



## **Asbestos Policy and Asbestos Management Plan**

Version:	2.0
Issue Date:	February 2007
Next Review Date:	February 2008

## Schedule of Amendments

<b>Page</b>	<b>Item No.</b>	<b>Description</b>
		All Kingfisher and Hampshire Voluntary references changed to Group Subsidiaries.
1	1.4	Reference to Control of Asbestos at Work Regulations 2002 amended to 2006.
2	2.1	Reference to Control of Asbestos at Work Regulations 2002 amended to 2006.
3	2.2.14	New clause inserted for notifying Residents
8	3.8	The words '6 Monthly' inserted.
10	4.3.4	Clause amended to reflect new flowchart at Appendix 6.
11	4.5	New Procedure added for work carried out by third parties.
18		Appendix 6 added – Voids flow chart
19		Appendix 7 added – Permissions letter
21		Appendix 8 added – DFG letter

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## **1.0 INTRODUCTION**

- 1.1 Many buildings owned or occupied by Wessex Housing Partnership Group Subsidiaries were built at a time when Asbestos Containing Materials (ACMs) were a commonly used material. Therefore it is possible that staff, residents, contractors and other parties could encounter asbestos.
- 1.2 The presence of an ACM in itself does not constitute a danger. However, it is hazardous when disturbed or damaged and must be treated appropriately. Activities that give rise to airborne dust such as breaking, sawing, cutting, drilling or machining asbestos products, are the most likely to present risks.
- 1.3 The Group Subsidiaries recognise the danger of asbestos and their intention is to minimise the exposure of people, whether staff, residents, contractors or others, to airborne asbestos wherever reasonably practicable. However, the Group Subsidiaries affirm that ACMs form an integral and important part of many premises and if well maintained do not present any threat to health.
- 1.4 Under the Control of Asbestos at Work Regulations 2006 the Group Subsidiaries have a duty to manage any ACMs within their non-domestic stock. The Group Subsidiaries also recognise that there is a duty of care, as far as is reasonably practicable, under the Health and Safety at Work Act 1974, toward residents to manage ACMs within domestic stock.

## 2.0 ASBESTOS MANAGEMENT POLICY

- 2.1 The Asbestos Management Policy for the Group Subsidiaries conforms with the Health and Safety at Work Act 1974, and the Control of Asbestos at Work Regulations 2006.
- 2.2 This Policy exists to:
- 2.2.1 Ensure the prevention of exposure to risks associated with ACMs.
  - 2.2.2 Ensure that any ACM that may be present in any of the Group Subsidiaries buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring such as mesothelioma, asbestosis or lung cancer.
  - 2.2.3 Promote awareness of the risks from ACMs and of the Group Subsidiaries Management Procedures, through training and induction of relevant staff and notification to residents.
  - 2.2.4 Provide adequate resources to ensure the provision of appropriate information, instructions and training on asbestos awareness for staff, contractors and others.
  - 2.2.5 Ensure that all properties, both domestic and non-domestic, including newly acquired properties, built before 2000 are surveyed to identify any ACMs that may be present and to prepare and maintain an asbestos register. The register will undergo regular reviews, as determined by the re-inspection dates, and will be located on Kingfisher's intranet. Its existence will be made known to staff, contractors, residents and other parties that may be affected.
  - 2.2.6 Ensure that all new properties constructed by all Group Subsidiaries after 2000, are added to the asbestos register. The year that the property was constructed will be indicated on the register and marked to state "**No ACMs present**" to coincide with the outright ban of ACMs in 1999.
  - 2.2.7 Implement an effective strategy in order that appropriate measures such as encapsulation, labelling, inspection, working with, or removal of, the material can be undertaken.
  - 2.2.8 Ensure that an appropriate computerised system is installed, maintained and implemented for the management of all ACMs identified in the register. Such a system will be capable of recording the risk, the needs and priorities for treatment and/or removal.
  - 2.2.9 Ensure that all contractors and sub-contractors engaged to carry out work on any Group Subsidiaries properties are provided with a summary, listing all relevant areas that may contain asbestos, which

may be disturbed by their works, and are advised of the appropriate precautions and procedures to follow.

