Linc

Asbestos Policy and Management Plan

Linc-Cymru Housing Association 387 Newport Road Cardiff CF24 1GG

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R Wye (MSS Group)

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1. Introduction and Purpose

Linc-Cymru Housing Association (Linc) are required by law to manage the risks of Asbestos Containing Materials (ACMs) on their premises.

In recognition of this duty, the Board and the Senior Leadership Team of Linc acknowledge the serious health hazards associated with exposure to materials containing asbestos, and are committed to providing a safe working environment, not just for their staff but also for all those that may be affected by their activities; the residents of the homes they manage, the contractors and suppliers that help provide services, those that visit the premises, and the general public who go about the estates.

Some buildings owned or occupied by Linc were built or refurbished at a time when the use of ACMs in construction was common. This Plan is designed to effectively manage and minimise asbestos health risks to tenants, staff and other persons.

To undertake this duty, Linc have commissioned various Asbestos Surveys (Asbestos Management, and Asbestos Refurbishment / Demolition Surveys), to identify (as far as is reasonably practicable) any ACMs that may be present in their buildings and facilities. The asbestos survey data obtained from these reports forms the basis of this Asbestos Management Plan and Register, which enables the ACMs to be safely managed in place, repaired, or removed (as appropriate), and to show compliance with legislation and HSE guidance.

2. POLICY STATEMENT

Linc-Cymru Housing Association is committed to meeting all the duties placed upon it under the Control of Asbestos Regulations 2012 and specifically will:

- 2.1.1 Protect, so far as reasonably practicable, all Tenants, visitor, staff, contractors and users of the Associations properties from any exposure to asbestos fibres;
- 2.1.2 Provide adequate resources to effectively deliver this Asbestos Management Plan;
- 2.1.3 Identify, so far as reasonably practicable, all ACMs in the Associations homes and other buildings;
- 2.1.4 Maintain an asbestos register of ACMs identified and make it accessible to tenants, staff, contractors, stakeholders and any other party that undertakes work on the Associations properties;
- 2.1.5 Implement and maintain an effective Asbestos Management Plan (AMP) to ensure that all ACMs identified are maintained in a safe condition or alternatively are isolated or removed;
- 2.1.6 Raise the understanding of the risks of ACMs, the Associations AMP and the process and procedures for dealing with ACMs through training and ongoing awareness for relevant staff, contractors and any other interested party;
- 2.1.7 Appoint a competent and suitably qualified person to undertake the role of Asbestos Coordinator;
- 2.1.8 Ensure that only appropriately trained, qualified and competent persons undertake work with ACMs;
- 2.1.9 Review the Asbestos Management Plan on an annual basis or more frequently if required.

3. Legal Framework

3.1.1 Legal Framework

The Control of Asbestos Regulations (CAR) 2012 places a specific duty to manage asbestos on the owners and/or those responsible for maintenance in non-domestic premises. The Regulations place minimum standards for the protection of employees from risks related to exposure to asbestos. In addition, it places a duty on employers to take account of people not directly employed by them, but who could be affected by the work being done on asbestos, (including employees of other employers, people occupying buildings, members of the public etc.).

3.1.2 This Plan is intended to enable compliance with all aspects of the requirements of CAR 2012 and other relevant legislation; the following duties within CAR 2012 are highlighted as being fundamental to the effective delivery of the asbestos management system:

Regulation 4 - requires Duty Holders to:

- Find ACMs and check their condition;
- Presume that materials contain asbestos, unless there is strong evidence to suppose they do not;
- Keep an up-to-date written record of the location and condition of ACMs
- Assess the risk of anyone being exposed to these materials
- Prepare and put into effect a management plan to manage the risk and keep ACMs in a good state of repair, or ensure that it is repaired or if necessary removed
- Provide information on the location and condition of the material to anyone potentially at risk.

