downloaded from the G&L TEAMS Client Portal. This can be accessed from:

<https://reportsonline.gnl.org.uk>

Additional users can be set up as required with individual log-on details by contacting G&L Consultancy. Further copies of the asbestos reports are also available as follows:

Electronic Version:	Box System, TEAMS Portal & Property Asbestos Information folder
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Asbestos Register Location (Hard Copy):	None
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A QR Code system is to be used to access the G&L TEAMS Portal; QR codes will be located in red fire boxes within each communal area (Exeter City Council hold a list of all QR Code locations for communal areas). The QR system is being planned to initially cover communal and non-domestic areas.

The management of Housing Asbestos data is currently handled by a system called Box. Box is an online file storage system which is used as a library for all asbestos paperwork including registers,

survey reports, analytical, removal, remedial and waste consignment notes. The files and information are updated with new files for each subsequent asbestos related visit/work.

Box gives specific access to anyone who is likely to come across ACM's including contractors, tenants and general visitors to site. This system however is not to be used by Exeter City Council staff (with the exception of the Housing Asbestos Team who access and maintain both).

For Exeter City Council staff all information on box is mirrored onto the property asbestos information files on Exeter City Council internal drives. Only the Housing Asbestos Team have permission to edit or add information to these folders.

The asbestos register(s) details all ACMs identified during the survey(s). Each ACM has been assessed on site to determine its Material Assessment which considers its Product Type, Extent of Damage / Deterioration, Surface Treatment and Asbestos Type.

Priority assessments have been carried out for all ACMs within Communal Areas only to determine the risk and priority for action. It is strongly recommended that the priority assessment is carried out by the building owner with detailed knowledge of the activities carried out within the various areas. If the building owner is not available, the priority assessment may be completed by the surveyor. If the priority assessment has been completed by the surveyor on site without additional input from the site owner, then you must be aware that this may not have considered any specific activities carried out within the premises, which may increase the risk. However, in the case of domestic housing and communal areas it is the surveyor who will have the best knowledge of site.

Site plans are included with the asbestos reports showing the layout of the building with all rooms numbered. All ACMs detailed on the register are shown in numbered locations so they can be located on the site plans and on-site.

Communal Re-inspections

Re-inspections are to be carried out at regular intervals, as detailed below, to check the condition of all ACMs and update the registers. All reinspections are to be carried out by our designated UKAS accredited asbestos consultancy.

Non-domestic premises include 'common' areas of certain domestic premises; including purpose-built flats or houses converted into flats. The common areas of such domestic premises may include foyers, corridors, lifts and lift-shafts, staircases, roof spaces, gardens, yards, outhouses and garages - but does not include the flat itself.

Common areas do not include rooms within a private residence that are shared by more than one household.

Domestic Reinspection Interval: **5 Years** **Next Due:** See Open housing

Communal Reinspection Interval: **Annually** **Next Due:** See Open Housing

During each reinspection, all identified, presumed and strongly presumed ACMs are assessed, new photographs are taken, and review comments are recorded against each item to provide details of any changes.

Any remedial or removal works arising from any inspection is to be immediately raised and actioned. All Information is updated and saved in the address folder on the Box electronic storage system.

Refurbishment or demolition surveys must be carried out at the site by an independent UKAS-accredited company before any planned or emergency refurbishment or demolition work. The survey must be carried out to ensure the areas affected are fully inspected for any ACMs hidden within the fabric of the building. To carry out a refurbishment or a demolition survey, full details will be required of the specific areas to be refurbished or demolished with details of the full scope of the works planned.

Repairs and Refurbishments

All refurbishments that affect the fabric of Exeter City Council – Housing premises are required to obtain a specific survey. The refurbishment survey should fully cover the scope of works prior to commencement. The relevant person planning or ordering the works (e.g. repairs officers, adaptations team or contractors) will need to contact the Housing Asbestos Team with the specifications along with all relevant details of the work to take place.

Once the survey has been carried out all survey paperwork will be made available to relevant parties through the electronic storage system box and /or sent through email by Housing Asbestos Team. Any recommendations from the surveys must be fully completed prior to the commencement of works. Any limitations must be reviewed. Works must not commence until necessary removal / remedial / analytical and surveying paperwork has been received and checked by the Housing Asbestos Team.

Planned works

The planned works team use their own vetted contractors. However; the planned team must make sure that these contractors are working fully to the Exeter City Council - Asbestos Policy, in accordance with this management plan and with all current health and safety and asbestos regulations. Furthermore, all paperwork including waste consignment notes must be forwarded to the Housing Asbestos Team to be uploaded to the electronic storage system box.

Removals and Remedial Projects (Housing Asbestos Team)

Removal and remedial projects prepared by the Housing Asbestos Team are those that encompass more than one site. They are separate from Planned Team works and are specifically asbestos-targeted. They are undertaken by the Housing Asbestos Team who will ensure specific asbestos refurbishment surveys are commissioned prior to any removal or remediation. The recommendation actions from the asbestos survey report will be used to prioritise the order of works.

Examples of refurbishment projects that would require a refurbishment survey include but are not limited to:

- Utility upgrades (heating, lighting, electrical, IT, Security, Fire)
- Window / door replacements
- Room layout changes
- Flooring / ceiling replacement
- Roof replacement
- Kitchens & Bathrooms

Ensuring Data is Up to Date

To ensure that the data held remains up to date it is recommended that following any sampling, refurbishment or demolition surveys and following any asbestos remediation the current asbestos report is updated.

- Reports will be updated following the completion of licensed remediation work where G&L Consultancy has carried out the analytical work.
- Third-party remediation work will be assessed and incorporated into the latest reports – if the information is limited, an inspection / annual reinspection will be completed before the reports are updated.
- Refurbishment and Sampling Surveys will be incorporated into the report during the annual reinspection.
- CSV Files (Register Data) is imported into Open housing.
- Bulk Sample Reports will be saved to the relevant site folder on the Exeter City Council – Cloud-based box storage system.
- Any remedial or removal works arising from any inspection is immediately raised and actioned. All Information is updated and saved in the address folder on the Box electronic storage system.

8 REMEDIAL ACTIONS / LONG TERM PLAN

Any remedial or removal works arising from any inspection is immediately raised and actioned. All Information is updated and saved in the address folder on the Box electronic storage system.

All items identified at the site are allocated a recommended action which dictates how the item is to be managed.

Action A	Item requires immediate removal (recommended within 2 months)
Action B	Item requires immediate encapsulation (recommended within 2 months)
Action C	Item requires repair or removal (recommended within 6 months)
Action D	Manage and review regularly, no remedial action is required

The timescale for any ACMs requiring action is detailed on the asbestos register as well as on the Client Portal. These timescales are to be followed to ensure as far as reasonably practicable all remedial actions are carried out as recommended.

If it is not possible to deal with certain items within the recommended timescales, due to reasons outside of your control, additional procedures can be put in place to extend the timescales stated. This needs to be assessed for each ACM based on their friability, risk score, location and the building use. If the area can be locked and clearly signed to prevent entry to all personnel, ACMs can be contained and isolated until it is possible to carry out the recommended actions. These are referred to as 'Managed Areas'.

If remedial actions cannot be carried out in the timescales recommended, regular air monitoring may be required to ensure there is no fibre release and the areas remain safe for occupation.

Any areas that were inaccessible during the recent inspection are shown on the 'Recommended Action Items' graph on the Home Page of the TEAMS Client portal as Action E. Inaccessible areas must be presumed to contain asbestos until arrangements have been made to carry out a full inspection before any disturbance.

Various areas within this site may not have been fully inspected and will not be listed on the register if they were outside the scope of the survey carried out. Please refer to the scope of the surveys carried out and any notes recorded beneath the registers to ensure that any areas which may not have been inspected are checked before any disturbance.