- 2.2.10 Ensure that information regarding the presence of ACMs is contained in tender documentation as may be appropriate and that contractors and sub-contractors have in place risk assessments, method statements and plans for its removal and/or management as appropriate.
- 2.2.11 Ensure contractors and sub-contractors shall not commence planned works without confirmation that they have read the asbestos register and the relevant Group Subsidiary has issued a permit to work.
- 2.2.12 Ensure contractors and sub-contractors shall not commence Day-to-Day works without reading the asbestos register and satisfying themselves that no ACMs are present.
- 2.2.13 Ensure licensed contractors and/or sub-contractors carry out all asbestos works, in accordance with Health and Safety Executive recommendations and Group Subsidiaries procedures.
- 2.2.14 Ensure that residents are informed of the location and condition of any ACMs within their home.
- 2.2.15 Annually review the Asbestos Management Plan, Policy and Procedures.

### **3.0 ASBESTOS MANAGEMENT PLAN**

#### **3.1 Location and Condition of Asbestos**

The aim of an asbestos survey is, as far as reasonably practicable, to locate and assess the condition of all the ACMs present in a building and its purpose is to present the information collected in a way which allows the risk to be assessed and managed.

Existing information regarding the location and condition of asbestos containing materials at any given non-domestic property within Group Subsidiaries stock is contained within the non-domestic asbestos register held on the intranet and updated by the Property Services Section.

The non-domestic register has been prepared by undergoing comprehensive Type 2 surveys carried out by United Kingdom Accreditation Service (UKAS) accredited consultants in accordance with HSE guidance MDHS 100 Surveying, Sampling and Assessment of Asbestos Containing Materials.

Kingfisher and Hampshire Voluntary also commenced Type 2 surveys of their domestic properties in 2004. These surveys are due to be carried out over a period of years, to provide a fully comprehensive asbestos register for all of Group Subsidiaries domestic stock.

#### **3.2 Survey Types**

There are 3 types of asbestos surveys, as follows:

##### **3.2.1 *Type 1: location and assessment survey (presumptive survey)***

The purpose of the survey is to locate, as far as is reasonably practicable, the presence and extent of any ACMs in the building and assess their condition. This type of survey essentially defers the need to sample and analyse for asbestos until a later time. However, there is the potential for additional costs to be incurred by managing materials that do not actually contain asbestos.

During this type of survey all areas should be accessed and inspected as far as reasonably practicable or must be presumed to contain asbestos.

##### **3.2.2 *Type 2: Standard sampling, identification and assessment survey (sampling survey)***

The purpose of this type of survey is to positively identify if a material contains asbestos and the procedures used are the same type as for Type 1, except that representative samples are collected and analysed for the presence of asbestos. Samples from each type of suspect ACM

found are collected and analysed to confirm or refute the surveyor's judgement. Sampling may take place simultaneously with the survey, or can be carried out as a separate exercise, after the Type 1 survey is complete.

### 3.2.3 **Type 3: Full access sampling and identification survey (pre-demolition/major refurbishment survey)**

This type of survey is used to locate and describe, as far as is reasonably practicable, all ACMs in the building and may involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A full sampling programme is undertaken to identify possible ACMs and estimates of the volume and surface area of ACMs are made.

## 3.3 **Material and Priority Risk Assessments**

For each sample/inspection, a material/priority assessment has been compiled using the HSE algorithms. A point score (weighting) is allocated on the basis of the examination of a number of parameters as detailed below. The value assigned to each of these parameters is added together to give a total score, the higher scores indicating high-risk materials.

This system is based on the method as described in *MDHS 100*.

Friability, surface treatment and condition are contributory factors in the likelihood that an ACM will give rise to airborne fibres. Sealed or encapsulated surfaces are less likely to release fibres. Damaged or bare surfaces will readily release fibres.

Accessibility and air movement/position contribute to the priority assessment. A highly accessible material will, if damaged, give rise to a higher level of exposure, as would an asbestos material in an airflow.

Asbestos type and content are contributory factors in the likelihood that an ACM will give rise to airborne fibres. A trace of an amphibole (brown asbestos) can carry a comparable algorithmic 'score' as a high concentration of chrysotile (white asbestos).

The asbestos risk assessment system adopted will concentrate solely on the likelihood of fibre release from ACMs into the breathing zone of persons at risk. This is the single most important factor in assessing the likelihood of that person being exposed to asbestos fibres, which may be harmful to health.