Regulation 5 - Identification of the presence of asbestos states:

An employer shall not undertake work in demolition, maintenance, or any other work which exposes or is liable to expose his employees to asbestos unless either:

- He has carried out a suitable and sufficient assessment as to whether asbestos is liable to be present
- If there is doubt, assumes that asbestos is present

Regulation 10 - requires employers to:

• Ensure that adequate information, instruction and training is given to employees who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out.

4. Organisational Responsibilities

4.1 <u>Roles and responsibilities</u>

The successful delivery of the AMP is dependent on clear accountability for delivering key tasks. Figure 1 below, sets out the key roles and responsibilities for delivering the AMP within Linc.



Figure 1- Asbestos Management - Organisation Responsibilities

4.2 <u>Responsibilities</u>

The Board is responsible for:

• Ensuring that adequate resources are available for the implementation of the Asbestos Management Plan.

Chief Executive is responsible for:

• The health, safety and welfare of staff, tenants, contractors and others effected by the work activities undertaken by Linc;

- The effective implementation of health and safety management policies and arrangements;
- As Duty Holder, ensuring that the Associations' responsibility under CAR 2012 is effectively resourced, delivered and monitored.
- Delegating the delivery of the Associations' responsibility under CAR 2012 to an *Appointed Person*.

Executive Director of Property (Appointed Person) is responsible for:

- Compiling and maintaining an effective Asbestos Management Plan and ensuring compliance with the Plan;
- Securing and managing sufficient resources and budgets for the effective delivery of the AMP;

Head of Asset Management is responsible for:

- Promoting awareness of the hazards of ACMs and the AMP throughout the Association;
- Managing the Associations' asbestos communications strategy;
- Reviewing and updating this AMP in consultation with the Appointed Person;
- Regularly reviewing the risks from all known ACMs and making recommendations to the Appointed Person;
- Liaising with the Health and Safety Executive with the Health and Safety Manager;

Health and Safety Manager is responsible for:

- In conjunction with the Asbestos Coordinator investigating and reporting on any alleged incident or accidental asbestos exposure and for ensuring the reporting under RIDDOR, where appropriate;
- Ensuring that regular inspections of ACMs are undertaken and updating the Asbestos Register to reflect the current condition;
- Periodically auditing compliance with this AMP;
- Appointing an Asbestos Coordinator;
- Investigate and report on any alleged incident or accidental asbestos exposure and for ensuring the reporting under RIDDOR, where appropriate.

Other Leaders and Managers are responsible for:

- Complying with this AMP;
- Ensure that staff and contractors that work under their control are aware of and deliver works in compliance with the AMP and are adequately trained and competent to undertake works where ACMs may be present;

Asbestos Coordinator is responsible for:

• Providing competent and professional advice on the management of ACMs to those with a responsibility under this Plan;

- Coordinating the commissioning of all asbestos surveys.
- Compiling and maintaining the Asbestos Register for all the Associations' properties;
- Programming surveys in the Associations' properties to identify any ACMs that may be present and updating the Asbestos Register;
- Ensuring that the Asbestos Register is updated to record any removal or changes in conditions of ACMs.
- Ensuring that all records of ACMs include a Material Risk Assessment in accordance with HSG 227 'A Comprehensive Guide to Managing Asbestos in Premises';
- Managing asbestos consultants and removal companies in line with the Associations' procurement procedures;
- Maintaining their professional competence and awareness of changes in relevant regulatory controls, codes of practices and guidance on good practice; Reporting any incidents of alleged asbestos exposure to the Health and Safety Manager and assisting with any investigation;

Asbestos Coordinator (Appointed Deputy) is responsible for:

- Providing support and assistance to the Asbestos Coordinator as required
- Undertake any tasks delegated by the Asbestos Coordinator
- Undertake the role of the asbestos coordinator during times of absence

All other staff are responsible for:

- Being aware of the risk of asbestos within the Associations' properties and taking all necessary steps to safeguard their health and the health of others;
- Complying with this AMP;

Approved Contractors are responsible for:

- Ensuring that any employee or sub-contractor that undertakes work on the Associations' property has received asbestos training to a level that is commensurate with the works being undertaken and the environment in which that works is taking place (as a minimum all employees or sub-contractor employees to receive Asbestos Awareness training);
- Ensuring their employees and subcontractors are aware of and are operating within the parameters set out within this document and its associated procedures
- Checking the Asbestos Register before undertaking any work in the Associations' properties;
- Not undertaking any work which may disturb known or suspected ACMs;
- Notifying the Asbestos Coordinator immediately and stopping work if they encounter damaged or disturbed known or suspected ACMs;

- Notifying the Asbestos Coordinator and stopping work immediately if appropriate asbestos information is not available for the area in which they are working
- Notifying the Asbestos Coordinator of any work required on asbestos containing materials
- Complying with this AMP;

5. CONTROL PROCEDURE

5.1 Identification and recording of asbestos containing materials

In order to manage the risk from asbestos the Association will ensure that a suitable and sufficient assessment is carried out as to whether asbestos is present within the Associations' buildings. This requirement is valid for any property built before the end of 1999.

5.2 <u>Role and responsibilities</u>

The Asbestos Coordinator is responsible for coordinating the commissioning of all surveys. All surveys undertaken will be completed in line with HSG 264 Asbestos – The Survey Guide. Surveys will only be undertaken by UKAS accredited companies.

The Asbestos Coordinator is responsible for ensuring that information from all surveys undertaken is held on the Asbestos Register. The Asbestos Coordinator is responsible for ensuring that the electronic Asbestos Register is updated and accessible to all contractors.

5.3 <u>Types of Survey undertaken</u>

Management Survey – its purpose is to locate, as far as reasonably practicable, the presence and extent of any ACMs in a building which could be damaged or disturbed during normal occupancy and to assess their condition. The survey will only involve minor intrusive work but this will involve inspection of false ceilings and inside risers, service ducts, lift shafts etc. Where an area is inaccessible, it may involve presuming the presence of ACMs.

Refurbishment and Demolition Survey – will be undertaken prior to refurbishment or demolition work which disturbs the fabric of the building being carried out in areas in which persons will be required to work. This type of survey is intrusive and is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the work is being carried out or in the whole building if demolition is planned.

5.4 Intrusive works

Where the Association or its contractors are undertaking intrusive works including but not limited to demolition or breaking out, forming openings (of any size) in walls, floors and ceilings, opening up of ducts, boxing or voids, lifting of covers etc, it will undertake a suitable and sufficient assessment as to whether asbestos is likely to be present. A Management Survey is unlikely to provide sufficient information to satisfy this requirement, particularly where intrusive works are planned. Where **any** intrusive work is planned in a building constructed before the year 2000, the Asbestos Coordinator must be consulted. The Asbestos Coordinator will assess the quality and the extent of the information available and decide whether it is suitable and sufficient to permit the proposed work to proceed. Where the Asbestos Coordinator deems it is not sufficient further survey work will be commissioned.

For Planned Works; Linc will ensure a Localised Refurbishment Survey is available which covers the area of work covered in the scope of refurbishment. i.e. the Refurbishment Survey will need to include kitchen if Linc intend on replacing a kitchen.

Where a survey, is not available or does not cover the area of work, a Refurbishment or Demolition Survey will be undertaken before work starts, relative to the planned alterations.

5.5 <u>The Asbestos Register</u>

The Asbestos Register records known and suspected ACMs in the Associations' buildings. The Register is held electronically and is made available online to all staff and contractors via a portal. As the Register is updated in 'real-time' information will always be the most up to date the Association has.

The Register is a tool to aid in the assessment of whether ACM's are known to be present within a property. The information held should be supplemented with Asbestos Awareness training and additional surveys where appropriate. If there is any doubt as to the accuracy of the report any work should stop and the issue referred to the Asbestos Coordinator for assessment.

Work should not take place in properties constructed prior to the year 2000 where asbestos information is not present on the asbestos register for the area in which the work is to take place. The asbestos register / asbestos report must be suitable and sufficient for the type of work being undertaken.