9 COMMUNICATION OF INFORMATION

Procedures are in place to ensure that all relevant parties who access the building(s) for any reason are fully aware, if applicable, of the locations of all ACMs present within the premises.

The following methods of communication are in place to ensure that everyone is fully aware of the locations of all ACMs. The Asbestos Co-ordinator is responsible for ensuring this is carried out.

Contractors and Repairs Officers

Asbestos information is provided to contractors or anyone liable to disturb ACM's. Persons tasked to work in premises must be in possession of the appropriate asbestos survey(s) along with risk assessments as well as any remedial or removal paperwork prior to work commencement. This information is provided in two ways; It is emailed through the officer that is planning the works and/or is also made available through the electronic storage system box.

Methods of Communication

- Warning signs
- Email
- TEAMs Portal access
- TEAMs QR System (to be reviewed)
- Staff Induction (to be reviewed)
- Meetings
- Intranet
- Health & Safety Meeting
- Exeter City Council – Housing Processes and Procedures

Communication with Tenants

Tenants of Exeter City Council - Housing have been provided access to the electronic storage system box. This allows them to view all asbestos information relating to their dwelling. For tenants unable to access this system, communication will be made to the Housing Asbestos Team who can provide this information as a hard copy or in another format most suitable to them.

In addition, asbestos information is made available by Exeter City Council - Housing to tenants in the following ways;

- Tenant handbook – basic general advice to be provided in the health and safety section.
- Leaflets – these can be used to supplement the general advice, for example where a desk-top risk assessment and / or sampling of an archetype enables us to provide more than the general advice provided in the Tenant handbook.
- Websites – to provide general advice, support campaigns and provide links to sources of more information.

- Tenant communication – Exeter City Council will email or write to tenants (through leaflets, tenant handbooks or lettings packs) advising that asbestos is present within a large number of Exeter City Council - Housing properties and as such should not carry out any DIY or similar invasive works without talking to the Asbestos Team in the first instance. The communications will also advise where additional detailed information can be found (Box portal) or to contact the asbestos team should they not be able to access this facility or should they have difficulty understanding the technical information.
- New tenants – Leasehold and lettings will inform new tenants of the above and obtain confirmation from the tenant that they have understood.
- Directly – where a survey or re-inspection has revealed an immediate high risk exists; e.g. exposure from DIY or exposed damaged AIB in high use area. The tenant will be informed and provided with advisory information by the fastest means.
- Exeter City Council – Housing’s current tenant communication procedures are under review but will remain as above until the review is complete.

10 INSTRUCTION AND TRAINING

It is a requirement of Regulation 10, Control of Asbestos Regulations 2012 that the Asbestos Co-ordinator will undertake regular Asbestos Management Training to ensure continuing competence.

Asbestos Duty to Manage Training or a *BOHS P405* course should be attended to ensure the Asbestos Co-ordinator and any other personnel with delegated responsibilities are fully aware of their legal duties under the Regulations.

Asbestos Awareness training is designed for anyone who could foreseeably disturb the fabric of a building and expose themselves or others to asbestos and for those who supervise or influence the work. Awareness training is only intended to help employees avoid carrying out work that will disturb ACMs; it does not enable people to work on ACMs. This must be provided by a competent training provider who is a member of either IATP or UKATA and reviewed regularly. There is no legal requirement to repeat an entire formal awareness refresher training course every 12 months. However, some form of refresher should be given, as necessary, to help ensure knowledge of asbestos awareness is maintained (CAR2012: 270-272).

Working with Non-Licensed Asbestos training must be attended on an annual basis by anyone whose work will knowingly disturb ACMs, and which is defined as non-licensed work or non-notifiable licensed work (NNLW). This is additional task-specific information, instruction and training tailored to the specific activities carried out on-site.

Toolbox Talk awareness training is carried out internally to inform employees of how various aspects of the Management Plan are implemented within the organisation and how the internal asbestos authorisation to work system is utilised if required. This will be carried out by the Asbestos Co-ordinator.

External contractors will be required to show evidence that they have attended the appropriate and valid training courses provided by either an IATP or UKATA member prior to carrying out any work at the site. This will be Asbestos Awareness training and Working with Non-licensed training for non-licensed contractors and Work with Licensed Asbestos training for licensed contractors.

Exeter City Council staff with responsibilities that may include coming in contact with or who advise anyone who may come in contact with ACMs will be required to attend a sufficient level of training to enable them to understand and manage the potential risks from asbestos.

Training will be decided by the Housing Asbestos Team who will assess the responsibilities of each job role and suitable training. Asbestos training records along with a training programme schedule are held by the Housing Asbestos Team on the asbestos files on the Exeter City Council - internal drive.

This training schedule enables the Housing Asbestos Team to arrange training and refresher training and all other asbestos related training within the council's allocated regularity.

As a minimum, all staff who may come into contact with ACMs during the course of their work and their supervisors / managers will be required to attend annual asbestos awareness or refresher

training. Employees with a high level of competence knowledge and expertise may warrant a less frequent or more specific refresher. The Housing Asbestos Team will decide through training record the regularity or specified training required.

Staff with greater involvement and/or where their own activity or the activity of employees or contractors carrying out work for them is likely to disturb asbestos, will require enhanced training, for example recognised task training or an asbestos management course such as P405 or equivalent. It will be for the Asset Compliance Lead to determine the most appropriate training.

All general contractors must as a minimum have valid and in date asbestos awareness training or a suitable equivalent. This training is arranged by all contractors for their own employees and will be written into any contracts with Exeter City Council - Procurement.

Spot checks of this training will be made by the Housing Asbestos Team during in house audits.

The training needs of all persons who use the building have been assessed and are detailed in the table below. Training requirements are to be reviewed on an annual basis and refreshed when required.

ASBESTOS DUTY TO MANAGE / REMEDIATION	LAST COMPLETED	NEXT DUE	REFRESHER INTERVAL
All relevant staff as required	Ongoing	As required	Every Four Years
ASBESTOS AWARENESS TRAINING (INITIAL) Online	LAST COMPLETED	NEXT DUE	REFRESHER INTERVAL
Asset Compliance Lead / Compliance Works Surveyor / Officer / Projects / Internal Support / Repairs / Tenant Support / Compliance All Housing staff (Any exemptions must be agreed with the Compliance works surveyor -asbestos or the SHEQ Lead)	Ongoing	As required	Every Five Years
ASBESTOS AWARENESS E-LEARNING (REFRESHER)	LAST COMPLETED	NEXT DUE	REFRESHER INTERVAL
Asset Compliance Lead /Compliance Works Surveyor / Technical Officer / Projects / Internal Support / Repairs / Tenant Support / All Housing staff	Ongoing	As required	Annually
BOHS P405	LAST COMPLETED	NEXT DUE	REFRESHER INTERVAL
Asset Compliance Lead / Compliance Works Surveyor / Technical Officer Asbestos.	As required	As required	Every Three Years
INTERNAL TRAINING	LAST COMPLETED	NEXT DUE	REFRESHER INTERVAL
Residents Support Day (Meet the suppliers for help and advice)	2024	2025	Annually

11 SAFE WORKING PRACTICES

No person should disturb any ACMs within the premises unless it has been programmed by the Asbestos Co-ordinator and the work is carried out under the appropriate controlled conditions by trained personnel.

General (non-asbestos) Work

All contractors who will complete work involving asbestos must ensure their systems of work are fully compliant with CAR2012 and all other relevant legislation. Any licensable asbestos work must be carried out by HSE approved contractors. Site operatives involved with asbestos work must be sufficiently competent to undertake the tasks asked of them. Contractors who work on asbestos are limited to those who have been approved and vetted by the Asset Compliance Lead and/or the Compliance Works Surveyor-Asbestos and the procurement process.