Although recommendations that are issued will vary according to each individual situation, it is desirable that a level of standardisation for action is followed to allow Group Subsidiaries to identify areas that

require immediate attention, and to instigate planned preventive maintenance/management of ACMs.

### 3.4 Risk Evaluation Definitions

#### 3.4.1 ***High Risk Material Requiring Urgent Attention (18 Points or more)***

The potential hazard arising from this category warrants urgent action. Immediate plans should be made for the removal of the ACM. If delay of removal is likely to occur the asbestos should be sealed/encapsulated and approved warning labels (A Labels) positioned to help to prevent accidental damage to the material. In most cases it will be necessary to prevent access or occupation, which may include decanting arrangements.

#### 3.4.2 ***Medium Risk Material Requiring Near Term Attention (14-17 Points)***

This category indicates that deterioration in any of the contributory factors may result in asbestos fibre release. Therefore all asbestos, within this category, would typically warrant removal on a programmed basis, usually within a specified time scale. The condition of the asbestos material should be regularly monitored and, where necessary, sealed/re-encapsulated until removal takes place. Approved warning labels (A Labels) should be applied to help to prevent any accidental damage to the material. In some cases it will be necessary to prevent access or occupation, which may include decanting arrangements.

#### 3.4.3 ***Low Risk Material Requiring Regular Inspection (9–13 Points)***

This category indicates the need for regular monitoring although the current risk of fibre releases is low, this risk may alter rapidly should any number of factors contribute to the materials deterioration. It is recommended that asbestos in this category be visually inspected on a three, six or twelve monthly basis to ascertain any change in condition. Where such a change occurs re-prioritisation to a higher risk category shall be necessary. Approved warning labels (A Labels) should be applied to help to prevent accidental damage to the material.

#### 3.4.4 ***Minor Risk Material Requiring Annual Inspection (1-8 Points)***

This category indicates low priority. Visual inspections should be made on an annual basis to ascertain any change in condition, with the exception of textured coatings (see item 3.6.2). Where a change does occur re-prioritisation to a higher risk category may be necessary. Approved warning labels (A Labels) should be applied to help prevent accidental damage to the material.

#### 3.4.5 ***None (0 Points)***

No action necessary.

### **3.5 Action Plan and Identified Asbestos**

3.5.1 Where ACMs have been identified the information will be incorporated into the appropriate Group Subsidiary's asbestos registers. This will be kept, maintained and co-ordinated by the Property Services Section and will be freely available for reference on the Kingfisher's intranet.

3.5.2 In all cases where an ACM is present the following measures are essential:

- Communicate with employees, contractors and others;
- Monitor the condition of the ACM;
- Put a safe system of work in place.

### **3.6 Long Term Asbestos Management**

3.6.1 Property Services will ensure that all ACMs identified as 'manage and monitor' are included within a programme of re-inspection at intervals determined by the risk assessment. Re-inspections will be of a Type 1 survey carried out by a suitably qualified person to *BOHS P402 Building Surveys and Bulk Sampling*.

The asbestos register shall be updated to record the re-inspection and any actions resulting from them, as advised by the risk assessment, are to be arranged.

Management options include:

- Manage and monitor the ACM;
- Label the ACM;
- Colour code the ACM;
- Protect/enclose the ACM;
- Seal/encapsulate the ACM;
- Repair the ACM;
- Remove the ACM.

3.6.2 Where re-inspections of textured coatings i.e. Artex are required, Group Subsidiaries will undertake them on a 3 year cycle as recommended by the asbestos audit carried out by Gully Howard Technical Ltd on 11 August 2005.

3.6.3 The proposed management action plan is summarised at Appendix 1.

### **3.7 Training**

Property Services will arrange for all relevant staff to receive suitable awareness training regarding staff responsibilities toward asbestos management.

### **3.8 Dissemination of Information**

The asbestos register is currently held as a Microsoft Excel spreadsheet on the Kingfisher's Intranet and it is the intention to hold a real-time version on the both Associations web pages in the near future that all persons with a password will be able to access.

Until the register is available online all staff should look on the Intranet and contractors shall be provided with paper based copies.

The Group Subsidiaries recognise that the current registers are not wholly sufficient and are currently investigating the implementation of asbestos management software.