All who are require access to the asbestos register will be given individual log-in details to the online portal with access to the system commensurate with their role and activity. Requests for a log-in account shall be made to the Asbestos Coordinator who will facilitate the process. Log in details should not be shared between individuals in order that access and usage of the system remains fully traceable. There is no limit to the number of log-in accounts available.

Training on the usage of the system will be given via an online session to each user of the portal. This will be accompanied by supporting notes. The training can be accessed 24/7 and viewed as many times as required. The Asbestos coordinator will facilitate any additional training needs identified.

Should any employee, contractor or their sub- contractor requiring access to the asbestos register find that they cannot log into the system the asbestos coordinator should be notified. If the occurrence is outside of working hours (5.30pm to 8am) the Message Linc team should be contacted. Message Linc are a 24 hour call out service who have full access to the asbestos register and will assist with the retrieval of the appropriate data.

Should the asbestos register for any reason not be accessible work shall not proceed without the appropriate asbestos assessment being undertaken.

Should the situation be of urgent nature the area should be made safe and provision for an asbestos assessment to be made via the asbestos coordinator prior to work being undertaken. This may involve putting out of hours work on hold until such an assessment can be made.

The register will need regular updating. The Asbestos Coordinator should carry out the following:

- updates to the register when asbestos is removed
- additions to the register when new materials are identified
- changes to the register if the condition of ACMs has altered
- revised risk assessments following periodic re-inspections

5.6 Areas not accessed

Any areas or parts of buildings which have not been previously surveyed will be presumed to contain asbestos materials, unless there are good reasons not to do so. No works shall be undertaken in these areas until an appropriate assessment has been made by the Asbestos Coordinator.

6. <u>Management Strategy</u>

6.1 <u>Periodic Inspections</u>

Tenanted Areas (Domestic); Where ACMs are in a safe condition and unlikely to be disturbed they will be left in situ. They will be inspected at intervals determined by the Asbestos Coordinator in line with Stock Condition assessment programme.

Healthcare environments, Communal and Workplace Areas; All ACMs in common parts or places of work which are in a safe condition and unlikely to be disturbed will be left in situ and tagged. ACMs will be re-inspected determined by the material and priority risk assessments. An indication of the re-inspection timescales is given in the table below;

Risk Assessment Rating	Re-inspection Frequency
Very Low	5 Years
Low	5 Years
Medium	6 months where remediation is not undertaken
High	6 months where remediation is not undertaken

6.2 <u>Re-inspection Reporting</u>

The Re-inspection will include a Material Risk Assessment in accordance with HSG 264, and a Priority Risk Assessment in accordance with HSG 227. New photographs of all ACMs will be taken at each re-inspection.

All re-inspection assessments will be updated on the Associations Asbestos Management Database.

Any material listed in the asbestos register noted as 'no longer present' during a reinspection will be referred to the Asbestos Coordinator who will ensure all relevant documentation is in place and that procedure has been followed, including the upload onto the asbestos management database. Any exception to this will trigger an investigation.

6.3 <u>Removing and remediating asbestos</u>

Remedial action assessment is based on two criteria:

- 1. Essential actions to stop exposure; and
- 2. The agreed management, remediation and/or removal programme which has been developed in line with this Policy and Plan.

Areas of minor damage will be repaired and sealed on as appropriate (risk based). Where effective repair cannot be achieved, ACMs will be removed.

Linc employees, contractors and tenants should report any visible damage (deterioration of the existing condition) or accidental disturbance that may have occurred, to the Asbestos Coordinator(s) for immediate action.

6.4 Approved Contractors

Any work on ACM's will be subject to the notice and approval of the Asbestos Coordinator

Only licensed asbestos removal contractors (LARCs) will be permitted to carry out works involving licensable ACMs or those that fall into this criteria as outlined by CAR 2012.