In the case of the asbestos contractor used by the Planned Work Team it is the responsibility of the Planned Maintenance Lead to ensure full compliance with Exeter City Council's asbestos policy as well as this management plan

All general maintenance contractors (plumbers, electricians, builders etc) carrying out work on site should have evidence of attendance at a recent asbestos awareness course as a minimum. This basic level of training ensures good awareness for all contractors in the case of additional ACMs accidentally being disturbed.

The contractor will be emailed a copy of the asbestos register or will check on the Box system prior to starting any works to confirm that they have checked the asbestos report. No work should be undertaken if no asbestos report is available then the Asbestos Consultancy should be contacted to arrange a survey.

All contractors on site must plan work to ensure that any asbestos-containing materials are not disturbed and must also have an emergency plan in place.

The emergency procedures should complement our Emergency Response Plan (Appendix D).

Out Of Hours Contact / Company

Before any out-of-hours work (reactive or maintenance) is undertaken, the asbestos register must be checked (G&L Consultancy TEAMS Portal or Box system). The contractor should be sent the relevant asbestos report or have direct access to the Portal. All Contractors must hold asbestos awareness before attending the site.

Work on ACMs

No Exeter City Council Housing Staff will work on Asbestos containing materials.

All general contractors working at the site must check the asbestos register (G&L Consultancy TEAMS Portal, Box system or e mailed a copy) prior to starting any work.

When identified ACMs are due to be disturbed, the work must be initially assessed to determine whether it can be carried out internally (by a competent person) or whether a licensed or non-licensed contractor will be required. See **APPENDIX A - DECISIONS FLOWCHART** and **APPENDIX B – EXAMPLES OF LICENSED, NON-LICENSED AND NOTIFIABLE WORK.**

All licensed work **must** be carried out by a Licensed Asbestos Removal Contractor.

Exeter City Council - Housing will conduct site audits on the Licensed Asbestos Removal Contractor; these will be carried out either by the Asbestos Co-ordinator or an External Consultant (See Appendix I – Example asbestos works audit form).

Non-licensed work at the site will be carried out by a Licensed or Non-Licensed Contractor (specialising in asbestos) or competent external contractor.

If a maintenance contractor could potentially disturb an ACM as part of their duties, they must be appropriately trained and competent i.e., changing fixings attached to an asbestos-containing material. To confirm competence, they must have the following:

- Asbestos Awareness Training (Annually refreshed);
- Working with Non-Licensed Asbestos Training for the specific activities to be carried out;
- Have a face-fitted Ori-nasal respirator with P3 filter; Type 5/6 Category III disposable coverall with a hood, boots without laces and any other PPE for the required works.
- Able to follow a prepared plan of work of the full scope of works to be carried out.
- Emergency procedures (e.g. uncontrolled disturbance/exposure and contamination).

Licensed or Non-Licensed Asbestos Contractors selected to work on ACMs must hold the following to demonstrate competent;

- A copy of their HSE licence for work on asbestos (licensed contractors only);
- Details of their public and employer liability insurance;
- Licensed or Non-licensed training records for all supervisors and operatives working on-site;
- References from recently completed contracts;
- Details of any action taken against them by HSE / LA (prosecutions or enforcement notices);
- Full detailed Method Statements available (Plan of Work).
- Site-specific risk assessments

Reassurance air test with visual inspection must be carried out by a UKAS accredited independent company for Licensed asbestos removal works and textured decorative coating removals. All other non-licensed materials may require a reassurance air test or visual inspection. If an asbestos material

is disturbed during occupation of tenant or member of the public in the vicinity a visual inspection and reassurance air test will also be required unless agreed with the Compliance works surveyor-Asbestos, Technical Officer-Asbestos or SHEQ lead.

Remedial or removal works on ACMs should be inspected on completion to ensure it has been carried out to a satisfactory standard. Information must then be provided so that the asbestos register can be updated. If no formal air testing or visual inspection has been carried out, a Work Completion Form should be completed so the asbestos register can be updated (see example at Appendix E). Asbestos consultants carrying out visual inspections and air monitoring should normally be employed directly so that the resulting certificates are available on the client portal alongside the asbestos registers.

The asbestos consultant is to be employed directly for any air monitoring works following asbestos remediation, so that the register can be immediately updated. The only exception is if the nominated consultant cannot attend works.

12 EMERGENCY PLAN FOLLOWING ACCIDENTAL EXPOSURE

An emergency plan with emergency contact numbers must be in place in the event of damage to an ACM, potentially resulting in the release of airborne asbestos fibres. This emergency plan is detailed separately in Appendix D for ease of printing so it can be displayed for easy access by all personnel.

Following the controlling of the emergency, the remedial actions can be organised by the Asbestos Consultant. A Further inspection of the area should be undertaken under controlled conditions. A Licensed Asbestos Contractor may be required to clean the area, followed by a visual inspection and air monitoring.

Any employees or tenant exposed to the damaged ACM should be placed on the 'at risk' register and a copy of this sent to each employee. Employees on the 'at risk' register should then undergo health surveillance to benchmark 'lung health'. The employee should also be encouraged to consult their GP and ask for a note to be made in their personal record about possible exposure, including date(s), duration, type of asbestos and likely exposure levels (if known). In some circumstances, the GP may refer them to a specialist in respiratory medicine. The incident may also need to be reported under RIDDOR. An investigation should be carried out to determine why the incident happened and procedures then put in place to prevent further incidents from occurring, where possible. All details of the investigation must be fully documented and kept with the asbestos records for at least 40 years.

The survey should then be updated, and the appropriate risk assessments carried out on the damaged asbestos-containing material.

It is a requirement under Regulation 4 of the Control of Asbestos Regulations that information about the location and condition of any ACMS within the sites is made available to the emergency services, in the case of an emergency.

Asbestos-Related Incidents and Health and Safety Issues

The emergency response plan contains the course of action to be taken if:

- An operative finds they are working on ACMs they had not been warned about.
- ACMs are accidentally damaged during the course of work.
- A tenant reports they think they may have disturbed ACMs.

The Emergency Response Plan (ERP) is described by the flowchart in Appendix D.

If not already involved, the SHEQ Lead and Housing Assets Lead will be notified of every incident by the fastest means.

Asbestos related incidents must be reported to corporate health and safety along with corporate property teams.

A full investigation will be conducted by a designated individual whose seniority will be commensurate to the seriousness of the incident.

Emergency Out-of-Hours Contact (Currently Mears via the out of hours contact number 01392 265147)

Reactive Repairs and Preventative Maintenance

1. Minor works are those which are normally actioned by the issuing of a works order or instruction. They do not normally require pre-assessment and may include emergency, reactive, routine, day-to-day, or other small jobs which do not normally require preparation of specifications, schedules, drawings or other contract documents.
2. It would not be practicable or reasonable for this type of work to be pre-surveyed for asbestos due to the vast number of orders raised and the effects this would have on response times, service delivery and costs.
3. Minor works and reactive and preventative maintenance work is carried out by external contractors.
4. When an order number is received which involves work that will interfere with the fabric of an Exeter City Council building, it is the contractor's responsibility to view the premises asbestos register to determine whether asbestos is present. If no asbestos is identified, then the works can proceed with caution bearing in mind the possible presence of ACMs not identified in the register.
5. The following procedures shall be observed:
 - People carrying out those works should receive training and instructions on asbestos awareness, recognition and procedures for reporting its discovery.
 - If unexpected potential asbestos containing materials are discovered during the works, they must not be disturbed but the incident reported to the originator of the works request (client) who will arrange for an asbestos inspection and priority assessment.
 - If the material has been inadvertently disturbed, then the incident shall need to be reported immediately to enable the instigation of the **Emergency Response Plan**.
 - If the works or their locations are significantly different from the works order or if the resultant repairs are likely to involve or effect other elements of the building (e.g. awkward working conditions or confined spaces near presumed ACMs) refer back to the originator before proceeding.
6. Works orders and site instructions must contain, where possible, the following standard message in print:

“WARNING: THIS LOCATION MAY HAVE NOT BEEN ASSESSED FOR THE PRESENCE OF ASBESTOS. BE VIGILANT AND REPORT ANY SUSPECT MATERIALS TO YOUR SUPERVISOR IMMEDIATELY”

If any tenant contacts the out of hours property maintenance company; the following procedure should be followed:

Out of Hours Emergency Call Out - No Asbestos Information available.