Consideration will also be given during 2007/08 to incorporate the asbestos register within the both Association's Housing Management Systems, to enable all D2D orders, raised via the system, to incorporate ACM information including its location.

The Group Subsidiaries will also produce an Asbestos Awareness article in their resident newsletters, 6 monthly, to notify all residents.

All residents will also be written to on an individual basis to inform them of the exact location and condition of any ACMs within their home.

In addition, staff will also be provided with regular updates through Staff Matters, Emails and on the Intranet.

### **3.9 Annual Budget**

Group Subsidiaries shall allocate suitable annual budgets, within the Property Services cyclical and planned budgets, for:

- The surveying and management of ACMs;
- The removal of ACMs.

The budgets are to remain separate to maintain clarity between the management of ACMs and that of complete removal.

### **3.10 Monitor and Review**

The Property Services Section will review the Management Plan annually to ensure that all information is correct and that objectives are being met.

Changes to legislation will be incorporated into the plan as and when they are required.

## **4.0 PROCEDURES**

### **4.1 Procedure for Previously Unidentified or Damaged Asbestos**

4.1.1 It is the responsibility of all staff to report any suspect or damaged asbestos containing materials to Group Subsidiary's stock.

4.1.2 Property Services must be informed where an ACM has become damaged or where planned works may cause damage or disturbance to it.

4.1.3 If during any form of work ACMs are located, which are likely to be disturbed, work should be stopped immediately and the materials reported to Property Services.

4.1.4 If during any form of work ACMs are located, which are in the vicinity, although will not be affected by the work, the material should be brought to the attention of the Contractor and Property Services.

### **4.2 Permit to Work Procedure for Planned Works**

4.2.1 Under no circumstances shall any work, which will, or may, interfere with an ACM take place without prior consultation of the asbestos register and in the case of planned works, without the permission of the Property Services Section. This includes work to be carried out by residents on their home by themselves or any other contractor not directly employed by Group Subsidiaries.

4.2.2 Contractors that are due to carry out works must read the relevant asbestos register at least 21 days prior to the expected start date of any works and complete an Asbestos Recognition Form (Appendix 2). This form is to confirm that the contractor has seen the asbestos register and is aware of any materials that could be present within the working area. All operatives within the working team should sign it.

4.2.3 Once the register has been viewed and the Recognition Form signed, a Permit to Work (Appendix 3) will be issued, by the Property Services Section, allowing the contractor to carry out the work on site. These should be issued prior to work commencing.

- 4.2.4 **Any contractors who have not got the relevant document onsite are not to continue with their work until the forms are obtained.**
- 4.2.5 All completed Recognition Forms and Permits to Work must be retained by Property Services within the relevant Contract File.
- 4.2.6 Where demolition is involved, the above process should also be combined with a Type 3 survey (destructive survey), to gather further information about possible ACMs within the fabric of the building, which were not covered by the Type 2 survey remit. This again should be carried out at least **21 days** prior to the expected start date of any works.
- 4.2.7 **In the case of redecoration the Asbestos Register for the appropriate property should be checked and if asbestos materials are likely to be painted the Asbestos Recognition Forms are to be signed and dated by all contractors and a Permit to Work issued.**
- 4.2.8 If no survey information exists for the property the Property Services Section **must** be consulted before commencing any works.
- 4.2.9 Where an ACM has been removed, encapsulated or sealed as a result of planned works the Property Services Section must be informed by completing an Asbestos Notification Form (Appendix 4) so that the asbestos registers can be updated accordingly.

### **4.3 Procedure for Day-to-Day and Void Works**

- 4.3.1 To ensure that Group Subsidiaries do not expose their day-to-day and void contractors or residents to ACMs, during day-to-day or void repairs, Operations must make all of their contractors and staff aware of Group Subsidiary asbestos registers.
- 4.3.2 Contractors will be provided with emailed copies of the asbestos registers on a monthly basis, by Property Services, and will be provided with access to the web based version once it is up and running.
- 4.3.3 Staff will have access to the asbestos registers through Kingfisher's Intranet and have a responsibility to view it prior to raising any works orders.
- 4.3.4 If no survey information exists the Housing Management Officer must make arrangements for the property to be surveyed by following the flowchart at Appendix 6.
- 4.3.5 If ACMs are present, which are likely to be disturbed, no work shall proceed and Property Services must be informed so that the necessary remedial action can be taken.