Any work undertaken on Non-licensed materials will be undertaken by appropriately trained contractors with a minimum of Non-Licensed Task Training (UKATA Category B). The Asbestos Coordinator will review and approve the contractors risk assessment and method statement prior to commencement of works. The Association will satisfy itself that any contractors are properly licensed, insured, trained and competent to do the job safely and without risks to health and safety.

All other contractors undertaking works to properties which may contain ACM, will be required to demonstrate that their staff and operatives have received asbestos awareness training. This is to ensure that operatives can recognise potential ACM and will not do anything which could cause exposure to asbestos.

All contractors will be provided with suitable and sufficient asbestos reports for the works they have been asked to undertake. If a suitable and sufficient report is not provided the Asbestos coordinator shall be notified, work shall not proceed until the correct assessments are in place.

All paperwork from exercises to remove or remediate ACMs shall be returned promptly and fully to the Asbestos Coordinator and the Asbestos Management Database subsequently updated.

6.5 <u>Communication</u>

Good communication about where ACMs are within Association properties and the AMP and systems and procedures for managing them correctly is central to the safety of staff, contractors and users of our services. The key communication tools are:

• The Asbestos Management Plan (AMP)

The AMP is made widely available to tenants, residents, staff, representatives, contractors and the emergency services.

The Asbestos Management System and Asbestos Register

Linc manage all asbestos related data via an online Asbestos Management System. All Personnel and Contractors who are required to have access to the Asbestos register can do so via the online Portal which holds real-time Asbestos Data. The Register must be reviewed prior to any work being undertaken.

Should access not be available to the on-line portal for any reason, the asbestos coordinator shall be informed and will aid in the communication of the asbestos information. Out of hours (5.30pm-8am) Message Linc Service should be utilised to assist in the retrieval of the correct documentation.

Any general enquiries regarding asbestos should be made to the Asbestos Coordinator via the asbestos email account:

Asbestos@linccymruadmin.onmicrosoft.com

6.6 <u>Information for Tenants</u>

The Association will provide information to its tenants to raise awareness of asbestos and to prevent accidental exposure to it. Information will be provided on where ACMs may be found, why they should not be disturbed or damaged and how to recognise potential problems, who to report them to, and how to get more advice. This information will be provided periodically via a range of media including digital and hard copy information.

The Association will ensure that appropriate information and advice is given to tenants who are moving into properties where asbestos is present. This information will be provided as part of the Home User Guide at the start of a tenancy. If any changes are made to asbestos at the property the Asbestos Coordinator will notify the housing officer and arrange for the information in the pack to the updated.

The Association will explain the procedures for removing ACMs where this is necessary and how this is carried out with no risk to tenants or contractors.

This policy will help protect all tenants, contractors and staff from asbestos contamination. Special efforts will be made to ensure that tenants who do not speak English understand the risks where ACMs are in their homes.

7. Information, instruction and training

7.1 <u>Training Requirements</u>

Linc recognises that adequate information, instruction and training for staff and contractors working in the Associations' properties is essential for the safe management of asbestos. Linc specifies the levels of training and competence for specific tasks and provides training directly to its own staff and specifies levels of competency related to tasks for contractors and other service providers.

7.2 <u>Leaders and Managers</u>

All Leaders and Managers who have a responsibility for staff who undertake work that is likely impact on ACMs will attend an annual Asbestos Awareness course.

7.3 <u>Asbestos Coordinator</u>

As the competent person, the Asbestos Coordinator will be asbestos trained and will attend courses as required to remain up to date with current legislation, best practice and any other matter that will maintain his competence.

7.2 Asbestos Coordinator (Appointed Deputy)

The appointed deputy will support the role of the asbestos coordinator and perform the role fully to cover the Asbestos Coordinator during periods of absence. The Appointed Deputy will be asbestos trained and will attend courses as required to remain up to date with current legislation, best practice and any other matter that will maintain his competence.