- Assume the area or room to contain asbestos.
- Area to be locked until Asbestos Consultant or competent person has been contacted.
- If required remove / decant all personnel from the area or building.
- Contact out-of-hours asbestos consultancy for further advice, asbestos co-ordinator or competent personnel.
- Sample to be taken.
- Re-assurance air test to be carried out as a precaution.
- External contactor i.e. electrician, plumber etc must have asbestos awareness training and working with non- licences training to carry out works.

Out-of-Hours Emergency Call Out - Asbestos Information available.

- Asbestos register to be checked before contractors attending site (G&L Teams Portal or BOX).
- If there is the potential of an ACM being disturbed during the work the contractor must have Work with Non-licenced Asbestos training.
- If an ACM is not going to be disturbed, then the contractor must have asbestos awareness training.
- If required remove / decant all personnel from the area or building.
- Contact out-of-hours asbestos consultancy for further advice, asbestos co-ordinator or competent personnel.
- Re-assurance air test to be carried out prior to works where possible and on completion of works.

13 MANAGEMENT PLAN REVIEW

The Asbestos Co-ordinator, or on their behalf, a UKAS Accredited Company will review the entire Asbestos Management Plan on at least an annual basis to ensure that all requirements are in place and procedures are being followed for the management of the ACMs. The Management Plan must be updated to reflect any changes to ACMs which may then affect the way they are being managed. The Management Plan will then be approved again for future use by the Asbestos Co-ordinator.

The Management Plan will also be reviewed by the Asbestos Co-ordinator on an annual basis to check and update for any changes in the business such as key personnel leaving, who have responsibilities under this Management Plan, additional training requirements, resourcing the Management Plan, changes to company procedures, refurbishment plans, failure of procedures, review of accidents / incidences, or change of use of the buildings.

Additional reviews may be required if changes occur that affect the Management Plan throughout the course of the year such as maintenance work, change in building tenants or employees.

The Management Plan must be signed on page 2 following the annual review to indicate that it has been reviewed, even if no changes are required.

All subsequent versions of this Asbestos Management Plan will be archived on ECC internal drives but remain accessible.

14 RECORD KEEPING

The following records shall be kept in support of this document for a minimum period of five years:

- Asbestos surveys and risk assessments.
- Work activity risk assessments and safe methods of work.
- Asbestos-related work permits / authorisation to work forms (if used).
- Asbestos sampling results.
- Routine visual inspection and air monitoring results.
- Emergency visual inspection and air monitoring results.
- All visual inspection and air monitoring results from asbestos removal / remedial works (excluding personal monitoring – see below).
- Remedial work / removal records of ACMs, including relevant HSE notifications
- Face fit certificates.
- Asbestos contractor approval records.
- Training records relating to work with ACMs.
- Records relating to the transportation and disposal of waste ACMs, including Environment Agency Consignment Notes.
- Previous revisions of the Asbestos Management Plan.

The following records shall be kept in support of this document for forty years from the date of last entry:

- Asbestos incident reports.
- Occupational health records.
- Personal monitoring reports.
- RIDDOR notifications.

15 MONITORING AND AUDITS

Exeter City Council - Housing Asbestos Team will carry out audits at regular intervals. All areas of asbestos compliance will be audited including surveys, analytical and remedial works.

Audit sheets specific to various tasks are held in the asbestos folder on Exeter City Council - internal drives. Please see appendix I for an example of Exeter City Council - site work audits sheet. Audits data is held on the audit spreadsheet also located within the asbestos folder on Exeter City Council - internal drives. The spreadsheet contains information about the audit, the activity involved and any findings. Areas of improvement and follow up actions should be detailed. This spreadsheet is a live document and will be updated accordingly.

Performance will be reported periodically to the SHEQ Lead or equivalent and will be incorporated into Health and Safety Key Performance Indicators.

Site Based Audits

Housing asbestos aims to carry out monthly site audits. This is to review completed removal works and surveys.

All asbestos related paperwork generated by these audits will be stored in the specific folders on Exeter City Council - internal drives.

Desktop Audits

Desktop checks will be carried out. In addition to the site audits above, all connected paperwork will be checked upon return to the office and stored on the Exeter City Council - internal drive.

Box Electronic Cloud Storage System Audits

Formal audits will be carried out for contractor accessing asbestos data from Box. It is possible through Box to check when and who had accessed each folder and file. It is through this feature that checks will be made to ascertain correct data is being checked prior to works commencing. All audits will be logged on to the audit spreadsheet mentioned above.

16 Equality and Diversity

Exeter City Council - Housing, in pursuance of this policy, will take care not to discriminate against any tenant on the grounds of his/her race, ethnic origin, gender, sexuality, marital status, disability, age, religion, Class and any protected characteristics.