- 4.3.6 If ACMs are present, which are in the vicinity although will not be affected by the work the material should be brought to the attention of the Contractor, either verbally or preferably written on the works order, by the person who raises it.
- 4.3.7 As an additional precaution Group Subsidiaries should endeavour to incorporate the asbestos register within their Housing Management System, to enable all orders raised via the system to incorporate ACM information, including its location.

#### **4.4 Emergency Procedure for Asbestos Fibre Release**

- 4.4.1 Any person that suspects an ACM has been disturbed should follow the procedure outlined, **immediately**.
- 4.4.2 Evacuate the area, without causing alarm, cordon off or lock the area until a full assessment has been completed.
- 4.4.3 Report to the Property Services Section using the Asbestos Emergency Reporting Form (Appendix 5).
- 4.4.4 Property Services will consult the asbestos register for that property to establish if ACMs are actually present or not. Where no information exists Property Services will arrange for a specialist to undertake a survey of the area.
- 4.4.5 Property Services will ensure that a full assessment of the area i.e. air monitoring, is carried out by a licensed consultant.
- 4.4.6 Record the names of all persons potentially affected and pass to the Facilities Section to follow the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).
- 4.4.7 Property Services will only allow people to return to the area once it has been deemed safe to do so by the licensed consultant.

#### **4.5 Procedure for Works Carried out by Third Parties**

- 4.5.1 This procedure covers all work to be carried out by residents on their home by themselves or any other contractor not directly employed by the Group Subsidiaries e.g. Disabled Facilities Grant (DFG) works.
- 4.5.2 Any resident wishing to undertake works to their home must make an application to their Housing Management Officer (HMO). Upon receipt the HMO must issue their standard permissions letter, which details the location of any ACMs (see Appendix 7).
- 4.5.3 Any resident wishing to undertake DFG works must contact the Local Authority. The Local Authority will then forward a questionnaire onto the relevant Group Subsidiary, requesting specific details of an ACMs.

- 4.5.4 The Group Subsidiary will then respond with the exact details of any ACMs within the property.
- 4.5.5 Where no survey data exists a Type 2+ survey must be carried out and then the data forwarded to the Local Authority.
- 4.5.6 The Local Authority will then include these specific details within their schedule of works.
- 4.5.7 In addition to this the resident will be sent a standard DFG letter that includes details of any ACMs (see Appendix 8).

<b>Surveys/Works</b>	<b>Timescale</b>	<b>Action By</b>
Carry out Type 1 re-inspections to <b>Non-Domestic</b> Properties at intervals as specified by the prior risk assessment and undertake remedial action as necessary.	As per risk assessment	SBS
Type 2 surveys to be carried out to <b>Domestic</b> Properties ahead of Group Subsidiaries Modernisation and Heating programme works. Remedial action to be carried out as necessary.	Annually	SBS
Type 2 surveys to be carried out to pre-defined <b>Domestic</b> Properties and subsequent remedial works as necessary.	Annually	SBS
Manage and Monitor previously surveyed <b>Domestic</b> Properties through re-inspections.	As per risk assessment	SBS
Type 1 re-inspections of textured coatings in <b>Non-Domestic</b> and <b>Domestic</b> properties to be carried out at 3 yearly intervals.	3-yearly	SBS
<b>Internal Procedures</b>	<b>Timescale</b>	<b>Action By</b>
Update <b>Non-Domestic</b> and <b>Domestic</b> asbestos registers as necessary and upload onto Intranet.	Monthly	SBS
E-mail copies of the <b>Non-Domestic</b> and <b>Domestic</b> asbestos registers to contractors and consultants as required.	Monthly	SBS
Asbestos Awareness articles to be published in Staff Matters.	Quarterly	SBS
<b>Permits to work</b> issued as and when required.	Ongoing	SBS
Staff to be trained on appropriate awareness and practical courses to comply with current legislation.	Ongoing	SBS
<b>External Procedures</b>	<b>Timescale</b>	<b>Action By</b>
Contractors to be trained on appropriate awareness and practical courses to comply with current legislation.	Ongoing	SBS/Contractors
Asbestos Awareness article to be published in Housing Matters to notify all residents and leaseholders.	6 Monthly	SBS/HMO

**APPENDIX 2**

**ASBESTOS RECOGNITION FORM**

<b>Site Address</b>			
<b>Contract No:</b>		<b>Date:</b>	15 August 2007
<b>Contractor Name:</b>			
<b>Address:</b>			

**I/we have read/had explained to me/us, the Asbestos Register for the above site. I/we agree to comply by the controls.**

<b>Operative Name</b>	<b>Signature</b>	<b>Reviewed Register (tick if yes)</b>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

**Contractors Supervising Officer**

I confirm that the above information is correct and all those who have signed, to the best of my knowledge, have read/had explained to them the Asbestos Register.