7.4 Maintenance staff and project managers

Asbestos training is mandatory for all staff who may come into contact with asbestos in the course of their work. In particular, it will be given to all staff who are involved in work that may disturb the fabric of the building because ACMs may become exposed during their work. Exemption from this requirement will only apply when the Linc can demonstrate that work will only be carried out in or on buildings that are free from ACMs. Training will be given annually and reflect the AMP requirements and management system employed by Linc. Training will include access and usage of the online portal which provides access to the asbestos register.

7.5 <u>Staff who administer asbestos related works</u>

Staff who are involved in the administration of works that is likely to involved work on ACMs will be given annual asbestos refresher training. The training will reflect their role in delivering AMP requirements and the management system as it relates specifically to their responsibilities. Training will also be given annually when significant changes are made to the relevant duties under the AMP. Training will

include access and usage of the online portal which provides access to the asbestos register.

7.7 <u>All other staff</u>

All Linc staff will receive an asbestos awareness module as part of their core Induction training. Where changes are made to the AMP or regulations that may effect the delivery of the program this will be communicated and updated training will be provided to staff. Should access be required to the asbestos register training will be given on access and usage of the asbestos portal.

7.8 <u>Contractors</u>

All Contractors will receive an asbestos communication package including the latest version of the AMP, supporting process flow diagrams, access instructions and training on the online portal which provides access to the asbestos register. Any significant update of the AMP will be communicated to the Contractor along with the updated AMP. Communication pathways will be clearly defined between the contractor and asbestos coordinator. It is the responsibility of the Contractor to ensure that they, their employees and subcontractors are appropriately trained commensurate with their roles and responsibilities. The Contractor will be responsible for the communication of the Linc AMP, procedures and Asbestos Register access to all employees and subcontractors and that those persons are appropriately trained and are able to effectively action the requirements.

8. Emergency Procedure

8.1. <u>Emergency Procedures</u>

The purpose of this emergency procedure is to specify the actions which must be taken in the event of an asbestos emergency to isolate the affected area and make it safe in line with current legislation and HSE guidance, record the incident, and initiate an investigation to prevent a similar event from occurring in the future.

Stop work immediately if any suspected asbestos or asbestos containing material is uncovered or damaged during the course of any work and report it to the Asbestos Coordinator, or any other manager, or supervisor in charge of the work.

8.2 Evacuate and contain the area

Upon the identification of a damaged ACM, the person concerned (Contractor or Linc Staff) must ensure that they and any other persons present leave the area immediately. The area must be sealed and access to it restricted immediately, closing doors/windows, sealing any gaps with hazard tape, and ensuring that no other individuals enter the affected area. Safety signage must be used to label the area as restricted access. Until signage is in place, once sealed, the area must not be left unattended in order to prevent access until the Asbestos Coordinator advises otherwise.

8.3 <u>Report the event</u>

The contractor or member of staff must then inform their supervisor and the Asbestos Coordinator immediately so that the situation can be controlled and managed appropriately. The housing officer/scheme manager/nursing home manager must also be notified. The Head of Asset management and the executive Director Property should also be notified.

8.4 Seek Advice

The Asbestos Coordinator will make an immediate assessment and consult with the nominated asbestos consultancy who is competent to work with asbestos (UKAS accredited for surveying and analysis, HSE licensed for asbestos removal) to risk assess the situation, and manage the necessary remedial works as required. This may necessitate in the following course of action to control and manage the situation:

- Produce a list / record of persons who may have been exposed to the risk / potential release of asbestos fibres; giving details of: name, job title, time of incident, location of person during incident, amount of time exposed. The incident will also be logged on Linc's Accident & Incident System.
- All persons affected by the incident are to be briefed by the Asbestos Coordinator / Asbestos Consultant on any potential exposure issues, and advised on any necessary follow up action that may need to take place.
- If necessary discuss with the Housing officer the temporary decanting of the tenants or residents.
- The Health and Safety Manger will advise if the incident is reportable under RIDDOR.

The Executive Director of Corporate services should be consulted to assess if the incident is a notifiable event under the guidance issued by Welsh Government to RSLS.