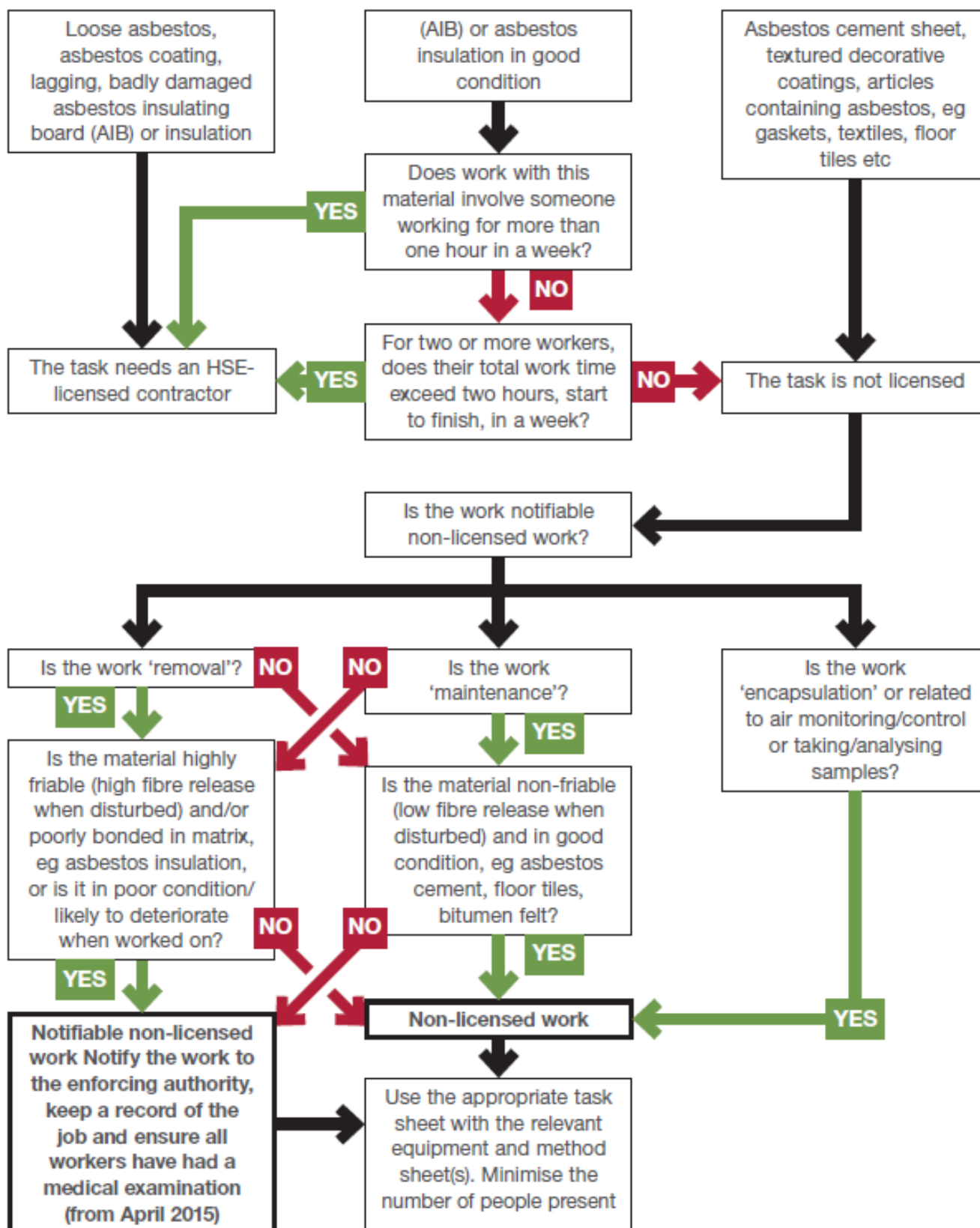
17 Value for money

Exeter City Council - Housing will ensure sufficient resources are provided, so far as is reasonably practicable (unless an absolute duty is imposed by Regulation or HSWA74), to ensure the successful implementation of this policy.

Notwithstanding the requirement above, Exeter City Council - Housing will embed a comprehensive approach to managing its resources to provide cost-effective, efficient, quality services and homes to meet tenants' and potential tenants' need

APPENDIX A- ABESTOS DECISION FLOWCHART- Licensed, Notifiable Non licensed and Non licensed works.

Decision flow chart



APPENDIX B - EXAMPLES OF LICENSED & NON-LICENSED WORK

EXAMPLES OF LICENCED AND NON-LICENSED WORK	
REQUIRES AN HSE LICENCE	DOES NOT USUALLY REQUIRE AN HSE LICENCE
Removing sprayed coatings (limpet asbestos)	Small, short-duration maintenance tasks where the control limits will not be exceeded
Removal or other work which may disturb pipe lagging	Removing textured decorative coatings by any suitable dust-reducing method
Any work involving loose-fill insulation	Cleaning up small quantities of loose / fine debris containing ACM dust (where the work is sporadic and of low intensity, the control limit will not be exceeded, and it is short-duration work)
Work on millboard	
Cleaning up significant quantities of loose / fine debris containing ACM dust (where the work is not sporadic and of low intensity, the control limit will be exceeded, or it is not short-duration work)	Work on asbestos cement products or other materials containing asbestos (such as paints, bitumen, resins, rubber, etc.) where the fibres are bound in a matrix which prevents most of them from being released (this includes, typically, aged / weather AC)
Work on AIB, where the risk assessment indicates that it will not be of short duration	Work associated with collecting and analysing samples to identify the presence of asbestos
EXAMPLES OF NON-LICENSED WORK THAT WILL NORMALLY BE NOTIFIABLE NON-LICENSED WORK (NNLW)	
Removal of asbestos cement products (e.g. roof sheeting) which are substantially damaged or broken up (e.g. because of fire or flood).	
Removal of asbestos cement products (e.g. roof sheeting) where the material will be substantially broken up, creating significant quantities of dust and debris (e.g. 'dropping' an asbestos cement roof).	
Large-scale removal of textured decorative coatings using steaming or gelling methods (e.g. beyond that required for maintenance activities such as installation / replacement of smoke alarms and light fittings).	
Short duration (<2 hours) work on asbestos insulation (task-specific training and medical required).	

APPENDIX B – EXAMPLES OF LICENSED AND NON-LICENSED WORKS

EXAMPLES OF NON-LICENSED WORK THAT WILL NOT NORMALLY BE NOTIFIABLE NON-LICENSED WORK

Removal of asbestos cement products, (e.g. roof sheeting and rainwater goods) provided the material is carefully handled / removed without breaking up; this includes work with asbestos cement which is weathered but not otherwise substantially damaged.

Maintenance work involving asbestos cement products (e.g. roof sheeting and rainwater goods).

Removal of small areas of textured decorative coatings using gel / steam, to support other activities such as installation / replacement of smoke alarms and light fittings.

Removal without deterioration, of textured decorative coatings (e.g. if the backing board is carefully cut around to achieve virtually intact removal).

Drilling of textured decorative coatings for installation of fixtures / fittings.

Encapsulation and sealing-in work on ACMs that are in good condition (e.g. repairing damaged sealing material).

Removal and reattachment of loosely fixed (e.g. screwed) AIB panels to gain access to areas for other maintenance activities (e.g. under a bath to carry out pipework maintenance or for access to a ceiling void for repair of lighting).

Painting / repairing AIB (task-specific training and medical required).

Short-duration work to repair minor damage to AIB (task-specific training and medical required).

Short-duration work involving drilling holes in AIB (e.g. when installing shelving) (task-specific training and medical required).

Maintenance work involving asbestos in ropes, yarns and woven cloth.

Maintenance work on asbestos gaskets (including removal as part of the repair and upkeep of equipment).

Maintenance of asbestos-containing felt and paper.