Signed.....

Date.....

(for Property Services use only)

Permit to Work issued to contractor

Issued by:

Print..... Sign:.....

Date:.....

**APPENDIX 3**

**ASBESTOS MANAGEMENT  
PERMIT TO WORK**



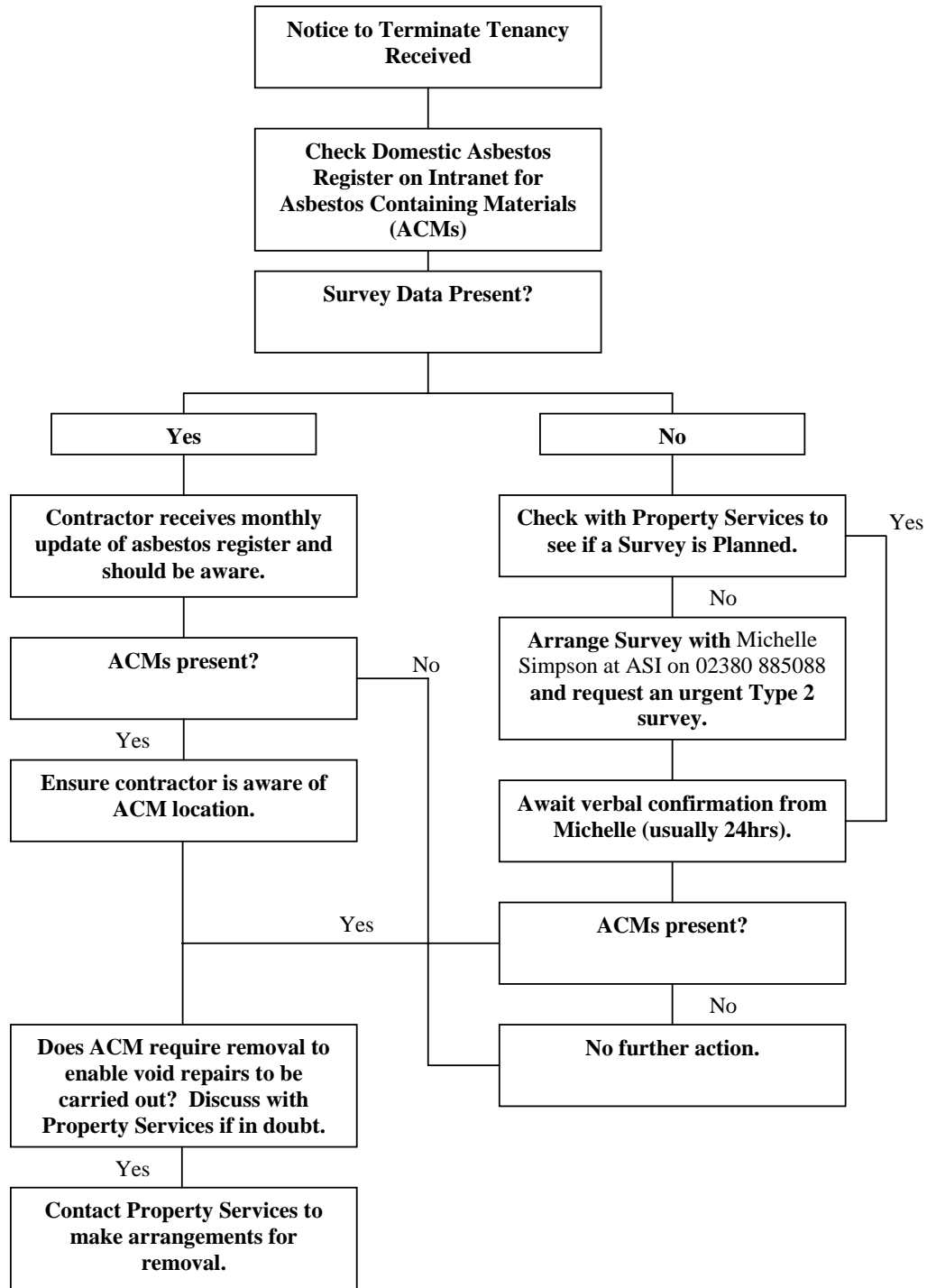
<b>Permit No.</b>		<b>Issue Date</b>	
<b>Contractor:</b>			
<b>Name of Personnel:</b>			
<b>Location/ of the work in the building</b>			
<b>Description of the work (specific)</b>			
<b>Duration of Permit:</b>	<b>Start:</b>	<b>Finish:</b>	
<b>Is Asbestos Present?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Are specialist asbestos removal/treatment services required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If No, work can proceed. If Yes, this Permit cannot be issued.			
<b>Signed for Contractor</b>		<b>Signed for Property Services</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Have any further suspect materials been detected as a result of these works?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Have any ACMs been disturbed as a result of these works?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>If Yes, to either of the above, has Property Services been informed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			<b>Date:</b>
<b>(Property Services use only)</b> <b>Does asbestos register require revising/updating?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Asbestos Register Updated?</b>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	
<b>Updated by:</b>	<b>Print:</b>	<b>Sign:</b>	

