



## Health & Safety Management System

### Asbestos Management Policy

M.06

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Pineview Housing Association, 5 Rozelle Avenue, Drumchapel, Glasgow. G15 7QR Tel: 0141 944 3891. Email: [mail@pineview.org.uk](mailto:mail@pineview.org.uk) . Website: [www.pineview.org.uk](http://www.pineview.org.uk) The Scottish Housing Regulator Reg. No: HAC231; Registered Scottish Charity No: SC038237; FCA Reg. No: 2375R(S); Property Factor Reg. No: PF000151

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इस दस्तावेज़/कागज़ात की और प्रतियाँ, माँगे जाने पर, ऑडियो टेप पर और बड़े अक्षरों में तथा कम्युनिटी भाषाओं में मिल सकती हैं, कृपया संपर्क करें:

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**Housing Services Section - Tel. 0141 944 3891**

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## 1. Asbestos Policy Statement

- 1.1 It is recognised that Pineview Housing Association (PHA) has a duty under the Health and Safety at Work etc. Act 1974, as supported by subordinate legislation, to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, service users, contractors, the general public and others who may be affected by its undertakings.
- 1.2 It is also recognised that the management of asbestos related risk falls within the organisation's general responsibilities set out in point 1.1, above.
- 1.3 To this end, Pineview Housing Association (PHA) will comply with the Asbestos Management duties defined and implied in the Control of Asbestos Regulations 2012 (CAR12). It is the policy of PHA to ensure that, as far as is reasonably practicable, no persons will be exposed to risks to their health due to exposure to any asbestos containing materials that may be present in any of the properties it owns, manages or occupies.
- 1.4 Pineview Housing Association aims to:
  - i) Ensure the prevention of exposure to risks associated with asbestos containing materials.
  - ii) Ensure that any asbestos containing materials that may be present in any of its buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.
  - iii) Promote awareness of the risks from asbestos containing materials and the Association's Management Procedures through training and induction of relevant staff.
  - iv) Provide adequate resources to ensure the provision of appropriate information, instructions and training.
  - v) Ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Executive Guidance Notes and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
  - vi) Ensure that a representative proportion of properties built pre 2000 are subject to an Asbestos Management Survey Programme and an Asbestos Register for these buildings is prepared and maintained. This Register will undergo regular reviews and will be updated after any treatment and/or removal works have been undertaken.
  - vii) Ensure that an appropriate Asbestos Refurbishment or Demolition Survey strategy is in place in accordance with current legislation.
  - viii) Ensure only UKAS accredited asbestos consultancies are used for asbestos surveying works, asbestos air testing and asbestos analysis work.
  - ix) Implement an effective asbestos management strategy in order that appropriate measures such as encapsulation, labelling, inspection, working with, or removal of, asbestos containing materials can be undertaken.

- x) Ensure that an appropriate system is installed, maintained and implemented for the management of all asbestos containing materials identified in the Register. Such a system is to be capable of recording the risk, the needs and priorities for treatment and/or removal.
- xi) Ensure that all Contractors and Sub Contractors engaged to carry out work on any of the Association's buildings are provided with adequate information on asbestos which may be disturbed by their works.
- xii) Ensure that information regarding the presence of asbestos is contained in tender documentation as may be appropriate.
- xiii) Ensure Licensed Contractors and/or Sub Contractors carry out ALL Asbestos Licensable Works and Competent Contractors carry out ALL Asbestos Minor Works.
- xiv) Ensure all Non-Licensed Contractors carrying out Asbestos Non-Licensable Works are trained in safe working procedures and have appropriate insurance cover for the work being carried out.
- xv) Ensure that relevant staff of the Association and local contractors are provided with appropriate training in this Policy and these Procedures.
- xvi) Regularly review the Asbestos Management Policy and Procedures.

## 2. Scope

- 2.1 PHA operates a Health & Safety Management System, which comprises a broad range of documented policies, procedures and arrangements for the effective control of risks to the health, safety and welfare of employees and others who may be affected by the organisation's undertakings.
- 2.2 This document forms part of the overall Management System and sets out the Association's specific arrangements for the management of Asbestos.
- 2.3 This policy and associated procedures are intended to facilitate compliance with the asbestos related duties defined and implied in the Control of Asbestos Regulations 2012.
- 2.4 PHA currently has 585 properties (533 tenanted; 23 shared ownership & 29 owner occupied). Some buildings acquired by the Association were built or refurbished at a time when the use of asbestos containing materials in their construction was common. During work on these buildings it is possible, therefore, that personnel could disturb asbestos.
- 2.5 This Policy applies to the entire property portfolio under the control of PHA and to all operations carried on under its control **without exception**.

### 3. Asbestos Risk

- 3.1 It is important to differentiate between the **REAL** risks associated with asbestos materials and the **PERCEIVED** risks, as incorrect perception of risk can often result in unwarranted concern over health risks. The **perceived** risk for asbestos is that 'one fibre can kill'. The **real** risk, as shown by the work of Prof Seaton at Aberdeen and Prof Gibb at Cardiff, is that lungs from victims of asbestos related deaths generally contain in excess of 100million asbestos fibres at the point of death.
- 3.2 The serious diseases associated with asbestos are all diseases of the deep lung. To contract these diseases, fairly substantial quantities of asbestos have to be inhaled (note that medical/scientific data, as seen above, now exists in relation to dose-response relationships associated with asbestos exposure). The **real risks** associated with asbestos materials would not, therefore, simply depend upon its **presence** but on the **airborne concentration of fibres in the atmosphere and the duration of exposure**.
- 3.3 Therefore, the presence of an asbestos containing material in itself does not constitute a danger. However, there is a potential risk to health if such material is disturbed and damaged. An isolated accidental exposure to asbestos fibres for a short duration is extremely unlikely to result in the development of asbestos related diseases. However, **regular** exposure – even at relatively low levels – can present a risk as 'cumulative exposure' develops over time. As well as people employed in the building trades, inadvertent exposure (and consequent risk) can occur in other groups of people e.g. installers of I.T. systems, burglar alarms, smoke detectors, etc.
- 3.4 In developing this policy, cognisance was taken of the legislative requirements and good practice set out in the following documents (see Appendix 1):
- Health and Safety at Work Act etc. 1974
  - Management of Health and Safety at Work Regulations 1999
  - Control of Asbestos Regulations 2012
  - HSE Guidance INDG 223 A Short Guide to Managing Asbestos in Premises
  - HSE Guidance HSG264 Asbestos: A survey guide
  - HSE Guidance HSG227 Managing Asbestos in Premises

### 4. Duty to Manage Asbestos

- 4.1 PHA recognises the duty imposed by Regulation 4 of CAR12 to 'manage' asbestos risks. To this end, specific roles and responsibilities have been defined and all personnel will hold the requisite levels of competence to properly discharge their responsibilities.
- 4.2 This document also defines the Association's policy to ensure the risks associated with asbestos containing materials are properly addressed, assessed and managed and, in doing so, ensuring that the legal 'duty to manage asbestos' is discharged.

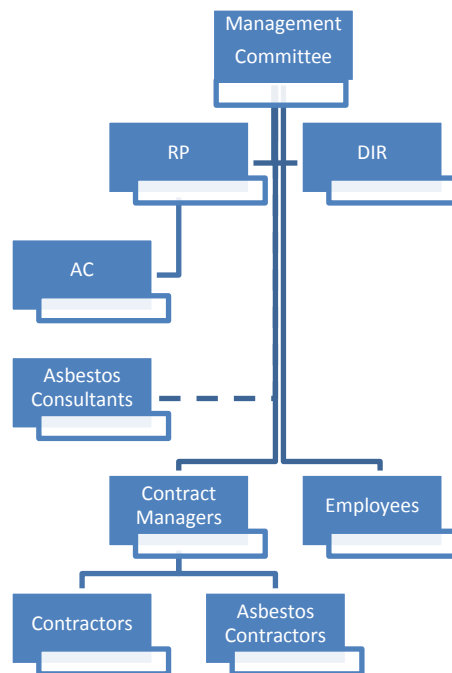
## 5. Roles and Responsibilities

### 5.1 Asbestos Organisation Chart

The following chart summarises the organisational structure which facilitates a cascading of responsibilities down through the management chain to ensure those with the most appropriate daily operational functions can manage, supervise and physically carry out asbestos related control measures as appropriate.

The subsequent sub-sections provide further detail on these roles and responsibilities.

**This policy is supplemented with detailed working procedures which will be used by staff in implementing the policy.**



#### Key to Abbreviations

DIR	Director
RP	Asbestos Responsible Person
AC	Asbestos Co-ordinator

## **5.2 Director (DIR)**

The Director will be responsible for:

1. In holding the most senior level of executive control within the Association, will hold ultimate accountability and responsibility for the development and implementation of this Asbestos Management Policy.
2. Appointing a suitable and competent Asbestos Responsible Person (RP) to manage the Asbestos Management System.
3. Making available all reasonable resources to the RP for the undertaking of his/her duties under this policy. The DIR will also make available all reasonable resources to allow all others in the management chain to comply with their own defined responsibilities.
4. Ensuring adequate lines of communication with the RP and will take all reasonable steps to comply with all reasonable requests and issues raised by the RP.
5. Acting immediately if any serious deficiencies are identified and escalating any concerns to the Management Committee without undue delay.

## **5.3 Asbestos Responsible Person (RP) - (Housing Services Manager)**

The RP will be responsible for:

1. The practical delivery and implementation of this Asbestos Management Policy and for identifying amendments/updates for improvement. All such suggested amendments will be escalated to the DIR without undue delay.
2. Maintaining an effective asbestos management strategy as detailed in this document.
3. Monitoring to ensure that all staff are aware of their responsibilities under this policy.
4. Appointing a suitable and competent Asbestos Co-Ordinator (AC) to deliver the responsibilities set out in 5.4 below.
5. Providing all reasonable support (both Management and Technical) to the AC to ensure his/her duties may be performed accurately and timeously.
6. Ensuring adequate lines of communication with the AC and will take all reasonable steps to comply with all reasonable requests and issues raised by the AC.
7. Escalating all relevant issues, non-conformances, policy breaches and other material events to the DIR without undue delay.
8. Taking all reasonable steps to deal with Asbestos related emergencies, uncontrolled risks and required actions brought to his/her attention.



9. Review and update as necessary this policy and associated procedures documents and report on its effectiveness to the Management Committee.

#### 5.4 Asbestos Co-Ordinator (AC) – (Housing Officer)

The AC will be responsible for:

1. Assisting the RP to review and update as necessary this Policy and associated procedures documents.
2. Developing and maintaining an asbestos register of properties built before 2000, which will include updating the register whenever ACM's are removed/remediated.
3. Providing information to interested parties on asbestos containing materials, as appropriate
4. Reporting any incident of alleged asbestos exposure and carrying out any required investigation, with the support of the RP. Also, where appropriate, ensuring the correct reporting of incidents under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
5. Providing the Enforcement Authorities with details of asbestos management procedures if/when requested.
6. Promoting awareness of the hazards of asbestos containing materials and the Association's Asbestos Management Policy by advising on appropriate training and induction, in liaison with specialist asbestos consultants and training providers
7. Programming asbestos surveys (Management, Refurbishment and Demolition as appropriate) in the Association's properties to identify any asbestos containing materials that may be present and preparing/maintaining an Asbestos Register for each building.
8. Ensuring that adequate reviews of surveyed premises are carried out and that asbestos registers are updated accordingly.
9. Organising regular audits of the Asbestos Register.
10. Maintaining a current list of approved asbestos contractors (HSE Asbestos Licensed Contractors and Minor Works Contractors) and UKAS accredited asbestos testing/survey organisations.
11. Ensuring that the Asbestos Register is updated on completion of any works on asbestos containing materials.

#### 5.5 Contract Managers

(i.e. any member of staff who has a responsibility for a specific works contract)

- 5.5.1 If any work is to be carried out in properties built before 2000 **which will interfere with the fabric of the building** then the following responsibilities will apply.

5.5.2 The **Contract Manager** will be responsible for:-

1. Ensuring that before any **feasibility work** is started on any project that the Asbestos Register is consulted and information obtained on any asbestos containing materials within the premises. If there is no asbestos register for the premises, or if the Register does not confirm that an Asbestos

Refurbishment or Demolition Survey has been carried out in the area to be disturbed, then the Contract Manager should request the AC to organise an appropriate asbestos survey. In this case a minimum of **6 weeks** must be allowed to enable surveys, sampling, analysis and reporting to take place.

2. Ensuring that, following Step 1, all personnel involved in the works are made aware of the asbestos findings. If no asbestos is identified then the works can proceed with caution, bearing in mind the possible presence of asbestos containing materials not identified in the Asbestos Register/Survey Report or in non-accessible or restricted areas.
3. Ensuring all contractors organise training for their operatives in this Policy and associated procedures and can demonstrate adequate and appropriate competence and training (Asbestos Awareness Category A training as a minimum for all works).
4. Halting any works and informing staff, Contractors and Sub Contractors if suspected materials are discovered during the course of the works and immediately seeking advice from the AC. This may include arranging for samples to be taken of any suspected materials, in accordance with the prescribed procedures, and arranging for the analysis of the samples by a test house with the appropriate UKAS (United Kingdom Accreditation Service) accreditation and from the Approved Contractor List.
5. Asbestos Works - Ensuring that only contractors and consultants from the Association's Approved Framework, as maintained by the AC, are used for all asbestos works.
6. Asbestos Works - Ensuring that separate contracts are issued for asbestos remediation works and subsequent independent asbestos testing/monitoring (including 4-stage clearance tests) or utilising the services of a competent Asbestos Remediation Project Management company.
7. Asbestos Works - Ensuring copies of all test certificates, Certificates of Re-occupation and evidence of correct waste disposal are received from contractors and test houses (or the Asbestos Remediation Project Manager) within 10 working days of the completion of any work involving asbestos containing materials.
8. Ensuring all contractors comply with their defined responsibilities under Sections 5.8 - 5.11.

## 5.6 Management Committee

The Management Committee will be responsible for:

1. Overall corporate responsibility for the conduct of the business of the Association.
2. Periodically reviewing the effectiveness of the Asbestos Management Policy.
3. Considering reports made by the DIR / RP on the effectiveness of the Policy and actual working practises.

## 5.7 Employees

All persons employed by PHA will be responsible for:

1. Ensuring that any work that may disturb or damage known asbestos containing materials is avoided.
2. Preventing any work on or intentional damage to building fabrics unless advice on the asbestos risk has been obtained from the AC.
3. Reporting to the AC any materials suspected of containing asbestos, where the material has become disturbed and/or damaged.

## 5.8 General Contractors and Sub-Contractors (non-asbestos)

All contractors will be required to:

1. Ensure and demonstrate that they are fully familiar with current legislation relating to the management of Asbestos Containing Materials.
2. Ensure that they have a clear understanding of PHA's Asbestos Management Policy and associated procedures.
3. Ensure that all staff to be utilised on the contract have received an appropriate level of asbestos awareness training (Category A as a minimum).
4. Consult with any relevant asbestos registers / survey reports that may be available for establishments **before** work progresses (ensuring the appropriate type of survey has been carried out).
5. Ensure that where work may be affected by, or involve, asbestos containing materials that an approved licensed/competent (depending upon the category of asbestos work) sub-contractor is engaged (unless the contractor itself is licensed/competent and approved by PHA) to carry out the work. This will also require liaison with the Contract Manager who will be responsible for commissioning the independent asbestos testing company or Asbestos Project Manager.
6. Ensure that any relevant risk assessments, method statements, statutory notices are in place before work commences.
7. Progress all works diligently and, if any suspect materials are encountered, to immediately suspend operations and to contact the Contract Manager or AC for further instruction.
8. Asbestos Elements - Provide copies of all test certificates, Certificates of Reoccupation, evidence of correct waste disposal to the Contract Manager within 10 working days of the completion of the work.
9. **Contractors must ensure that Asbestos sub-contractors are approved by Pineview Housing Association before any order is placed or contract awarded.**

## 5.9 Asbestos Removal Contractors & Sub-Contractors

Asbestos Removal / Remediation contractors will be responsible for:

1. Ensuring that they have a current license from the HSE to work with the relevant type of asbestos or can demonstrate competence where non-licensed work is concerned.

2. Ensuring that they have current and adequate insurance cover for the asbestos works to be undertaken.
3. Ensuring working practises are in compliance with current legislation and all associated Approved Codes of Practice and Guidance Notes.
4. Attending site to assess and prepare quotations against asbestos work specifications. The contractor must raise any issues relating to health and safety, or potential additional costs, on the project to the Contract Manager.
5. Attending site meetings as may be required, providing a written Method Statement and Risk Assessment (Plan of Work (POW)) to the Contract Manager ahead of the works starting. The POW must indicate the resources and timetable allocated to the project in accordance with the Control of Asbestos Regulations 2012. Emergency procedures must be discussed before work commences. In addition, and where licensed contractors are required to carry out asbestos works, the following documentation will be requested from the contractor prior to commissioning, and copies kept in the job file:
  - a. current asbestos licence check against HSE website
  - b. insurance certificate indicating the insured is covered for asbestos work
  - c. a representative sample of medical examination certificates (conducted by an Employment Medical Advisory Service registered doctor) for personnel who will work on the job
  - d. a representative sample of training records for all personnel who will work on the job (asbestos management and handling courses), provided by a United Kingdom Asbestos Training Association (UKATA) member or equivalent
  - e. where applicable, evidence of notification of the job to the HSE 14 days prior to commencement (see point 6 below)
6. Providing statutory notice to the Enforcing Authority as may be required prior to the commencement of any asbestos related works (e.g. 14 day Notification for licensed work) or, by agreement with the Contract Manager or AC, applying for a waiver against the minimum notice period. Copies of all such notices must be submitted to the Contract Manager or AC before work commences.
7. Carrying out their obligations under the contract, including maintaining high standards of safety and hygiene in asbestos works and all related work areas and supplying labour, materials and equipment of the highest standard, complete with all supporting documentation as may be required.
8. Arranging transport and disposal of asbestos waste materials in accordance with legislative requirements and providing copies of all Consignment Notes to the Contract Manager without undue delay.
9. Carrying out regular inspections of the work environment. Any defects found, or any reported by PHA's representatives, must be immediately rectified.
10. Identifying to the Contract Manager any additional elements of work which are to be agreed. The POW must be updated accordingly.

11. Liaising with the Organisation-appointed UKAS accredited asbestos testing organisation to ensure the satisfactory progress of the works.
12. Co-operating fully with any Asbestos Remediation Project Managers utilised by PHA.
13. Providing copies of all test certificates, Certificates of Reoccupation and evidence of correct waste disposal to the Contract Manager (or Project Manager) within 10 working days.

## **5.10 Asbestos Analysts & Surveyors**

Asbestos analysts, surveyors and consultants will be responsible for:

1. Maintaining and demonstrating UKAS accreditation relevant to the requested task.
2. Maintaining adequate insurance cover for the tasks to be undertaken.
3. Providing support to the Contract Manager and/or the AC as may be required.
4. Reviewing and commenting on, when requested by the Contract Manager or the AC, asbestos works such as: specifications, Contractor's and/or Sub Contractor's Method Statement, work procedures, etc.
5. Carrying out analytical works and inspections as agreed with the Contract Manager or the AC. Where site conditions alter, the analyst will be required to amend the level of testing and inspections to ensure that all information relevant to the continued health and safety of the Contractor and building occupants is obtained.
6. Reporting to the Contract Manager or the AC any defect or non-compliance relating to the Contractor's and/or Sub Contractor's performance, including suitability of the work area, adherence to the Method Statement, Statutory Instruments, and PHA's Asbestos Management Policy and associated procedures. Where senior PHA staff are not immediately available, the surveyor/analyst will be expected to take such measures as may be deemed necessary to ensure the health and safety of Contractors and Sub Contractors and building occupants. These actions must be reported to the Contract Manager or the AC as soon as reasonably practicable.
7. Checking areas on completion of asbestos remedial works to ensure that the contractor has completed the scope of works and all affected areas have been left in a satisfactory condition.
8. Carrying out air monitoring tests as may be required by the Contract Manager or the AC, or as identified in the POW.
9. Reporting to the Contract Manager or the AC any aspects of asbestos management encountered on site which could give rise to health risks e.g. breaches of the Asbestos Management Policy and associated procedures, suspect or damaged asbestos.

10. Issuing formal reports, including Certificates of Re-occupation, to the Contract Manager or the AC on completion of any site works.

### **5.11 Asbestos Remediation Project Managers**

Asbestos Project Managers will be responsible for:

1. Assessing the **real** risks associated with proposed asbestos works, scoping the works and preparing legally compliant and cost effective removal/remediation works specifications.
2. Tendering, or assisting the Contract Manager with tendering, the works to appropriate and competent contractors.
3. Reviewing Plans of Work and liaising with the contractor to ensure legal compliance and compliance with the requirements of PHA.
4. On-site project management, auditing, supervision, monitoring and testing to ensure safety and quality control and compliance with all legal requirements.
5. Completion of a final site review to verify the suitability for the site for handover and the completion of works as agreed.
6. Preparation of a project completion / compliance report for PHA's long-term protection against liability.

## **6. Document Control**

6.1 The Asbestos Management System relies upon the maintenance of a range of documentation, for which the RP is responsible. The following summarises the principal components of the system:

1. Asbestos Register and Survey Reports Folder
2. Policy & Procedures Documents
3. Asset Register – incorporating property list / relevant premises (i.e. post 2000)
4. Approved Asbestos Contractors and Consultants List
5. Training Records
6. Incident Records
7. Asbestos Works Records

## **7. Training and Development**

The training requirements of Management Committee and staff will be regularly assessed to ensure that they have the necessary skills to effectively implement and monitor this Asbestos Management Policy.

## **8. Equality and Diversity**

Our core values include providing a fair and equal service for all people and this is detailed in our Equality and Diversity Policy. Our approach to asbestos management will reflect that commitment.

## **9. Complaints**

Anyone who is not happy /satisfied with the service they have received as a result of this policy has a right to complain. Please see the Association's Complaints Policy for details on how to do this.

## **10. Audit and Review**

10.1 The RP will arrange for the Asbestos Management System to be audited and reviewed at least once every 12 months.

10.2 The audit / review may be carried out internally or by an external consultant, however, the auditor will be deemed to be competent by the RP.

10.3 The audit / review will take account of all policies and procedures, asbestos register, training records and all records associated with asbestos works.

10.4 A written report will be prepared detailing the findings of the audit / review, highlighting any non-conformances and/or areas for improvement and making recommendations and suggestions. The report will be made available to the H&S Committee and DIR by the RP.

## **11. Continual Improvement**

11.1 PHA is committed to achieving continual improvement in the management of risk associated with Asbestos. This will involve the regular review of the policy and procedures and the introduction of additional controls where knowledge or technology on the subject develops and as the risk assessment, monitoring and control schemes dictate.

11.2 The RP will be responsible for overseeing the entire Asbestos Management System and will champion the continual improvement programme.

## Appendix 1: Legislation and Guidance

**The Health and Safety at Work etc. Act 1974** places general duties on employers and self-employed persons to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees, and persons other than their employees who may be affected by any of their undertakings. They must also ensure that the premises, and any plant or substance therein, are safe and present no risks. The regulations that have either been introduced under this Act, or introduced to implement the requirements of EC directives, and are relevant to the management of asbestos, are set out below.

**Management of Health and Safety at Work Regulations, (Amendment) 1999** requires an employer to assess and control risks to the health and safety of his employees and, for significant risk, to record the assessment. This would include the management of risks arising from asbestos.

**Control of Asbestos Regulations 2012** came into force in the UK in 2012 and extended slightly the 2006 Regulations. The latter repealed the Asbestos Licensing Regulations 1983 (as amended), the Asbestos Prohibition Regulations 1992 (as amended) and the CAWR 2002. The Regulations consolidated and simplified the regulatory framework by combining all of the previous Regulations into one framework. The new Regulations introduced a single lower Control Limit for airborne asbestos, a new fibre counting method (the WHO method), and the de-classification of Textured Coatings. The main thrust of the regulations, however, remains Regulation 4 and the Duty to Manage. The Requirement to manage asbestos in non-domestic premises (and includes the common parts of domestic premises), applies when any work with asbestos, or with any product containing it, is carried out by the employer. Exposure of employees to asbestos should be prevented, or reduced as far as reasonably practicable. The new regulations set down a control limit at, or above, which employees must not be exposed unless they are wearing respiratory protective equipment, and oblige employers to assess any risk prior to any work with asbestos so that appropriate measures can be taken to control exposure. There is also a duty to prevent or reduce, as far as is reasonably practicable, the spread of asbestos from the work place where work is carried out. In addition, there are also requirements on personal protective equipment and on ensuring that asbestos is stored or transferred only in suitable sealed and marked containers. The duties to protect employees are extended to anyone else who may be affected by the work, including members of the public. Protective equipment requirements are described in the **Personal Protective Equipment at Work Regulations 1992**. The 2012 Regulations added a new classification for low risk asbestos work i.e. Notifiable but Non Licensed Work (NNLW). All other sections of the Regulations are the same.

**The Construction (Design and Management) Regulations 2015 (CDM 15)** replaced the 2007 Regulations of the same name and provide a framework for the governance and management of health, safety and welfare in construction and demolition projects. The new Regulations saw the *removal of the CDM Co-ordinator role*, with the Health & Safety duties of the former CDM-C now being passed to the Principal Designer. The Regulations include various 'notification' and safety related documentation requirements for certain projects. However, in most cases of asbestos works, the Asbestos Regulations will take precedence over the specific requirements under CDM on the basis that asbestos controls are best determined by the asbestos legislation, codes of practice and guidance.

### Disposal of Asbestos Waste

Part II of the EPA sets out waste management and disposal requirements that affect all companies producing controlled waste as defined in section 75(4) of the EPA. Section 34 of the EPA introduces a statutory "Duty of Care" for all those producing or dealing with waste. All waste producers must follow the Duty of Care and have a statutory obligation to ensure the appropriate and correct handling, transportation and ultimate disposal / treatment of the waste they produce. This is especially important if the material is classed as a 'Special Waste' under the *Special Waste Regulations 1996, as amended*, which denotes the waste as being of a hazardous nature and requiring specific transportation and disposal procedures to be followed. The waste must also be assigned a waste code under the European Waste Catalogue and meet specific Waste Acceptance Criteria. Waste material containing asbestos will be classed as Special Waste if it meets the hazardous waste criteria.

### Useful Guidance:

HSE Guidance INDG 223 A Short Guide to Managing Asbestos in Premises

HSE Guidance HSG264 Asbestos: A survey guide

HSE Guidance HSG227 Managing Asbestos in Premises



## Appendix 2: Address List by Development Phase

<b>Development</b>	<b>Build Type &amp; Year</b>	<b>Addresses</b>
Broadholm	New Build – 2003/04	1 – 92 Dewar Drive 1 – 32 Dewar Gate
Pinewood 1	Rehab – 1993/94	44 – 52 Jedworth Avenue
Pinewood 2	Rehab / New Build – 1994/95	36 – 40 Jedworth Avenue 53 Jedworth Avenue 6 – 16 Jedworth Road
Pinewood 3	Rehab – 1995/96	22 -28 Jedworth Avenue 35 Jedworth Avenue 9 – 11 Jedworth Road 34 Rozelle Avenue
Pinewood 4	New Build – 1996/97	54 – 64 Jedworth Avenue 1 – 7 Jedworth Road 18 – 24 Rozelle Avenue
Pinewood 5	Rehab / New Build – 1997/98	7A – 19B Jedworth Avenue 12 – 14 Jedworth Avenue 11 Rozelle Avenue
Pinewood 6	New Build – 1999 /2000	2 – 10 Jedworth Avenue 50 – 64 Tallant Road 1 – 9 Rozelle Avenue
Pinewood 7	New Build – 2001/02	1 & 3 Jedworth Avenue 5A – 5B Jedworth Avenue 2 Pineview Court 1 – 9 Pineview Court 66 – 78 Tallant Road
Stonedyeke	New Build – 1996/97	2 – 24 Stonedyeke Grove
Waverley 1	New Build – 1999 /2000	137 – 165 Ladyloan Avenue 1 – 11 Peel Glen Gardens 2 – 28 Peel Glen Gardens 35 – 53 Peel Glen Road 42 – 60 Peel Glen Road
Waverley 2	New Build – 2000/2001	1 – 17 Drummore Road 2 – 10 Drummore Road 30 – 40 Peel Glen Road
Waverley 3	New Build – 2001/02	21 – 27 Backmuir Road 12 – 16 Drummore Road 1 – 8 Springside Gardens 1 – 32 Springside Place
Waverley 4	New Build – 2004/05	42 – 92 Summerhill Road
Waverley 5	New Build – 2005/06	1 – 7 Backmuir Road 1 – 8 Grogarry Road 16 – 38 Springside Place 17 – 41 Summerhill Road
Waverley 6	New Build – 2006/07	4 – 50 Kilcloy Avenue 150 – 188 Ladyloan Avenue 27 – 33 Peel Glen Road

## Appendix 3: Organisations Providing Advice

### 1. Health and Safety Executive

Online advice – [hse.gov.uk](http://hse.gov.uk)

Telephone – 0300 003 1747 Monday to Friday 8.30am – 5pm.  
Wednesdays 10am – 5pm

### 2. Asbestos Control and Abatement Division (ACAD)

Represents organisations involved in the asbestos industry.

[www.tica.acad.co.uk](http://www.tica.acad.co.uk)

### 3. Asbestos Removal Contractors Co-operative (ARCA)

Represents the interests of asbestos removal companies and associated businesses.

[www.arca.org.uk](http://www.arca.org.uk)

### 4. Asbestos Testing and Consultancy (ATAC)

Represents the interests of asbestos surveyors and asbestos analysts.

[www.atac.org.uk](http://www.atac.org.uk)

### 5. United Kingdom Accreditation Service (UKAS)

Responsibility for determining in the public interest the technical competence and integrity of organisations such as those offering testing, calibration and certification services.

[www.ukas.com](http://www.ukas.com)