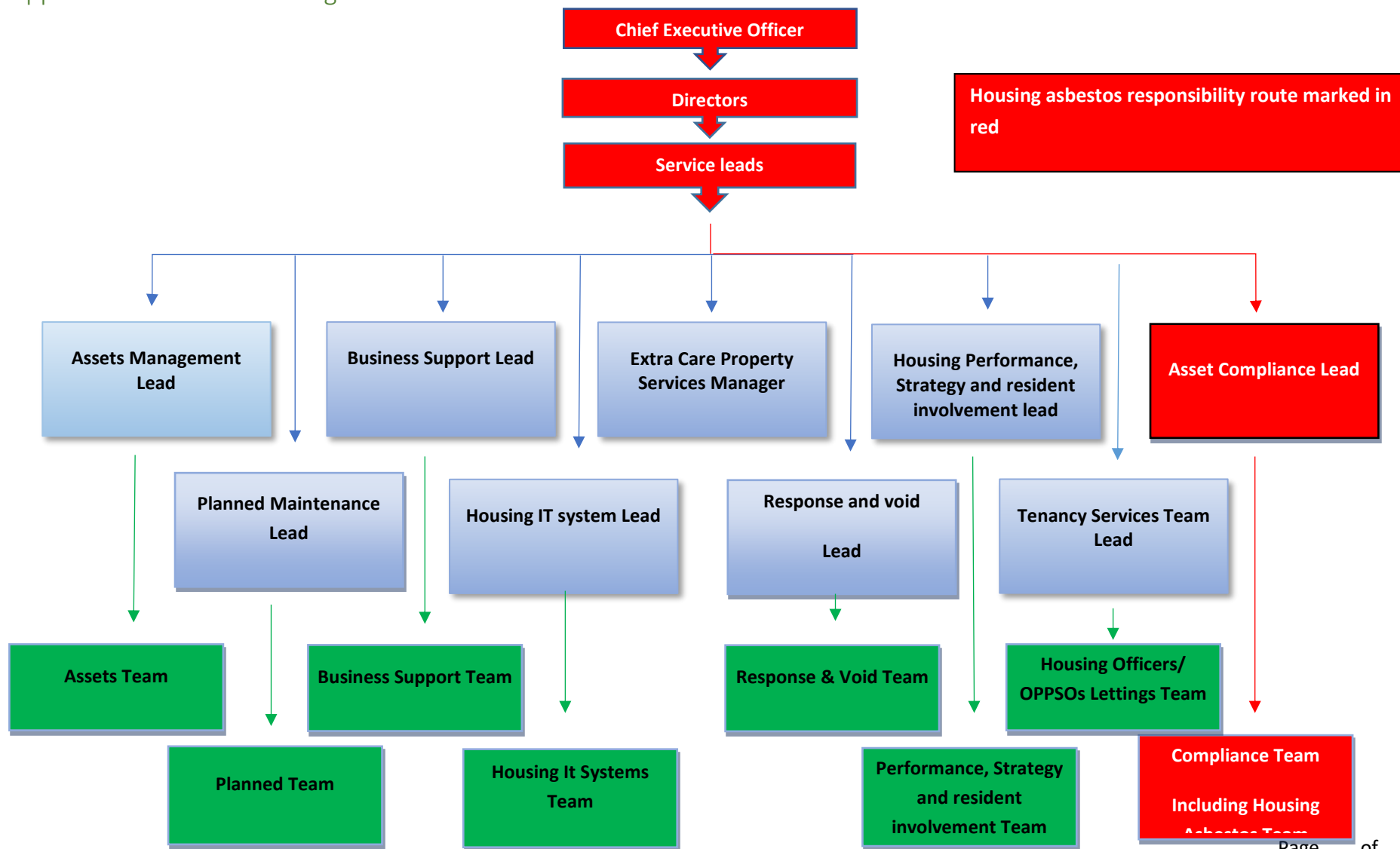
Maintenance work involving plastic paint coatings, PVC floors, panels and sealing compounds.

Maintenance of asbestos-containing conveyor belts / drive belts, bonded rubber, and electric cable.

Maintenance of resin-based ACMs such as friction products (e.g. brake linings).

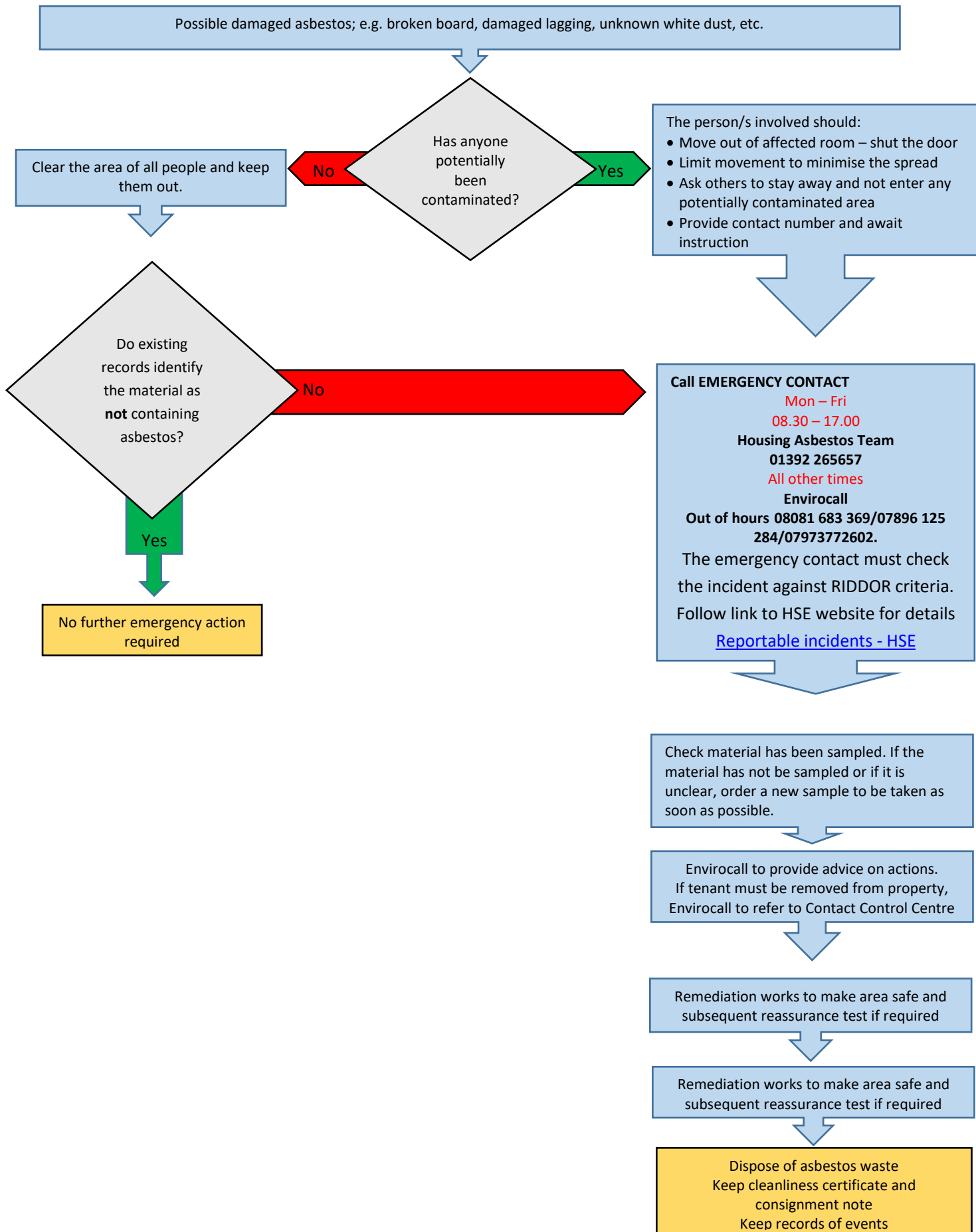
Air and bulk sampling for asbestos fibre.