**APPENDIX 4****ASBESTOS NOTIFICATION FORM**

<b>Property Address:</b>			
<b>Date:</b>			
<b>Contractor Name:</b>			
<b>Contractor Address:</b>			
<b>Location of Asbestos:</b>			
<b>Action Taken (please tick):</b>			
Removed	<input type="checkbox"/>	Encapsulated	<input type="checkbox"/>
Enclosed	<input type="checkbox"/>	Sealed	<input type="checkbox"/>
Overlaid	<input type="checkbox"/>	Repaired	<input type="checkbox"/>
<b>Date Carried Out:</b>			
<b>Supporting Documents Attached (please tick):</b>			
ASB5 Notification	<input type="checkbox"/>	Method Statements	<input type="checkbox"/>
Certificate of Reoccupation	<input type="checkbox"/>	Waste Consignment Note	<input type="checkbox"/>
Air Monitoring	<input type="checkbox"/>	Other	<input type="checkbox"/>
<b>Print Name:</b>			
<b>Signed:</b>			
<b>(for Property Services use only)</b>			
Asbestos Register Updated <input type="checkbox"/>			
Updated by:			
Print..... Sign:.....			
Date:.....			

**APPENDIX 5 ASBESTOS EMERGENCY REPORTING FORM**

<b>Property Address:</b>		
<b>Date of Incident:</b>		
<b>Names of People Potentially Exposed:</b>		
<b>Location of Asbestos:</b>		
<b>Checklist - for Property Services use only (please tick):</b>		
1. Register Checked	<input type="checkbox"/>	
2. Asbestos Present	<input type="checkbox"/>	Go to item 6
3. No Asbestos Present	<input type="checkbox"/>	No further action required
4. No Survey Data	<input type="checkbox"/>	Go to item 6
5. Pass Names of People Potentially Exposed to Facilities	<input type="checkbox"/>	Facilities to notify under RIDDOR
6. Licensed Asbestos Consultant Employed	<input type="checkbox"/>	
7. Survey Carried Out	<input type="checkbox"/>	
8. Certificate of Reoccupation Issued	<input type="checkbox"/>	No further action required
<b>Action - for Property Services use only (please tick):</b>		
Asbestos Notification Form (ANF) complete <input type="checkbox"/>		
Print..... Sign:.....		
Date:.....		



Note: Removal of asbestos requires a 14day notification notice to be sent to the HSE. Obviously this will create an exception to the void timescale and should be discussed with your Senior.