8.5 Emergency procedure in the event of a fire to any premises owned by Linc

In the event of a building fire, where ACMs have been identified within the Asbestos Register; the Fire Service should be warned that the Building contains ACMs, and give more specific details if required.

Where the Asbestos Survey / Register data is not available; the Fire Service are to assume that the building does contain asbestos.

8.6 Emergency Procedure Flow Chart



1.Trigger for Emergency Action

The discovery of damage of suspected or known ACMs or where accidental damage has been caused in the course of a work activity

2. Take control

The senior Site Manager will take control of the situation. Work must cease immediately. No effort should be made to clean up.

3. Notify Asbestos Coordinator

The Site Manager should immediately notify the Asbestos Coordinator. The Asbestos Co-ordinator will notify the relevant staff within Linc

4. Evacuate area record details

The Site Manager should arrange to clear the immediate area of all staff and contractors, taking names and contact details. Staff and contractors who have been exposed to asbestos fibres should be held in a designated area in order to allow an assessment of potential contamination.

5. Assess the situation

The designated asbestos consultant will access the area in appropriate PPE/RPE and assess the situation. Where the Asbestos Coordinator is unable to confirm or dismiss the presence of asbestos, samples will be taken for analysis;

The material shall be presumed to be asbestos and the area will be adequately sealed until such time as results to the contrary have been received. Air tests will be run.

6. Instigate Remedial action

If ACMs are confirmed the Asbestos Coordinator will instigate remedial action in accordance with this AMP;

7. Investigate and report

The Asbestos Coordinator will investigate the matter with the Health and Safety Manager. The report will include recommendations on whether the incident should be classed as a 'dangerous occurrence'. If this is the case it will be notified to the Health and safety Executive under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) 1995;

9 <u>Review & Monitoring</u>

9.1 <u>Review</u>

The Association will review the AMP at regular intervals in order to ensure that the Plan remains relevant and effective. The review will be undertaken by the Asbestos Coordinator in consultation with the Appointed Asbestos Consultancy. The review is to assess the effectiveness of the AMP in the following key areas:

- Organisational Responsibilities;
- Identification and recording of asbestos containing materials;
- Assessing and managing risk;
- Communication;
- Risk assessment and method statements;
- Information, instruction and training.

The review will be carried out annually or sooner if in response to:

- A significant incident involving an uncontrolled release of asbestos fibres;
- A change in the Control of Asbestos Regulations;
- If the AMP is no longer considered adequate.

9.2 <u>Monitoring</u>

The Asbestos Coordinator will periodically audit compliance with this AMP across the whole organisation. The audit programme will be agreed on an annual basis but will be flexible in order to react to areas of concern as they arise. Compliance across the organisation will also be audited by the appointed internal auditor. A third party accredited contractor will audit Linc's asbestos processes at least once a year to provide a fourth line of defence.

APPENDIX A

NOMINATED RESPONSIBLE PERSON

Responsible organisation:

Linc-Cymru Housing Association 387 Newport Road Cardiff CF24 1GG

The person to whom the statutory duty falls is: Chief Executive

Any issues with this Asbestos Management Plan or relevant policies and procedures are to be directed to:

Appointed Person (asbestos):

Executive Director of Property Name: Louise Attwood Email: louise.attwood@linc-cymru.co.uk Telephone number: 0800 072 0966/07773 180 984

Asbestos Coordinators (asbestos):

Asbestos Coordinator Health and Safety Officer Name: Max Birbraer Email: max.birbraer@linc-cymru.co.uk Telephone number: 07989 431 942

Asbestos Coordinator (Appointed Deputy) Health and Safety Coordinator Name: Aimee Page Email@ aimee.page@linc-cymru.co.uk Telephone number: 02920 475805 / 07540668782

<u>Asbestos Enquires</u> Asbestos@linccymruadmin.onmicrosoft.com

Out of Hours (5.30pm – 8am)

Message Linc Out of Hours Emergency Telephone 08000720966