Appendix C: Asbestos Management Structure



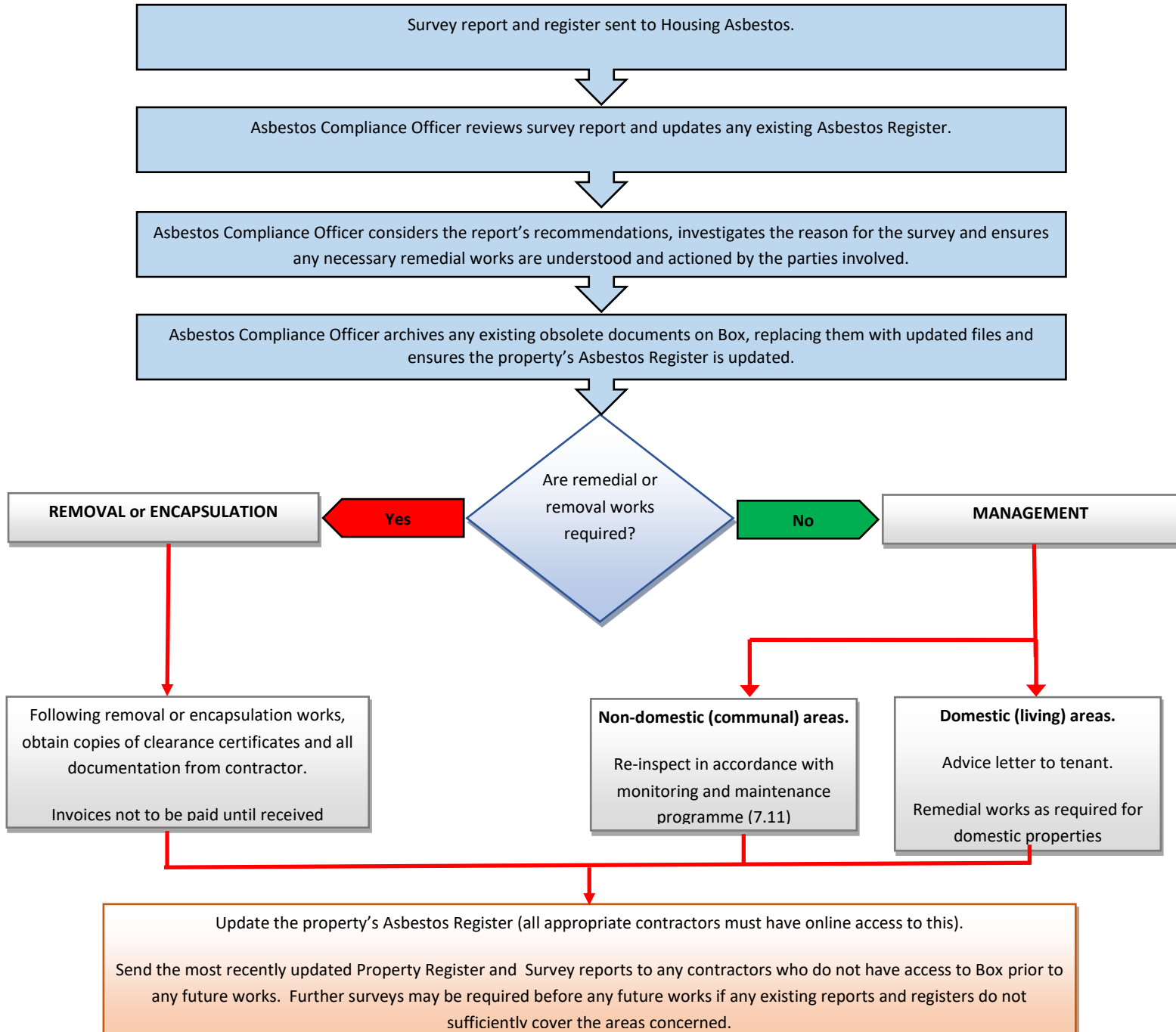
Appendix D: Emergency Response Plan

Emergencies and Imminent Risk from Disturbed Asbestos



Appendix E: Actions upon receiving an Asbestos Survey Report

Actions to take following the receipt of an asbestos survey report – Management Survey, Refurbishment/Demolition Survey, Targeted Survey or Sampling.



Appendix F: Category codes – Priority assessments

Cumulative score	Action required
4 or less	Very low risk. This covers items which are in locations not readily accessible and are unlikely to be disturbed.
5 to 6	Low risk. These are items that will very rarely be disturbed through normal occupation or maintenance, or are in locations or have extents that, if disturbed, would lead to a minimal fibre release.
7 to 9	Medium risk. These are items situated in high use, readily accessible positions, which may also be located in an area accessed on a routine basis for maintenance.
10 to 12	High risk. This is allocated to those items in a position which presents an unacceptable risk to occupiers, etc.

Assessment parameter	Score	Assessment	Examples of score variables
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Normal occupant activity			
Main type of activity in area	0		Rare disturbance activity; e.g. little-used store room
	1		Low disturbance activities; e.g. office-type activity
	2		Periodic disturbance; e.g. industrial or vehicular activity which may contact ACMs
	3		High levels of disturbance; e.g. fire door with AIB sheet in constant use

Likelihood of disturbance			
Accessibility	0		Usually inaccessible
	1		Occasionally likely to be disturbed
	2		Easily disturbed
	3		Routinely disturbed
Location	0		Outdoors
	1		Large room or well ventilated areas
	2		Rooms up to 100m ²
	3		Confined spaces
Extent	0		Small amounts or items; e.g. strings, gaskets
	1		<10m ² or <10m
	2		≥10m ² to ≤50m ² or ≥10m to ≤50m
	3		>50m ² or >50m
Average score			

Human exposure potential			
Number of occupants	0		None
	1		1 to 3
	2		4 to 10
	3		>10
Frequency of use	0		Infrequent
	1		Monthly
	2		Weekly
	3		Daily
Average time each use	0		<1 hour
	1		≥1 to <3 hours
	2		≥3 to <6 hours

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	3		≥6 hours
Average score			

Maintenance activity			
Type of maintenance activity	0		Minor disturbance; e.g. possibility of contact when gaining access.
	1		Low disturbance; e.g. changing light bulbs in AIB ceiling.
	2		Medium disturbance; e.g. lifting one or two AIB ceiling tiles to replace a valve or for re-cabling.
	3		High levels of disturbance; e.g. removing a number of AIB ceiling tiles to replace a valve or for re-cabling.
Frequency of maintenance activity	0		ACM unlikely to be disturbed for maintenance
	1		≤1 per year
	2		≥1 per year
	3		≥1 per month
Average score			

Total score			
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Appendix G: Category codes – materials assessment

Cumulative score	Potential to release asbestos fibres
4 or less	Very low risk. This covers asbestos fibre containing materials (ACMs) such as asbestos cement, resins, Artex, plastics, rubber, etc., where the fibres are well-bound and do not generally present a significant risk.
5 to 6	Low risk. Items that have no or very little sign of historical damage and are usually board or panels which are not easily accessed.
7 to 9	Medium risk. Single entities with a high risk of being damaged/disturbed or where there is an accumulation of asbestos material in a single location that, when examined as a whole, have a high risk of being damaged/disturbed.
10 to 12	High risk with a significant potential to release fibres. Items which require urgent attention as they currently, or in the foreseeable future, present an unacceptable risk; i.e. fibre concentrations could exceed 0.01 fibres/m.

Sample variable	Score	Assessment	Examples of score variables
Product type (or debris from product)	1		Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement, etc).
	2		Asbestos insulating board (AIB), mill boards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3		Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.

Extent of damage deterioration	0		Good condition: no visible damage.
	1		Low damage: a few scratches or surface marks, broken edges on boards, tiles etc.
	2		Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3		High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.

Surface treatment	0		Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
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	1		Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets, etc.
	2		Unsealed AIB, or encapsulated laggings and sprays.
	3		Unsealed laggings and sprays.

Asbestos type	1		Chrysotile.
	2		Amphibole asbestos (Amosite, Tremolite, Anthothylite, Actinolite) excluding Crocidolite.
	3		Crocidolite.

Total score		
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Overall Score and Risk Rating

Product type			Occupant activity		
Extent of damage/deterioration			Likelihood of disturbance		
Surface treatment			Human exposure potential		
Asbestos type			Maintenance activity		
Materials assessment total score =			Priorities assessment total score =		

Overall score (Materials + Priorities ÷ 2) =		Tick overall risk rating :	High ○ Medium ○ Low ○ Very low ○
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Appendix H: Classification of Premises

This table indicates whether a residential premises is likely to be classified as domestic or non-domestic for the purposes of Regulation 4 of CAR12. Type of residence	Mode of occupation	Rooms/parts	Duty to manage applies?
Private house single dwelling including bed-sits	Owner/occupier	All	No
	Let to single family	All	No
	Occupied by more than one family	Private rooms (e.g. bedrooms, living rooms)	No
		Shared rooms (e.g. kitchens, bathrooms, toilets)	No
	Rooms let to lodgers	Common parts used for access and circulation (e.g. entrance lobby, staircase)	No
		Private rooms	No
House converted into flats	Occupied by more than one family	Private rooms	No
		Common parts - for access, circulation and storage (e.g. entrance hall, staircase, roof space)	Yes
Garages/parking spaces	Integral/linked with residence	Private	No
	Not allocated to a specific person	Common parts – for access and circulation	Yes
Block of flats	Occupied by more than one family	Individual flats	No
		Common parts (e.g. foyers, lifts, stairs, lobby, boiler and plant rooms, roof spaces, communal yards, gardens, store rooms, external outbuildings, bike shelters), external outbuilding	Yes
Flats over shop or office with or without separate entrance	Occupied by owner of shop or office	Private rooms	No
	Leased separately	Private rooms	No
		Access and circulation areas	Yes