**Our Ref:** Permission Improvements  
**Enquiries to:**  
**telephone:** 01256 302394

Dear

**HOUSING ACT 1985 PART IV – RESIDENTS’ IMPROVEMENTS**

Thank you for your request of to carry out alterations to the of your home. I am pleased to give permission from the above date for you to have work undertaken to

The permission is given subject to the following conditions:-

- a) That no cost will be borne by Kingfisher Housing Association in the carrying out of the works, and that you, as resident, will indemnify the Association against loss, damage, injury, or any third party claim from these works.
- b) That the works shall be carried out to the satisfaction of the Association and within six months of the date of this letter.
- c) In the case of works involving gas, water or electrical services, these shall be carried out by properly qualified tradespersons, for example CORGI or NIEEIC. Registered. A certificate of completion where appropriate must be supplied.
- d) All the works shall be completed before the termination of tenancy, or the costs of any necessary reinstatement shall be charged to you as the resident.
- e) The Housing Director is to be notified, in writing, on completion of the works and reserves the right for a representative to inspect the works after completion. Reasonable access to the dwelling may be required.
- f) The installation shall be regarded as a resident’s fixture and future maintenance will be at your own expense. Any costs incurred in making good damage, as a result of the removal of the fixture, shall be charged to the resident.
- g) Where the improvement or alteration at the end of tenancy qualifies for reimbursement under Leasehold Reform, Housing and Urban Development Act 1993, compensation will be paid using the current assessment criteria if the claim is made within fourteen days of the termination of tenancy.

## APPENDIX 7

## PERMISSIONS LETTER

- h) All necessary Building Regulation Approvals be obtained or Building Notices served prior to the commencement of the works, the costs to be borne solely by the applicant.
- i) All necessary Planning Approvals are obtained at no expense to the Association prior to the commencement of these works.
- j) Where the work requires any Asbestos Containing Materials to be disturbed they must be removed by a licensed Contractor under the Control of Asbestos at Work Regulations 2006, before works can proceed.

I am pleased to give approval for you to carry out the works above, and you should keep this letter in a safe place together with any receipts or invoices you may receive for the improvement to be carried out. You may qualify for compensation under the scheme described in point (g) above, should your tenancy end. The formula for compensation being:

- (Cost of Improvement *divided* by lifespan of improvement) *multiplied* by number of years improvement has been in place *minus* 1 = depreciation value
- Original cost of improvement *minus* depreciation = **compensation value**

If you would like clarification of any of the above items please do not hesitate to contact me at the above offices.

Yours sincerely

**Housing Management Officer**

**Our Ref:** Baker/Approval letter  
**Enquiries to:** Geoff Baker  
**Direct Dial:** 01256 302317

Dear \*

**REQUEST TO MAKE ALTERATIONS**

The Association has received a letter from Basingstoke & Deane Borough Council about adaptations at . The Association is pleased to give permission for the following work to be carried out:- ***As attached schedule.***

This permission is given subject to the following conditions.

- a) That no cost will be borne by Kingfisher Housing Association in the carrying out of the work, and that you as resident, will indemnify the Association against loss, damage, injury or any third party claim from these works.
- b) That the works will be carried out to the satisfaction of the Association.
- c) In the case of works involving gas, water or electrical services, these shall be carried out by properly qualified tradespersons, being either Corgi or NICEIC registered, or a member of the Institute of Plumbing, as appropriate.
- d) All works shall be completed by a qualified tradesperson.
- e) All necessary planning consents are obtained prior to the commencement of the above works. No cost to the Association shall result from this action.
- f) All necessary Building Regulation approvals be obtained or Building or Party Wall Act Notices served prior to the commencement of the work at no cost to the Association.
- g) The Contractor must make sure that any disturbed surfaces are made good.  
Please note that the Local Authority grant conditions do not normally allow for re-decoration. This will therefore be the responsibility of the resident.
- h) An extractor fan will be required if not already fitted.

- i) **Where renewal of water fittings is included in the work, the contractor must certify that the works have been undertaken in accordance with the Water Supply (Water Fittings) Regulations, 1999.**

The contractor should supply a certificate, which must be passed to the Association's co-ordinator for disabled adaptations, currently Geoff Baker.

- j) Equipment supplied to you, the resident, as part of these works, will not be the property of the Association, and the Association will therefore not be obliged to maintain that equipment in the future.
- k) Where the work requires **any** of the following Asbestos Containing Materials to be disturbed they must be removed by a licensed Contractor under the Control of Asbestos at Work Regulations 2006 before works can proceed.

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If you would like clarification of any of the above items please telephone me on the above extension number.

Yours sincerely

**Geoff Baker**  
**Tenancy Support Officer**

Enc

cc: \*(local authority)