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Sheltered accommodation		Private rooms	No
		Communal rooms (e.g. dining, lounge)	No
		Work areas (e.g. central kitchen, staff rooms, laundry)	Yes
		Common parts (e.g. foyer, lifts, stairs and circulation areas, boiler room, store rooms, roof space, external outbuilding)	Yes
Hotel, pubs, guest house, halls of residence (private and local authority), care homes	Includes bed and breakfast if that is the main purpose	Private rooms occupied by owner	No
		Guest accommodation and common parts (e.g. foyer, lifts, stairs and circulation areas, store rooms, roof space, outbuildings)	Yes
Tied cottage/accommodation	Leased or rent-free	All	No
Farm	Leased or rent free	Farmhouse	No
		Farm buildings	Yes



Appendix I: Asbestos Works Audit Form

Company Name					
Audit Site Address					
Audit Date ____/____/____				Time of Arrival ____ : ____ Hours	
1.0 Observations					
1.1		Comments			
Which type of asbestos containing material is being worked upon?		A/C / Textured Coating (Artex) / Floor Tiles / AIB / Lagging / Sprayed Coating (CIRCLE). If other, please explain below			
1.2		What is the approximate extent of the works?			
		_____m ² _____ Linear Metres _____or No.			
1.3		Are there any other licensed contractors on-site?			
2.0 Preliminaries		Yes	No	N/A	Comments
2.1					Contact Supervisor (is supervisor on site that listed in the plan of work?)
2.2					Is the number of operatives (including supervisor) on site less than, or equal to, that stated on the ASB5?
2.3					Is the scope of works adequately described in the plan of work?
2.4					Is there provision to observe work practices within the enclosure by means of CCTV and / or viewing panels?
3.0 Site Documentation		Yes	No	N/A	Comments
3.1					Is there a copy of the contractor's current valid licence available for inspection?
3.2					Is there a job specific plan of work / assessment on site signed by all operatives?
3.3					Copy of Employers Liability Insurance available

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3.4	Does the plan of work detail when the work is to be carried out? (including start / finish times and weekend variations)					
3.5	Does the plan of work detail the person or company providing the 4 stage clearance and to whom they are contracted?					
3.6	Does the plan of work details the type of asbestos involved? (i.e. amosite, chrysotile, crocidolite)					
3.7	Does the plan of work detail the condition of the asbestos containing material to be removed? (e.g. good, fair or poor)					
3.8	Does the plan of work (or standard procedures) detail who is authorised to amend the plan of work?					
3.9	Does the plan of work (standard procedures) detail the arrangements for smoke testing and witnessing?					
3.10	Does the plan of work/standard procedures detail the asbestos removal technique to be used?					
3.11	Does the plan of work (or standard procedures) detail the decontamination entry and exit procedures?					
3.12	Is there a set of risk assessments on site and available for inspection for activities other than asbestos removal (hot work, work at heights, use of hand tools, confined space etc.)?					
3.13	Is there a set of COSHH assessments on site? (Spraytack, PU Foam, Surfactant etc)					
3.14	Is the contractor's site diary / log available for inspection and up to date? (including DCU, enclosure, airlocks. NPU's and vacuum cleaners)					
3.15	Is there documented evidence on site confirming current insurance cover for both employer's liability and public liability? E.g. Insurance schedule.					
3.16	Is there a copy of the company's standard procedures available on site?					
4.0						
Site Operatives	Current Medical Certificate	Current Training Record?	Face Fit Test for RPE in Use?	RPE Examination Record within last month?	Operative Clean Shaven?	Comments
Name	Yes		Yes		Yes	
	No		No		No	
	N/A		N/A		N/A	

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Name	Yes		Yes		Yes		Yes		Yes		
	No		No		No		No		No		
	N/A		N/A		N/A		N/A		N/A		
Name	Yes		Yes		Yes		Yes		Yes		
	No		No		No		No		No		
	N/A		N/A		N/A		N/A		N/A		
Name	Yes		Yes		Yes		Yes		Yes		
	No		No		No		No		No		
	N/A		N/A		N/A		N/A		N/A		
5.0 Site Organisation											
	Yes	No	N/A	Comments							
5.1	Does the Sketch Plan included with the plan of work match the site set up?							If No , please provide details			
5.2	Do viewing panels and/or CCTV show all areas so far as is reasonably practicable?							If No , why not?			
5.3	Is each viewing panel at least 600 x 300mm?										
5.4	Are there adequate warning signs which comply with the Safety Signs and Signals Regulations? (including black hand prohibition symbol)										
5.5	Is there a suitably stocked First Aid Kit available on site?										
6.0 Plant on Site / Certification											
	Yes	No	N/A	Comments							
6.1	Are there are least 2 H type vacuums on site?										
6.2	Are current DOP test certificates (or copies) available and relevant to each vacuum on site?										
6.3	Are current DOP test certificates (or copies) available and relevant to each NPU on site?										
6.4	Is there a current DOP test certificate (or copy) available on site for the NPU within the dirty end of the DCU?										
7.0 Enclosure / Airlocks											
	Yes	No	N/A	Comments							
7.1	Is the enclosure in sound condition and constructed so as to prevent the spread of asbestos? (i.e. 1000 gauge polythene)										
7.2	Are the enclosure inspection and smoke test records available for inspection?										
7.3	Are the airlocks free from visible asbestos										

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	debris?				
7.4	Is a bucket and sponge or similar available for decontamination of respirator?				
7.5	Do the flaps cover the airlock openings adequately?				
7.6	Are all of the airlock flaps weighted?				
7.7	Is each stage of the airlock at least 1m x 1m x 2m (height)?				If No , why not?
7.8	Does the inner stage of the airlock have a viewing panel at least 600 x 300mm?				If No , why not?
8.0	Air Extraction Equipment	Yes	No	N/A	Comments
8.1	Is the extract capable of giving a minimum of 8 air changes per hour?				
8.2	Is the extract vented to outside atmosphere where practical?				
8.3	Is the pre-filter the only part of the NPU exposed to the working area? (i.e. NPU sheeted out if inside enclosure)				
9.0	Dust Suppression	Yes	No	N/A	Comments
9.1	Is the dust suppression method as indicated in the plan of work?				
9.2	Is the dust suppression method suitable for the type of work or material? (if needle injection machine being used, please state manufacturer)				
10.0	PPE	Yes	No	N/A	Comments
10.1	RPE and Filter used as stated in plain of work? (i.e. suitable)				
10.2	Are disposable working coveralls and transit coveralls 'category 3, type 5/6'?				
10.3	Are colours of coveralls as stated in the plan of work or standard procedures?				
10.4	Has any other necessary PPE been provided (e.g. goggles, hard hats) and is it being worn?				
11.0	Hygiene Facility	Yes	No	N/A	Comments
11.1	Is the unit connected / unconnected to work area as plan of work states?				
11.2	Is the unit directly connected to the enclosure where reasonably practicable to do so?				
11.3	Is the transit route agreed, as short as possible and signed away from occupied areas?				

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Signatures	
Auditor's Name (please print):	Auditor's Signature:
Time of Departure: ____ : ____ Hours	Supervisor's Signature: