



Dacorum Borough Council Property Services Asbestos Management Plan

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1.0 Policy Scope

1.1

Dacorum Borough Council (DBC) recognises its responsibility for compliance with Regulation 4, The Control of Asbestos Regulations (2012).

The regulations place specific legal duties on DBC to identify materials containing Asbestos fibres in any non-domestic premises they own, occupy or manage, or for which they have a responsibility to assess the risk of those materials and to ensure that a sufficient management system is in place.

DBC accepts that it is the legal “duty holder” and has prepared this document to meet its legal requirements under The Control of Asbestos Regulations (CAR) 2012.

The aims and objectives of this policy are to:

- Prevent so far as is reasonably practicable, exposure to Asbestos fibres
- Provide and maintain an up to date Asbestos register
- Provide suitable and sufficient access to Asbestos information
- Ensure that asbestos information is communicated to all relevant parties – including employees, contractors and others who may disturb the building fabric
- Promote awareness of the Asbestos Management Plan (AMP) and the hazards of Asbestos through training, workshops and inductions
- Only utilise appropriately trained personnel to undertake any work with Asbestos Containing Materials (ACMs), including reinspection’s, sampling, surveying and remedial works
- Develop, implement and review an effective management strategy so that appropriate measures, such as sealing, encasing, labelling, inspection or removal of ACM’s are undertaken
- To take the opportunity where possible to remove all ACM’s during project-led works
- Provide clear lines of responsibility within DBC for the management of Asbestos
- Convene monthly Asbestos Management Group (AMG) meetings involving key stakeholders
- To maintain the records of any Asbestos related incident

This policy applies to all properties within the DBC Property Services portfolio. The portfolio currently comprises circa 10,100 residential dwellings, 8,500 individual garages, and 1,100 multiple occupancy blocks.



2.0 Introduction

2.1

Asbestos is a term used to describe a group of 6 naturally occurring fibrous silicates; Actinolite, Amosite, Anthophyllite, Chrysotile, Crocidolite and Tremolite. These fibres hold certain beneficial properties, including thermal and chemical resistance and tensile strength. These properties led to the fibres being utilised within many building materials, predominantly between the 1950's to the late 1990's. Due to the age of properties contained within the DBC portfolio, ACMs can be found within a large proportion of its occupied buildings constructed pre-2000.

Exposure to Asbestos fibres can cause several cancers and diseases, including Mesothelioma and Asbestosis. However, if the ACMs remain in good condition and are not disturbed, Asbestos fibres will not become airborne and will therefore not pose a danger to health. The ACMs therefore must be managed to ensure that they remain in a good condition and undisturbed.

As the duty holder, DBC has a duty to comply with The Control of Asbestos Regulations (CAR) 2012.

2.2

This management plan relates solely to the management of ACM's located within DBC premises. It is a live document and will be reviewed at regular planned intervals or sooner if there is a reason to do so.

It is designed to manage and minimise Asbestos related health risks to all personnel working, visiting or occupying its premises to as low as can be reasonably practicable. This is in accordance with legislation and is intended to ensure the councils compliance with Regulation 4, of The Control of Asbestos Regulations (CAR) 2012.

DBC do not directly employ staff to undertake any construction or maintenance work, these activities are performed by contractors, therefore, the AMP is principally focused on DBC's duties in relation to how it manages asbestos in its premises. However, this AMP dictates certain standards that these contractors must meet and procedures they are to follow.

The DBC Property Services portfolio comprises of the following property types:

- Houses
- Flats
- Maisonettes
- Bungalows
- Bedsits
- Sheltered accommodation
- Non-domestic areas
- Garages



The purpose of this document is to set out DBC's policy for identifying and managing Asbestos within its premises, to ensure that systems are in place when work is to be undertaken and in the event of an emergency, and, to demonstrate compliance with its legal obligations. This includes disseminating appropriate information to anyone who may disturb an ACM within its premises.

It is a requirement that DBC, its employees, contractors, service providers and other building occupants take reasonable steps to comply with the policy and management systems defined in the management plan, including any associated procedures.

2.3

The plan sets out the mechanism by which ACMs are managed. It includes details on how DBC intends to:

- Protect those working on the fabric of DBC properties
- Protect those working within or occupying DBC properties
- Effectively control any works likely to affect Asbestos
- Identify and categorise ACM's and manage those hazards based on prioritisation and assessment of the risk they present
- Produce a prioritised programme for the remediation of ACM's that, because of their location and/or condition, present an actual or perceived risk to health
- Monitor and maintain the condition of identified ACM's that are assessed as being able to be left in-situ

2.4

The following key regulatory documents have been identified as being significantly relevant to managing the risks from ACM's. Further information on the documents outlined below can be obtained directly from the HSE website.

Regulations	
SI 632	Control of Asbestos Regulations 2012
Asbestos – Approved Codes of Practice and Guidance	
L143	ACoP – Work with Materials Containing Asbestos (2013)
HSG 210	Asbestos Essentials (2012)
HSG 247	The Licensed Contractor Guide (2006)
HSG 248	Asbestos: The Analyst Guide for Sampling, Analysis and Clearance Procedures (2021)
HSG 264	Asbestos: The Survey Guide (2012)
HSG 227	A Comprehensive Guide to Managing Asbestos in Premises (2002)
HSG 53	Respirator Protective Equipment at Work (2013)
Health and Safety Legislation	
	Health and Safety at Work Act 1974
SI 3248	Construction (Design and Management) Regulations 2015 (CDM2015)
SI 3242	The Management of Health and Safety at Work Regulations 1999
SI 3004	Workplace (Health, Safety and Welfare) Regulations 1992
SI 894	Hazardous Waste Regulations 2005
Health and Safety – Approved Codes of Practice and Guidance	
INDG453	Reporting accidents and incidents at work. A brief guide to the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

3.0 Principles of Asbestos Compliance

The main principles of Asbestos management are to Assess, Record, Inform and Monitor.



3.1 Assess

ACMs in premises do not necessarily create an unacceptable risk. The ACM is the hazard, the risk can only be defined when this hazard has been assessed within the environment in which it is found. This assessment takes into account the activities carried out near to, or on the Asbestos for the assessment to be able to present viable recommendations. Depending on the potential risk, this may take the form of a 'Management Survey', a full or targeted 'Refurbishment & Demolition Survey', or a combination of the two, known as a 'Combined Survey'.

3.2 Record

All assessments, the location and condition of any known or presumed ACM's must be recorded, updated and regularly reviewed. Similarly, any changes to the condition or location of any known or suspected ACM's, training, any controlled removal or remedial works (such as encapsulation and encasing), reinspection's etc. must all be recorded. It is imperative that all Asbestos related documents are kept up to date, are coherent and are accessible.

3.3 Inform

All Asbestos records gathered must be made available to all relevant persons at a suitable time. All employees, contractors, service providers and building occupants may require access to the Asbestos records held for each site, therefore these must be made available to anyone who may require them. Furthermore, a system of training, seminars, workshops, as well as site inductions should be adopted where appropriate to ensure that everyone is kept



informed about Asbestos and that the information they have access to, be relevant, accurate and understandable.

3.4 Monitor

All Asbestos records, processes, procedures, training and safe systems of works must be regularly monitored and reviewed; this is an ACOP requirement. The purpose of this ongoing monitoring is to ensure that the aims of the Asbestos management strategy are being met, that all systems are efficient and workable and that no one is at risk of being exposed to Asbestos.

4.0 Roles and Responsibilities

4.1 Key Contacts

Key roles and contacts within DBC for the implementation of this AMP are as follows:

Name	Title	Tel	Email
Claire Hamilton	Chief Executive	Ext 2213	Claire.hamilton@dacorum.gov.uk
Darren Welsh	Strategic Director, Housing and Property Services	Ext 2823	Darren.welsh@darorum.gov.uk
Mark Pinnell	Assistant Director (Property)	Ext 2731	mark.pinnell@dacorum.gov.uk
Ricky Lang	Head of Safe Homes	Ext 2424	Ricky.lang@dacorum.gov.uk
Robbie Reeve	Lead Surveyor - Asbestos	07730692985	Rreeve@jrp.co.uk
Dan Thurlow	Head of Asset Management	07985420205	Dan.thurlow@dacorum.gov.uk
Heidi Ashford	Risk and Compliance Officer	07971652814	Heidi.ashford@dacorum.gov.uk asbestos@dacorum.gov.uk
Mark Spokes	Database Support Officer		Mark.spokes@dacorum.gov.uk

4.2 Chief Executive (Duty Holder)

Personal Training Requirements: DBC Asbestos Management Plan Training

Ongoing Training Requirements: Annual in-house refresher training

Roles and Responsibilities:

- Appointing competent persons to provide technical and professional Asbestos support and advice.
- Ensuring a plan (AMP) is produced which adequately sets out the measures and arrangements the council has in place to discharge its duties under CAR 2012.
- Ensure Asbestos Management Group (AMG) meetings are held on a monthly basis.
- Ensuring all non-compliances are fully investigated, recorded and reported.
- Ensuring sufficient funding is made available to discharge the responsibilities DBC has under CAR 2012.

4.3 Strategic Director, Housing and Property Services

Personal Training Requirements: DBC Asbestos Management Plan Training

Ongoing Training Requirements: Annual in-house refresher training

Roles and Responsibilities:

- Supporting the Chief Executive in ensuring compliance with current UK asbestos legislation.
- Deputise in the absence of the Chief Executive and assume all roles and responsibilities linked with that role.

4.4 Assistant Director (Property)

Personal Training Requirements: DBC Asbestos Management Plan Training

Ongoing Training Requirements: Annual in-house refresher training

Roles and Responsibilities:

- Supporting the Chief Executive in ensuring compliance with current UK asbestos legislation.
- Periodically review the necessary resources required to effectively implement the AMP:
 - Budget provisions to be supplied by the Head of Safe Homes.

4.5 Head of Safe Homes (Property)

Personal Training Requirements: BOHS Qualification P405, DBC Asbestos Management Plan Training, MRI Asset Management training.

Ongoing Training Requirements: Annual refresher training

Roles and Responsibilities:

- Establish the necessary resources to effectively implement the AMP.
 - Budget provisions to be issued to the Assistant Director.
- Ensuring that the implemented AMP is monitored so that working arrangements and provisions of financial, technical, labour, and other resources are suitable and sufficient.
- Ensure adequate funding is available for training necessary to enable persons to fulfil their responsibilities with regards to Asbestos management and AMP.
- Report to the Chief Executive on all non-compliances and RIDDORS.
- Chair monthly Asbestos Management Group (AMG) meetings:
 - To produce monthly agenda.
- Annually review the AMP action plan.
 - Ensure actions are prioritised and timetabled.
- Monthly review of the Lead Surveyor (Asbestos) performance in relation to Asbestos management.
- Ensure an annual review of AMP and all associated procedures and safe systems of work is completed:
 - Findings from the review to be assessed and any actions authorised.
- Ensure adequate instruction and training is provided to enable persons to fulfil their responsibilities with regards to Asbestos management and AMP.
- Act as the main point of contact for all internal and external Asbestos compliance audits.
- Oversee the annual review of the DBC asbestos training matrix:
 - Authorise any recommend changes.
- Oversee the monthly review of the DBC Asbestos training programme.
- Monthly review of Asbestos compliance programmes:
 - Monthly compliance report to be provided by Lead Surveyor (Asbestos)
- Monthly review of non-compliances and Asbestos related incidents:
 - Monthly compliance report to be provided by Lead Surveyor (Asbestos)
 - Report findings and outcomes to the Assistant Director.
- Ensure the necessary vetting of Asbestos contractors is completed in conjunction with the Lead Surveyor (Asbestos) prior to appointment and/or including on the DBC approved list of contractors.
- Ensure annual review of existing Asbestos contractors is completed in conjunction with the Lead Surveyor (Asbestos) in relation to competence and training.
- Ensure the list of approved contractors is maintained and kept up to date in conjunction with the Lead Surveyor (Asbestos).
- Keep staff and managers informed about Asbestos hazards and control measures that are relevant to their work, department, and staff.

4.6 Lead Surveyor (Asbestos)

Personal Training Requirements: BOHS Qualification P405, DBC Asbestos Management Plan Training, MRI Asset Management training

Ongoing Training Requirements: Annual refresher training

Roles and Responsibilities:

- Act as the main point of contact for all questions and queries relating to Asbestos.
- Act as the main point of contact for all Asbestos related incidents, near misses & emergencies:
 - Notify Head of Safe Homes.
 - Compile incident report.
 - Oversee HSE investigations.
- Undertake annual review of AMP, Policy and all associated processes and procedures:
 - Finding of review to be communicated to Head of Safe Homes
- Reviewing and updating (where necessary) the AMP following changes in legislation, or following any asbestos related incidents:
 - Authorisation to be sought from Head of Safe Homes.
- Annual review of partnering contractor's Asbestos processes and procedures:
 - Findings of review to be communicated to Head of Safe Homes.
- Oversee the implementation of all Asbestos processes and procedures.
- Ensuring non-domestic asset data is accurate and kept up to date:
 - Acquired and sold assets to be captured and reflected in the Asbestos register.
- Undertaking training sessions and workshops to enable persons to fulfil their responsibilities with regards to Asbestos management and AMP.
- Compiling and distributing a monthly Asbestos compliance report containing the following as a minimum:
 - Reinspection programme KPI's.
 - Remedial action programme KPI's.
 - Incident, near misses and RIDDOR's.
- Run monthly reports on MRI Asset Management:
 - Assess reinspection actions (non-domestic).
 - Assess remedial actions (domestic & non-domestic).
 - Assess survey limitations and restrictions (non-domestic).
 - Assess register usage /activity (internal staff and contractors).
- Commissioning reinspection surveys in a prioritised manner, based on the total risk scoring.
- Commissioning remedial action plan in a prioritised manner, based on the total risk scoring and programmed works.
- Oversee the process for updating the Asbestos register following remediation:
 - Review and issue completion documentation to database manager.
- Annual assessment of consultant's accreditations, training, and insurances.
- Annual assessment of LARCs licenses, accreditations, training, insurances, prohibitions, and improvement notices.
- Monitoring the ASR1/2 survey commission process for all relevant workstream:

- Accuracy and timescales to be assessed.
- Monthly monitoring of survey and remedial KPI's for all workstreams.
- Deliver monthly programme meetings with all approved consultants and LARC's.
- Generate Asbestos Remedial Task Brief (ARTB's) for all Asbestos remedial related activities.
- Ensure a minimum of 10% desktop quality assessment of new survey reports across all workstreams.
- Ascertain that all survey inspections comply with current regulations and best practice:
 - Onsite audits during and post survey inspections.
- Undertake monthly review of consultant's data uploaded into MRI Asset Management:
 - Data template accuracy and timescales for upload to be assessed.
- Undertake desktop quality assessment of all completion paperwork generated following Asbestos remediation.
- Ascertain that all remedial works comply with current regulations and best practice:
 - Onsite audits during and post remedial works for licensed and non-licensed activities.
- Assisting with resident complaints in relation to damage caused as a result of survey inspections and Asbestos remedial works.
- Prepare and deliver annual presentation on the AMP to DBC Safe Homes team and key staff.
- Assess and authorise LARC, consultant's (including partnering contractors LARC) payment applications.
- Annual review of in-house AAT E-learning content:
 - Findings of review to be communicated to Head of Safe Homes.

4.7 Head of Asset Management

Personal Training Requirements: DBC Asbestos Management Plan Training

Ongoing Training Requirements: Annual refresher training

Roles and Responsibilities:

- Ensure adequate instruction and training is provided to all members of staff under their control to enable them to fulfil their responsibilities.
- Ensure staff immediately report and record any accident, incident or near-miss regarding Asbestos to the Safe Homes team.
- Assist with resident co-ordination and identify suitable alternative accommodation, where necessary, in the event of a decant where Asbestos remedial works are required.

4.8 Risk and Compliance Officer

Personal Training Requirements: BOHS Qualification P405, DBC Asbestos Management Plan Training, MRI Asset Management training

Ongoing Training Requirements: Annual refresher training

Roles and Responsibilities:

- Act as a secondary point of contact for all questions and queries relating to Asbestos.
- Act as a secondary point of contact for all Asbestos related incidents, near misses & emergencies:
 - Notify Head of Safe Homes
 - Compile incident report.
 - Oversee HSE investigations.
- Assist the Head of Safe Homes (Property) and Lead Surveyor (Asbestos) with all aspects of Asbestos management.
- Assist the Lead Surveyor (Asbestos) with the implementation of all Asbestos processes and procedures.
- Assist the Lead Surveyor (Asbestos) with Monitoring the ASR1/2 survey commission process for all relevant workstream:
 - Accuracy and timescales to be assessed.
- Assist the Lead Surveyor (Asbestos) with monthly monitoring of survey and remedial KPI's for all workstreams.
- Assist the Lead Surveyor (Asbestos) with resident complaints in relation to damage caused as a result of survey inspections and Asbestos remedial works.
- Process Asbestos contractor invoices (Following confirmation from the Lead Surveyor (Asbestos))
- Process all issued ASR1 form's and distribute to relevant Asbestos survey consultancy.
- Complete preliminary review of existing Asbestos survey information when new information is requested (not the responsibility of the Risk & Compliance Officer to determine if existing or new Asbestos survey information is sufficient for planned/reactive works).
- Disseminate all complete Asbestos survey report to relevant DBC staff/stakeholders etc.
- Review existing systems, drives and folders for existing Asbestos survey information (suitability of information to be decided by requestee and not the Risk & Compliance Officer).
- Liaise directly with tenants with regards to recharging of works.
- Attend all Asbestos related meetings, record and disseminate minutes to relevant stakeholders.
- Store and retain all completed Asbestos survey PDF reports.

4.9 Assistant Database Officer

Personal Training Requirements: DBC Asbestos Management Plan (AMP) Training

Ongoing Training Requirements: Annual in-house refresher training

Roles and Responsibilities:

- Assist the Lead Surveyor (Asbestos) and Head of Safe Homes with the set up and testing of data interfaces and data export templates etc.
- Arrange for suitable access to internal Asbestos register (MRI).
- Assist the Lead Surveyor (Asbestos) with MRI data reviews.
- Upload all Asbestos survey data issued by the Asbestos survey consultancies.
- Assist the Lead Surveyor (Asbestos) with the upload of Asbestos remedial completion documentation.
- Act as a main point of contact for all MRI questions and queries relating to data.
- Assist the Lead Surveyor (Asbestos) with usage reviews.
- Work closely with and assist the Lead Surveyor (Asbestos) and Head of Safe Homes with ongoing maintenance and upgrades of the system.

4.10 Lead Surveyors/Project Surveyors

Personal Training Requirements: DBC Asbestos Management Plan Training, DBC in-house AAT (E-learning), MRI Asset Management training

Ongoing Training Requirements: Annual Refresher Training

Roles and Responsibilities:

- Assessing the Asbestos register for suitable existing survey information prior to the commencement of any project related works.
- Ensuring that a suitable and sufficient Asbestos assessment is undertaken prior to the commencement of any project related works (where necessary).
- Ensuring that only DBC approved Asbestos contractors are used for a Asbestos remedial works.
- Ensuring that only DBC approved consultants are used for surveying and analytical activities.
- Ensuring that the Lead Surveyor (Asbestos) is informed in advance of any upcoming projects involving pre-2000 properties.
- Act as the main point of contact for all LARC's in relation to general site queries.
- Ensuring that all relevant Asbestos information is provided to contractors and that they are fully site inducted.
- Check and ascertain that Asbestos safe working practices are followed by contractors as far as practicable i.e., through spot checks, site inspections etc.
- Ensure compliance with the Asbestos requirements as detailed within the CDM Regulations 2015.
- Inform the Lead Surveyor (Asbestos) if they locate any damaged Asbestos or if they are aware that the condition of any ACMs has changed in any way.
- Fully cooperate with the Lead Surveyor (Asbestos) to maintain compliance with Asbestos legislation and achieve the goal of effective Asbestos management.
- Ensure understanding of the information contained within survey reports, ensuring any technical queries are raised with the DBC Lead Surveyor (Asbestos).

4.11 Principal Contractors/Partnering Contractors

Personal Training Requirements: Asbestos Awareness Training (contractor responsible for obtaining training), DBC Asbestos Management Plan Training, MRI Asset Management training

Ongoing Training Requirements: Annual Refresher Training

Roles and Responsibilities:

- Ensure adequate instruction and training is provided to all staff to enable them to fulfil their responsibilities with regards to Asbestos management.
- Ensure all third-party contractors are adequately trained and experienced to enable them to fulfil their responsibilities with regards to Asbestos management.
- Assessing the DBC Asbestos register for suitable existing survey information prior to the commencement of any project related works.
- Ensuring that a suitable and sufficient Asbestos assessment is undertaken prior to the commencement of any project related works (where necessary).
- Reviewing and approving LARCs RAMs prior to the commencement of works.
- Ensuring that only DBC approved Asbestos contractors are used for Asbestos remedial works.
- Ensuring that only DBC approved consultants are used for surveying and analytical activities.
- Ensuring that the DBC Lead Surveyor (Asbestos) is informed in advance of any upcoming projects involving pre-2000 properties.
- Act as the main point of contact for DBC approved LARC's in relation to general site queries:
 - Site access
 - Access equipment
 - Isolations
 - Enabling works
 - Tenant communication
- Ensuring that all relevant Asbestos information is provided to third party contractors and that they are fully site inducted.
- Check and ascertain that Asbestos safe working practices are followed by third party contractors as far as practicable i.e., through spot checks, site inspections etc.
- Inform the DBC Lead Surveyor (Asbestos) if they locate any damaged Asbestos or if they are aware that the condition of any ACMs has changed in any way.
- Fully cooperate with the DBC Lead Surveyor (Asbestos) to maintain compliance with Asbestos legislation and achieve the goal of effective Asbestos management.
- Ensure understanding of the information contained within survey reports, ensuring any technical queries are raised with the DBC Lead Surveyor (Asbestos).
- Ensure compliance with the Asbestos requirements as detailed within the CDM Regulations 2015.
- Provide the DBC Lead Surveyor (Asbestos) with any relevant Asbestos information (including surveys and completion paperwork)

4.12 Other DBC Staff

Personal Training Requirements: DBC in-house AAT (E-learning)

Ongoing Training Requirements: Annual Refresher Training

Roles and Responsibilities:

All employees are encouraged to take a positive interest in the furtherance of all H&S procedures relating to the management of Asbestos. Any suggestions to improve standards are welcomed by DBC.

Every employee has a duty whilst at work to:

- Take reasonable care for the health and safety of themselves and others who may be affected by what they do and what they don't do regarding the management of ACM's.
- Fully co-operate with the employees, contractors, and service providers on all Asbestos-related matters.
- Immediately report any known ACM's which are damaged or disturbed to their line manager.
- Immediately report and record any accident, incident or near-miss regarding Asbestos to their line manager.

4.13 Asbestos Consultants (Surveys)

Company requirements: ISO 17020 UKAS Accreditation

Personal Training Requirements: BOHS Qualification P402 or RSPH Level 3 Award in Asbestos Surveying, MRI Asset Management training

Ongoing Training Requirements: Annual Refresher Training

Roles and Responsibilities:

- Complying with current legislation, associated ACOP's, HSE guidance, the DBC AMP and all associated procedures.
- Ensuring all inspections are completed in accordance with UKAS.
- Accurately scoping survey inspections based on information provided by contractors and DBC employees.
- Undertake reinspection assessments in line with DBC's priorities inspection programme.
- Completing survey inspections within agreed timescales.
- Completing priority assessments on behalf of the client for all inspections in line with HSG 227 A Comprehensive Guide to Managing Asbestos in Premises (2002).
- Issuing trackers in agreed format for all workstreams on a weekly basis.
- Attending monthly progress meetings.
- Attending project/contract pre-start meetings.
- Completing contractor/lead surveyor/project surveyor site inductions (where requested)
- Reporting any high-risk ACM's to DBC at time of discovery:
 - Immediate area to be restricted/made safe where possible.
- Issuing survey data for database uploads to DBC following survey inspections and reinspection's within agreed timescales.

- Submitting payment applications on a monthly basis for approval.
- Providing in-house audit documentation to DBC on request.
- Complying with all investigations in relation to non-compliances (where requested).
- Liaising with tenants, contractors and service providers on access, isolations, and other enabling works.
- Fully cooperate with DBC in order to maintain compliance with Asbestos legislation and achieve the goal of effective Asbestos management.
- Providing 4-hour attendance in the event of emergencies.

4.14 Asbestos Consultants (Analytical)

Company Requirements: ISO 17025 UKAS Accreditation

Personal Training Requirements: BOHS Qualification P401, P403, P404, MRI Asset Management training

Ongoing Training Requirements: Annual Refresher Training

Roles and Responsibilities:

- Complying with current legislation, associated ACOP's and HSE guidance, and the DBC AMP and associated procedures.
- Ensuring all analytical activities are completed in accordance with UKAS.
- Providing pro-active support to the contractor/lead surveyor/project surveyor, but not to a level that would require a HSE supervisory license.
- Attending project/contract pre-start meetings (where requested).
- Attending monthly progress meetings (where requested).
- Completing contractor/lead surveyor/project surveyor site inductions (where requested).
- Reporting to the contractor/lead surveyor/project surveyor on any defects or non-compliances relating to the LARC's performance, including suitability of the work areas, adherence to the 'Plan of Work', statutory requirements and DBC AMP.
- Maintain regular contact with the contractor/lead surveyor/project surveyor regarding the progress of works.
- Issuing formal reports, including 4 stage clearances and certificates of reoccupation on completion of works.
- Submitting payment applications on a monthly basis for approval.
- Providing in-house audit documentation to DBC on request.
- Complying with all investigations in relation to non-compliances (where requested).
- Liaising with tenants, contractors, and service providers with regards to access etc.
- Fully cooperate with DBC in order to maintain compliance with Asbestos legislation and achieve the goal of effective Asbestos management.
- Providing 4-hour attendance in the event of emergencies.

4.15 Licensed Asbestos Removal Contractors (LARC)

Company Requirements: 3 Year Asbestos removal license (granted by the HSE)

Personal Training Requirements: ARCA operative training, ARCA supervisor training

Ongoing Training Requirements: Annual Refresher Training

Roles and Responsibilities:

- Complying with current legislation, associated ACOP's and HSE guidance, and the DBC AMP and associated procedures.
- Ensure all staff and sub-contracted staff are competent in their allotted tasks.
- Attending site to prepare RAMs against DBC ARTB.
- Providing RAMs to the contractor/lead surveyor/project surveyor and where licensed, to the statutory authority prior to works commencing.
- Submitting statutory notice (ASB5/NNLW1) to the statutory authority where necessary prior to works commencing.
- Completing remedial works within agreed timescales or in line with agreed programme.
- Attending contract/project pre-start meetings (where requested).
- Attending monthly progress meetings (where requested).
- Completing contractor/lead surveyor/project surveyor site inductions (where requested).
- Issuing trackers in agreed format for all workstreams on a weekly basis.
- Undertaking regular inspection of the work environment and rectifying any defects identified immediately.
- Complying with all investigations in relation to non-compliances (where requested).
- Liaising with the analytical consultants to ensure satisfactory progress of the works.
- Providing copies of the remedial completion pack within agreed timescales.
- Liaising with tenants, contractors and service providers on access, isolations and other enabling works.
- Fully cooperate with DBC in order to maintain compliance with Asbestos legislation and achieve the goal of effective Asbestos management.
- Providing 4-hour attendance in the event of emergencies.

4.16 Non-Licensed Asbestos Removal Contractors

Company Requirements: Appropriate Asbestos Removal Insurances

Personal Training Requirements: Cat B non-licensed removal training

Ongoing Training Requirements: Annual Refresher Training

Roles and Responsibilities:

- Complying with current legislation, associated ACOP's and HSE guidance, and the DBC AMP and associated procedures.
- Ensure all staff and sub-contracted staff are competent in their allotted tasks.
- Attending site to prepare RAMs against DBC ARTB
- Providing RAMs to the contractor/lead surveyor/project surveyor.
- Submitting statutory notice to the statutory authority where necessary prior to works commencing (NNLW1).
- Attending contract/project pre-start meetings (where requested).
- Attending monthly progress meetings (where requested).
- Completing contractor/lead surveyor/project surveyor site inductions (where requested).
- Issuing trackers in agreed format for all workstreams on a weekly basis.
- Undertaking regular inspection of the work environment and rectifying any defects identified immediately.
- Complying with all investigations in relation to non-compliances (where requested).
- Liaising with the analytical consultants to ensure satisfactory progress of the works.
- Providing copies of the remedial completion pack within agreed timescales.
- Liaising with tenants, contractors and service providers on access, isolations and other enabling works.
- Fully cooperate with DBC in order to maintain compliance with Asbestos legislation and achieve the goal of effective Asbestos management.

5.0 Identification of ACM's

5.1 Introduction

In order to locate the presence of ACMs within a building and to create an Asbestos register, an Asbestos survey is required. Asbestos surveys have been carried out on all pre 2000 DBC non-domestic properties where there is a duty to manage under CAR 2012, and the Asbestos register has been created from the findings of these surveys. In addition to this, as a result of programme and maintenance works, a large proportion of surveys are held for domestic properties. The Asbestos register now contains a combination of data from original surveys, refurbishment and demolition surveys, as well as reinspection surveys and remedial records.

5.2 Management Surveys

Management surveys are required to locate, as far as is reasonably practicable, the presence, extent and condition of any ACM's that could be damaged or disturbed during normal occupancy, or foreseeable maintenance and installations. In some circumstances, management surveys can cover simple maintenance work.

HSG264 emphasises the benefit of thorough surveys, with attempts to be made to open up areas where maintenance or similar can be anticipated. Bulk samples of suspect materials should be taken, although some level of presumption and reduced sampling regimes are acceptable in line with UKAS guidance.

The HSE expects that all non-domestic premises have a management/compliance survey in place as this data is essential for the Duty Holder to effectively manage ACMs in line with the 'Duty to Manage' requirement stipulated under Reg 4, CAR 2012.

Priority assessments are completed for all management surveys during the survey inspection on behalf of the Duty Holder in line with guidance set out in HSG227 'A Comprehensive Guide to Managing Asbestos in Premises'.

5.3 Refurbishment and Demolition Surveys (Full and Targeted)

These surveys are required prior to any refurbishment, demolition or maintenance works that are likely to disturb the fabric of the building and are intended to locate all ACMs in the building or relevant part of the building as far as is reasonably practicable. It is a disruptive, fully intrusive survey which may need to penetrate parts of the building structure. Aggressive inspection techniques will be used to lift floor coverings, penetrate walls, ceilings, cladding and partitions. In these situations, control measures must be implemented to prevent the spread of any dust and debris which may contain Asbestos.

DBC commission R&D Asbestos surveys when refurbishment, demolition or maintenance works that are likely to disturb the fabric of the building are planned.



Priority assessments are completed for all R&D surveys during the survey inspection on behalf of the Duty Holder in line with guidance set out in HSG227 'A Comprehensive Guide to Managing Asbestos in Premises'.

5.4 Combined Surveys

A 'Combined Survey' is undertaken where there are planned works to an isolated area and no management survey information is held. In these instances, an R&D survey is completed to the work areas with a management level survey completed to the remainder of the property.

Priority assessments are completed for all combined surveys during the survey inspection on behalf of the Duty Holder in line with guidance set out in HSG227 'A Comprehensive Guide to Managing Asbestos in Premises'.

5.5 Bulk Sampling

A bulk sample refers to a sample of a single material not undertaken as part of a survey. This may be as a result of a material being damaged or a suspect material being identified in an area where a survey has already been completed.

Survey reports, diagrams, photos, material assessments and priority assessments are not generated as part of a sampling exercise unless specifically requested.

6.0 Risk Assessment of ACM's

6.1 Introduction

Each identified ACM is to be given a total risk scoring as described in HSG227 'A Comprehensive Guide to Managing Asbestos in Premises'. This is calculated by adding the material assessment and priority assessment scores together whereby the ACM will be allocated a total score between 1-24. ACMs with higher assessment scores are likely to require greater consideration regarding remediation measures than those with lower scores.

The HSG227 'A Comprehensive Guide to Managing Asbestos in Premises' recommends the use of an algorithm to carry out material and priority assessments. The algorithm is a numerical mechanism which calculates several influencing factors, giving each factor considered a score.

The survey consultant is responsible for completing the material assessment and priority assessments (on behalf of DBC), then applying the total risk score and recommended actions for each identified or presumed ACM in the associated survey report. The data from the survey report is then uploaded into the Asbestos register contained within MRI Asset Management and assessed by the Lead Surveyor (Asbestos) for accuracy.

6.2 Total Risk Score



6.3 Priority Assessment Algorithm

Assessment factor	Score	Examples of score variables
Normal occupant activity Main type of activity in area Secondary activities for area	0 1 2 3 As above	Rare disturbance activity (eg little used store room) Low disturbance activities (eg office type activity) Periodic disturbance (eg industrial or vehicular activity which may contact ACMs) High levels of disturbance, (eg fire door with asbestos insulating board sheet in constant use) As above
Likelihood of disturbance Location Accessibility Extent/amount	0 1 2 3 0 1 2 3 0 1 2 3	Outdoors Large rooms or well-ventilated areas Rooms up to 100 m ² Confined spaces Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily disturbed Routinely disturbed Small amounts or items (eg strings, gaskets) 10 m ² oAI 10 m pipe run. >10 m ² to ≤50 m ² or >10 m to ≤50 m pipe run >50 m ² or >50 m pipe run
Human exposure potential Number of occupants Frequency of use of area Average time area is in use	0 1 2 3 0 1 2 3 0 1 2 3	None 1 to 3 4 to 10 >10 Infrequent Monthly Weekly Daily <1 hour >1 to <3 hours >3 to <6 hours >6 hours
Maintenance activity Type of maintenance activity Frequency of maintenance activity	0 1 2 3 0 1 2 3	Minor disturbance (eg possibility of contact when gaining access) Low disturbance (eg changing light bulbs in asbestos insulating board ceiling) Medium disturbance (eg lifting one or two asbestos insulating board ceiling tiles to access a valve) High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabing) ACM unlikely to be disturbed for maintenance 1 per year >1 per year >1 per month

6.4 Material Assessment Algorithm

Sample variable	Score	Examples of scores
Product type (or debris from product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of damage/deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays
Asbestos type	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite
Total score		

7.0 Management Option

7.1 Introduction

The total risk score is used to assist in the development of the remedial action plan and annual reinspection programme, with higher risk ACMs requiring more urgent attention than lower risks.

ACMs with higher scores are likely to be allocated a management recommendation of ‘remove’ or ‘restrict access’. Those with lower scores are likely to be allocated a management recommendation of ‘manage and inspect’ or ‘encapsulation/enclose’. All recommended actions are assessed by the Lead Surveyor (Asbestos) for accuracy, and where deemed necessary, amended.


Regardless of recommendation, all identified ACMs in non-domestic areas are to be reinspected on a minimum of an annual basis.

ACMs with a recommended action of ‘manage and inspect’ that are located within domestic properties are **not** required to be reinspected under the requirements of Reg4 CAR 2012, however DBC may choose to do so at their own discretion.

One of the recommended actions in the below table will be applied to each ACM.

7.2 Recommended Actions

Recommended Action	Description
Manage and inspect (non-domestic only)	ACMs left in situ will be subject to an annual reinspection as a minimum. Only the Lead Surveyor (Asbestos) may increase or decrease this frequency following completion of a risk assessment. If the frequency is to be increased, removal of the ACM will be considered.
Encapsulate/Enclose	Where an ACM has been identified which is either unsealed, or partially sealed but in good condition, encapsulating or enclosing the ACM will reduce the material score. Encapsulation or enclosing may also be used in the event that removal is likely to cause significant damage to the building structure.
Remove	Where an ACM has been found to be in poor condition, removal should be the first option to be considered. Removal is the preferred option for ACMs with high-risk scores. However, if circumstances mean that removal cannot immediately take place, the area should be temporarily closed, and access prohibited until remediation works can be programmed. The removal option must also be taken if an ACM is likely to be disturbed during planned or maintenance works. These removal works should then be planned in and programmed accordingly. Note, partial removal of an ACM is to be avoided as it has the potential to cause confusion.

<p>Restrict Access</p>	<p>Access should be prohibited into locations where high-risk ACMs have been identified or are presumed to be present and cannot be immediately removed. This should be viewed as a temporary measure until the ACM can be removed. Access should be prohibited immediately into these locations and the entrance doors closed and locked, with DBC approved signage attached. No personnel are to enter these locations with the exception of DBC approved LARCs and Asbestos Consultants.</p>
<p>Repair ACM</p>	<p>Repairing of an ACM should only be used where removal is not a viable option.</p>
<p>Labelling</p> 	<p>Labelling with industry standard 'Asbestos warning labels' will only be carried out at the request of the Lead Surveyor (Asbestos). Labels assist in helping to prevent accidental damage, however, they can also cause concern and attract unwanted attention. Note, DBC do not apply Asbestos warning labels in domestic properties.</p>



8.0 Recording of Asbestos Information

8.1 Asbestos Register

The register is held electronically on the MRI Asset Management database. This is a 'live' database that is only to be updated by DBC database managers and the Lead Surveyor (Asbestos).

The register holds data for all reinspection, management, refurbishment and demolition surveys, ad-hoc bulk sampling activities, remedial documentation and details in relation to non-accessed areas.

DBC employees, contractors and service providers who affect data in the register, must supply relevant information to the Lead Surveyor (Asbestos).

Updates to the register are likely to be required following:

- Identification of further ACMs
- New survey information
- Removal of ACMs
- Encasing or encapsulation of ACM's
- Changes in building layout or area use

The DBC database managers will update the MRI Asset Management database with any new survey data on a monthly basis. Likewise, the Lead Surveyor (Asbestos) will update the Asbestos register with new Asbestos remediation completion paperwork on a monthly basis.



9.0 Asbestos Records and Dissemination

9.1 Asbestos Register

The register is held within the MRI Asset Management database. It is a suitable source of information as it holds record of all known ACMs located within DBC properties. The register contains information taken from historical management, R&D and reinspection surveys as well as bulk samplings and remedial records.

Properties can be searched using unique property reference numbers (UPRN's) or the property address. Training documents on how to navigate the database are issued to all users and where necessary, interactive training is offered.

When searching a particular property, a warning will immediately be presented to users if ACMs are confirmed to be present. In these instances, a decision is to be made as to whether Asbestos remediation is required prior to the commencement of works. Likewise, where no records are present for a particular property or area, a warning will be displayed indicating that no data is present. In these instances, a survey must be undertaken prior to the commencement of any works that are likely to disturb the fabric of the building.

Login credentials to access the Asbestos register are provided to all relevant DBC employees, contractors and consultants. Access to the database is monitored by the Lead Surveyor (Asbestos) on a monthly basis.

The register is web-based and therefore accessible 24/7 remotely via PDA's, PC's, tablets and mobile phone devices.

The Lead Surveyor (Asbestos) and Database Manager are responsible for authorising access to the database and overseeing all uploaded information and documentation. All DBC employees, contractors and service providers requiring access to the database are to contact the Lead Surveyor (Asbestos).

The Lead Surveyor (Asbestos) and Database Manager are responsible for ensuring all copies held on the MRI Asset Management database are updated following receipt of new Asbestos information.

9.2 Asbestos Management Plan

The Asbestos Management Plan is available to all those who plan, supervise and undertake works in DBC owned properties, including all DBC staff, contractors and upon request, emergency services such as the fire brigade. A read-only copy can be located on the DBC intranet and on the MRI Asset Management database.

The Lead Surveyor (Asbestos) is responsible for ensuring all copies held on the DBC intranet and MRI Asset Management database are updated following any amendments.



9.3 Survey Reports

Full PDF survey reports, including annual reinspection's are held on the MRI Asset Management database against the relevant property located within the documents tab. Users are able to download and print copies of reports.

The Database Manager is responsible for ensuring all copies held on the MRI Asset Management database are updated following any new survey data.

9.4 Air Analysis Certificates

Air analysis certificates and certificates of reoccupation are held on the MRI Asset Management database against the relevant property located within the documents tab.

The Lead Surveyor (Asbestos) will update the MRI Asset Management database at the earliest opportunity upon receipt of any new remedial completion paperwork.

9.5 Completion Packs

Completion packs and other related documentation generated following Asbestos removal or remedial works undertaken within DBC owned properties will be quality assessed by the Lead Surveyor (Asbestos) and retained for at least 40 years. Copies of all completion packs are held on the MRI Asset Management database.

The Asbestos register will be updated following the completion of each Asbestos project. For non-domestic properties, the relevant survey report will be updated following the completion of the annual reinspection.

9.6 Training Records

All training records for DBC employees are collated and filed as and when training is undertaken/received. Details of the training required for each employee is detailed within the DBC training matrix. The training matrix, training programme and all subsequent certificates are held by the learning and development department. Each employee will have access to their own records upon request.

All employee training records, company accreditations and licenses for contractors and consultants are held by the Lead Surveyor (Asbestos) within the internal DBC database. The Lead Surveyor (Asbestos) is responsible for ensuring these are kept up to date and that all records are reviewed at least annually.

10.0 Monitor and Review

10.1 Asbestos Management Group

The Lead Surveyor (Asbestos) meets with the Head of Safe Homes on a monthly basis to discuss ongoing Asbestos matters and upcoming activities. The Asbestos Management Group will have monthly compliance meetings to formally monitor the performance of the AMP. The group is required to assess the effectiveness of the AMP and identify improvements to be made. All areas of improvement are logged on the Asbestos action plan. A copy of the action plan can be found in **Appendix 1**.

The Lead Surveyor (Asbestos) is required to compile and distribute a monthly compliance report in advance of the AMG meeting to all attendees.

Attendees will include the following key stakeholders:

- Head of Safe Homes
- Lead Surveyor (Asbestos)
- Risk and Compliance Officer

The agenda will include the areas set out below as a minimum:

1. Action Plan
2. Asbestos Register
3. Compliance Programmes
4. Asbestos Training
5. Contractor Performance and Audits
6. Incidents and Deviations from the AMP
7. Financial Status
8. Asset Status

10.2 Asbestos Management Plan Review

The Lead Surveyor (Asbestos) is responsible for reviewing the Asbestos Management Plan on an annual basis as a minimum in accordance with Regulation 4 CAR 2012.

The intention of the review will be to assess:

- Management procedures and their effectiveness.
- Effectiveness of emergency procedures and incident reporting
- Overall progress made against the Action Plan
- Suitability and maintenance of communication, instruction, training of personnel, employees and contractors
- Suitability and success of record keeping tasks

Significant findings and comments will be reported to the Asbestos Management Group and discussed during the monthly Asbestos compliance meetings.

Other circumstances that would constitute a review and possible amendments of the AMP are typically (but not exclusively):

- Significant non-compliance with maintenance of ACM records
- Inaccurate procedures
- Exposure of personnel to significant airborne Asbestos fibre levels
- Change in organisation structure or staff
- Unsatisfactory audit
- Any other situation which the Lead Surveyor (Asbestos), Head of Safe Homes, Assistant Director or Duty Holder deems appropriate
- Acquisition and sale of non-domestic properties

In the event any of the above are experienced and amendments are made to the AMP, the Lead Surveyor (Asbestos) and Head of Safe Homes is to ensure this is fully communicated and understood to all those affected.

Following any amendments, a copy is to be issued to the Head of Safe Homes for review. On approval, this is then issued to the Assistant Director for final sign-off.

10.3 Auditing

The necessary audits and monitoring are to be undertaken as described in the below tables. The findings of each audit will be presented and discussed during the monthly Asbestos compliance meetings.

	TASKS	RESPONSIBLE PERSON/PARTY	FREQUENCY
INTERNAL AUDITS	Review of AMP, associated processes and procedures	Lead Surveyor (Asbestos)	Annually or sooner
	Review of the DBC training matrix	Head of Safe Homes	Annually
	Review of the DBC training programme	Lead Surveyor (Asbestos)	Monthly
	Review of acquired and sold non-domestic assets	Lead Surveyor (Asbestos)	Annually or sooner
	Run reports on register remedial actions (domestic)	Lead Surveyor (Asbestos)	Monthly
	Run reports on register remedial actions (non-domestic)	Lead Surveyor (Asbestos)	Fortnightly
	Run reports on non-domestic non-accessed areas and large restrictions	Lead Surveyor (Asbestos)	Monthly
	Run reports on register usage	Lead Surveyor (Asbestos)	Monthly

	TASKS	RESPONSIBLE PERSON/PARTY	FREQUENCY
CONTRACTOR AND SERVICE PROVIDER AUDITS	Review Asbestos training certification	Lead Surveyor (Asbestos)	Annually
	Review contractor's internal processes and procedures in relation to Asbestos management	Lead Surveyor (Asbestos)	Annually
	Request and review contractor's sub-contractor audit documentation (Asbestos Contractors)	Lead Surveyor (Asbestos)	Annually

	TASKS	RESPONSIBLE PERSON/PARTY	FREQUENCY
CONSULTANT AUDITS	Assess accreditations and insurances	Lead Surveyor (Asbestos)	Annually
	Review Asbestos training for new surveyors	Lead Surveyor (Asbestos)	Annually
	Desktop quality assessment of survey reports	Lead Surveyor (Asbestos)	10% per month
	Review consultants front-end documentation (RAM's)	Lead Surveyor (Asbestos)	Annually
	Desktop quality assessment of air monitoring certificates and four stage clearances	Lead Surveyor (Asbestos)	All - completed as part of completion pack QA
	Assess KPI's for survey and air analysis	Lead Surveyor (Asbestos)	Weekly
	Complete onsite audit during live inspection	Lead Surveyor (Asbestos)	5 per month per consultant
	Complete post inspection audit	Lead Surveyor (Asbestos)	2 per month per consultant

	TASKS	RESPONSIBLE PERSON/PARTY	FREQUENCY
LARC & NON-LICENSED CONTRACTOR AUDITS	Assess licenses, insurances, HSE prohibitions and improvement notices	Lead Surveyor (Asbestos)	Annually
	Review Asbestos training for new operatives and supervisors	Lead Surveyor (Asbestos)	Annually
	Assess front-end documentation (notifications and RAM's)	Lead Surveyor (Asbestos)	10% per month
	Complete onsite audit during live remedial works (Split between licensed and non-licensed)	Lead Surveyor (Asbestos)	5 per month per contractor
	Complete post works onsite audit	Lead Surveyor (Asbestos)	2 per month per contractor
	Assess KPI's for all remedial works	Lead Surveyor (Asbestos)	Weekly
	Assess post works documentation (Completion pack)	Lead Surveyor (Asbestos)	All - on receipt

10.4 Updating Information

It is imperative that Asbestos records are regularly updated with any new information that becomes available. Asbestos records will be updated covering the following:

TASKS	RESPONSIBLE PERSON	FREQUENCY/TIMESCALE
Upload new Asbestos remedial documentation to MRI Asset Management	Lead Surveyor (Asbestos)/ Database Manager	Monthly - following Lead Surveyor (Asbestos) quality assessment
Upload new air monitoring/analysis certification to MRI Asset Management	Lead Surveyor (Asbestos)/ Database Manager	Monthly - following Lead Surveyor (Asbestos) quality assessment
Upload new survey report & data to MRI Asset Management	Lead Surveyor (Asbestos)/Database Manager	Monthly
Amendments to register following the disturbance of known or suspected ACM's	Lead Surveyor (Asbestos)	Upon notification
Changes in Asbestos management processes and procedures	Lead Surveyor (Asbestos) and Head of Safe Homes	Following review of AMP or sooner if required
Changes in organisational structure that effect Asbestos management	Lead Surveyor (Asbestos) and Head of Safe Homes	Upon notification
Changes to escalation process and contacts	Lead Surveyor (Asbestos) and Head of Safe Homes	Upon notification

11.0 Contractor & Consultant Selection

11.1

Asbestos contractors will be appointed via reputable frameworks, co-ordinated by the Lead Surveyor (Asbestos) in liaison with the Head of Safe Homes.

All successful contractors will be added to the DBC list of approved contractors consisting of Licensed Asbestos Removal contractors, Non-Licensed Asbestos Removal Contractors, Asbestos Survey Consultants and Asbestos Analytical Consultants.

Information regarding the licences, accreditations, insurances, Health and Safety Policy, training records, experience and other relevant information about each contractor will be assessed prior to a contract being awarded.

The Lead Surveyor (Asbestos) will be responsible for vetting all Asbestos contractors and consultants on an annual basis.

12.0 Instructing a New Survey

12.1 General Survey Requirements

All surveys are to be undertaken by DBC approved survey consultants accredited to UKAS ISO 17020, ISO 17025, in accordance with the guidance set out in HSG 264 Asbestos 'The Survey Guide' and HSG227 'A Comprehensive Guide to Managing Asbestos in Premises'.

The contents of all survey reports must as a minimum contain the following:

- General site and survey information
- Executive summary
- Scope of works
- Photograph of front elevation
- Specific details of survey exclusions
- Marked plans detailing the extent of all ACM's
- Marked plans detailing survey exclusions
- Photographs of sample points and presumptions
- Material assessment
- Priority assessment
- Overall risk score
- Recommended Actions
- Bulk Analysis report

For both planned and ASR1 commissions, the below points will need to be considered as a minimum:

- Detailed scope of works
- Height restrictions and specialist access equipment



- Dates and times when the survey can be undertaken - refurbishment survey areas may need to be vacated
- Contact details/access details
- Details of live services and survey exclusions
- Reinstatement/making good

PDF survey reports and survey data in the agreed format are to be issued to DBC's Database Manager within agreed timescales.

12.2 Programme Works

For programme works such as kitchen and bathroom refurbishment works, roof renewals and external decoration works, property lists are to be issued to the Lead Surveyor (Asbestos) at the earliest opportunity. Following the removal of all post 2000 properties and a review of the MRI Asset Management database for suitable existing information, the Lead Surveyor (Asbestos) will commission the surveys with a DBC approved survey consultant, ensuring they have sufficient resources to complete the inspections and upload the subsequent survey reports in line with the works programme. Further details are provided in **Appendices 3 – 9**.

12.3 Void, Responsive and Ad-hoc Works

Following the review of the MRI Asset Management database for suitable existing information, and in the event sufficient information is not available, contractors, service providers and project surveyors are required to complete an 'Asbestos survey request form' (ASR1).

ASR1 forms are to be issued via email directly to the DBC approved survey consultant with the DBC Risk and Compliance Officer in cc. This ensures consistency of information being provided to the survey consultant and creates an auditable trail.

The survey consultant is required to complete the Asbestos survey and issue the report to the sender within the agreed timescale.

Further details are provided in **Appendices 2, 17 & 18**.

13.0 Asbestos Remediation

13.1 Asbestos remediation Requirements

DBC only use approved HSE licensed Asbestos removal contractors for all licensed Asbestos remedial works and the majority of non-licensed remedial works. In some cases, works such as roof repairs and smoke alarm installations will be undertaken by DBC approved CAT B (non-licensed Asbestos removals) trained Asbestos contractors. All works will be completed in accordance with the requirements set out in CAR 2012, the approved codes of practice and associated guidance notes.

Asbestos removal contractors must be in receipt of an Asbestos Remediation Task Brief (ARTB) generated by the Lead Surveyor (Asbestos) prior to undertaking any remedial activities. The only exception to this is in the event of an emergency, whereby the Lead Surveyor (Asbestos) is permitted to give a direct instruction.

Further details are provided in **Appendices 12, 13 & 19**.

Remediation of ACM's is usually undertaken as a result of the following:

- Work detailed within the Action Plan
- Works related to planned works
- Works related to maintenance works
- Unplanned circumstances, for example:
 - Identification of high-risk ACMs
 - Damage to ACM's
 - ACMs subject to maintenance or building works not foreseen

13.2 Pre-start Information

Prior to any Asbestos remedial works, DBC will ensure that full survey information is available for the area in question, ensuring all ACM's have been confirmed by analysis. In the case of refurbishment/demolition works, a Refurbishment and Demolition survey as described in HSG 264 Asbestos 'The Survey Guide' will be undertaken.

The Asbestos contractor appointed will be expected to provide the following front-end documentation following receipt of an ARTB:

- Provide a site-specific method statement and risk assessments containing the following as a minimum:
 - Property UPRN.
 - Property address.
 - ARTB reference number.
 - The nature and probable duration of the works.
 - The methods to be used to prevent or reduce exposure to Asbestos, e.g. prevention and control measures, arrangements for keeping premises and

plant clean and arrangements for the handling and disposal of Asbestos waste.

- The type of equipment, including PPE and RPE, used for protecting and decontaminating those carrying out the work and protecting other people present at or near the worksite.
- A description of the location and nature of the Asbestos present and which ACMs will be disturbed by the work.
- Provide a copy of the ASB5 or NNLW1 notification form (where relevant)

13.3 Air Analysis

The Asbestos contractor will be required to book all necessary air analysis activities as detailed in the ARTB using the DBC Air Monitoring Request form (AMR1). Only DBC approved UKAS accredited analytical consultants accredited to ISO 17025 will be commissioned to undertake air analysis activities and four stage clearances.

Further details are provided in **Appendices 11 & 20**.

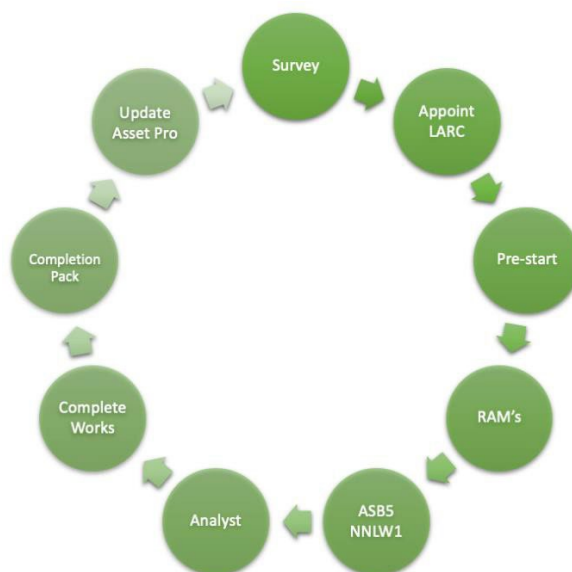
13.4 Post-work Information

On completion of any Asbestos remedial work, copies of any air test certificates, certificates of visual cleanliness and certificates of reoccupation are to be left on site. The Lead Surveyor (Asbestos) is to be provided with the completion pack which will be assessed for accuracy prior to authorising payment. The completion pack should include the following as a minimum:

- Completed method statement
- Waste consignment notes
- Air monitoring certificates
- Certificate of reoccupation and/or Certificate of visual cleanliness
- Updated diagrams illustrating all Asbestos removed and remaining in-situ
- Completion photos of the working areas

All completion documentation is uploaded to the MRI Asset Management database and retained for at least 40 years.

13.5 Remedial Process



14.0 Air Monitoring

14.1 Introduction

During work with Asbestos, it is often necessary to carry out air monitoring to assess the concentration of airborne Asbestos fibre levels that have been generated by the removal or remediation process. Air monitoring in many instances is a legal requirement.

Only DBC approved UKAS accredited analytical consultants accredited to ISO 17025 will be commissioned to undertake air analysis activities and four stage clearances. All air testing activities will be at the discretion of the Lead Surveyor (Asbestos) and where necessary, in liaison with contractors and licensed Asbestos removal contractors.

The Asbestos contractor will be required to book all necessary air analysis activities as detailed in the ARTB using the DBC air monitoring request form (AMR1). The only exception to this is in the event of incidents and emergencies whereby the request will be completed by the Lead Surveyor (Asbestos).

All subsequent certifications will be included within the completion documentation which is uploaded on to MRI Asset Management and retained for at least 40 years.

14.2 Notifiable Licensed Asbestos Remedial Works

For all notifiable licensed works, a DBC approved analytical consultant must be appointed to carry out the required Four Stage Clearance. Following completion of a Four Stage Clearance the Certificate of Reoccupation will be provided to all relevant stakeholders.

14.3 Non-Notifiable Asbestos Remedial Works

Dependent on the nature, location and scale of Asbestos remediation works, there will be different air monitoring requirements, these will be detailed in the ARTB at the discretion of the Lead Surveyor (Asbestos).

14.4 Background Monitoring

Used to establish the respirable fibre concentrations prior to any activity which may lead to airborne Asbestos contamination, to ensure that the risk is not being increased as a result of the activity. This type of test is carried out to check for airborne fibres in situations where it is suspected that Asbestos fibres may have been released e.g., by accidental damage or inadvertent disturbance of Asbestos materials.

14.5 Reassurance Monitoring

Used to establish the respirable fibre concentrations following any activity which may have led to airborne Asbestos contamination. This type of test typically takes place following asbestos remedial works and sometimes in conjunction with a 4-stage clearance.

14.6 Leak Testing

This is performed outside the enclosure whilst Asbestos work is in progress to check that the environmental control systems are adequate. It is also used to verify that the works are properly contained and that Asbestos fibres are not being released into adjacent areas.

14.7 Four Stage Clearances

This is performed for all licensed Asbestos remedial works. Stage three of the four stage clearance process requires air monitoring to be performed in an enclosure that is clean and subjected to a visual examination. This is to check that Asbestos fibre levels within the working enclosure are below the clearance level indicator prior to proceeding with reoccupation.

14.8 Smoke Testing

This is performed by the licensed Asbestos removal contractor and where requested by the Lead Surveyor (Asbestos), witnessed by the analytical consultant prior to the start of licensed Asbestos removals. This makes sure the removal contractor has correctly prepared the enclosure prior to the removal commencing.



15.0 Reinspection's

15.1

Reinspection surveys are undertaken to comply with Regulation 4 CAR 2012 and considers aspects of the material and priority assessment as described in the HSE document HSG 227 'A Comprehensive Guide to Managing Asbestos in Premises'.

The material assessment considers features of the material, the priority assessment takes into account the environment in which the ACM is found and the likelihood that persons may be exposed to Asbestos fibres.

It is imperative that both known and presumed Asbestos containing materials are effectively monitored in the required timescales and that all Asbestos information gathered is used to update the Asbestos register.

The inspection period will be set by the Lead Surveyor (Asbestos), taking into consideration a review of previous inspection history, likely to be between 3 to 12 months. ACMs of higher score may be subject to more regular re-inspection than those of a lower score.

All known and suspect ACMs will be reinspected by DBC approved survey consultants accredited to UKAS ISO 17020, ISO 17025, following the commission of a prioritised list issued by the Lead Surveyor (Asbestos).

Areas previously not accessed will be assessed monthly by the Lead Surveyor (Asbestos) and will be re-attempted by the consultant during the reinspection.

All reinspection records are held on the MRI Asset Management Asbestos database.

15.2 Reinspection Property Types

Type of residence	Type of occupation	Rooms or parts	Duty to manage applies?
Private house - single dwelling, including bed-sits	Owner - occupier	All	No
	Let to single family	All	No
	Occupied by more than one family	Private rooms, e.g. bedroom, living room	No
		Shared rooms, e.g. kitchen, bathroom, lavatory	No
	Rooms let to lodgers	Common areas for access and circulation, e.g. entrance hall, staircase	No
		Private rooms	No
House converted into flats	Occupied by more than one family	Private rooms	No
		Common areas for access, circulation and storage, e.g. entrance hall, staircase, roof space	Yes
Garages, parking spaces	Integral to, or linked with residence	Private	No
	Not allocated to any specific person	Common parts	Yes
Block of flats	Occupied by more than one family	Individual flats	No
		Common areas, e.g. foyer, lift, stairs, lobby; boiler and plantroom, roof space, communal yard, garden, storerooms, bike shelter, external outbuilding	Yes
Flats over a shop or office, with or without a separate entrance	Occupied by the shop or office owner	Private rooms	No
	Leased separately	Private rooms	No
		Access and circulation areas	Yes
Sheltered accommodation		Private rooms	No
		Common rooms, e.g. dining room, lounge	No*
		Work areas, e.g. kitchen, staff room, laundry	Yes
		Common areas, e.g. foyer, lift, stairs, circulation areas, boiler room, storerooms, roof space, external outbuilding	Yes



*Please note, HSE guidance states that 'Common rooms e.g. kitchen, staff room, laundry' etc are not considered 'non-domestic' areas within sheltered accommodation blocks, however, DBC policy is to include these areas as part of the non-domestic asbestos reinspection strategy.

16.0 Training

16.1 Introduction

Through training and communication DBC aims to promote a positive Asbestos culture where employees and contractors have a positive approach to Asbestos. Training and communication will be carried out dependent on individual needs and requirements. The training needs for each position is reviewed by the Head of Safe Homes annually. The training programme is reviewed on a monthly basis and discussed during the Asbestos Management Group meetings. ALL staff and contractors are required to undertake site safety inductions as and when necessary.

Specific training requirements for all DBC staff, contractors and service providers are contained within the DBC training matrix.

16.2 DBC Employees

All DBC site based staff will receive formal Asbestos awareness training (equivalent to the 'UKATA' curriculum) on an annual basis as a minimum, in accordance with Regulation 10 CAR 2012. In addition to this, survey report familiarisation training will be provided to all employees who plan or manage works or undertake works that are likely to disturb the fabric of the building. More in-depth training is required for those directly involved in the management of Asbestos. Training such as the British Occupational Hygiene Society (BOHS) P405 proficiency module 'Management of Asbestos in Buildings' is an appropriate level of training for such staff as the module is intended to provide candidates with practical knowledge and skills to manage asbestos in buildings and to provide a basic knowledge of asbestos removal procedures.

16.3 Contractors

It is a requirement that all contractors (with the exception of Asbestos contractors and consultants) employed to undertake works within DBC properties will receive formal Asbestos awareness training (equivalent to the 'UKATA' curriculum) on an annual basis as a minimum, in accordance with Regulation 10 CAR 2012. In addition to this, survey report familiarisation training will be provided to all contractors who plan or manage works or undertake works that are likely to disturb the fabric of the building. DBC is not responsible for providing Asbestos awareness training for contractors, they will however make available all relevant Asbestos information to the planned works before they attend site and also during a site induction before works commence.

Copies of Asbestos training certification for all contractor employees and third-party contractor employees are to be made available for viewing when working on DBC sites.

17.0 Emergency Procedures and Incident Reporting

17.1 Introduction

Any incident involving the uncontrolled release of Asbestos will be subject to a full internal investigation. This will include a review of this Asbestos management plan and working practices if found to be contributory. Internal investigations will be led by the Lead Surveyor (Asbestos) and logged on the accident reporting portal.

Further details are provided in **Appendix 16**.

The Lead Surveyor (Asbestos) is responsible for ensuring all Asbestos related incidents are detailed in the monthly compliance report and discussed during the monthly Asbestos compliance meetings.

17.2 Discovery of Suspect ACM

If any Asbestos or suspected Asbestos containing material has been uncovered, but not disturbed or damaged, the procedure within **Appendix 14** must be followed.

17.3 Disturbance of Suspect or known ACM

If any Asbestos or suspected Asbestos containing material has been disturbed or damaged, the procedure within **Appendix 15** must be followed

17.4 Release of Fibres from an Asbestos Enclosure

An Asbestos fibre release may occur for a number of reasons, for example:

- Fire within or outside the enclosure
- Loss of negative pressure (Negative Pressure Unit failing)
- Enclosure breach or collapse
- Emergency access due to the injury of an Asbestos removal operative

Upon detection of elevated Asbestos fibres outside of the enclosure area the following process must be followed:

- All works within the enclosure are to stop but NPU's will be left running, unless there is a good reason not to do so
- Lead Surveyor (Asbestos) immediately informed
- Building occupants directly outside of the enclosure will be evacuated
- Investigations will be carried out by the LARC and where present, the analyst to ascertain the location of the breach
- The location of the breach will be sealed sufficiently
- Areas outside of the enclosure will be decontaminated to the satisfaction of the analyst
- Surrounding areas will be re-air tested



17.5 RIDDOR Notification

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places duties on employers, the self-employed and people in control of work premises to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Exposure to Asbestos is reportable under RIDDOR when a work activity causes the accidental release or escape of Asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person.

Internal investigations will be led by the Lead Surveyor (Asbestos) and the Head of Safe Homes to determine whether or not an incident is reportable or not.

Further details are provided in **Appendix 16**.

18.0 Action Plan

18.1

The action plan is contained within the AMP detailing priorities and targets for remedial works, surveys, training and other management activities. The Head of Safe Homes is responsible for managing the plan and presenting it to the Asbestos management group during the monthly Asbestos compliance meetings.

Each action is formally documented and monitored during the meetings and recorded as being 'Current', 'Completed' or 'incomplete'.

Consideration of timescales for any actions will take account of several factors including:

- 18.1 ACM risk assessment score
- 18.2 Building occupation constraints
- 18.3 Financial resources
- 18.4 Other planned building works.

The action plan can be located within **Appendix 1**.

19.0 Glossary of Terms

ACM	Asbestos Containing Material
AMP	Asbestos Management Plan
CAR 2012	Control of Asbestos Regulations 2012
ACOP	Approved Code of Practice
DCU	Decontamination Unit
NPU	Negative Pressure Unit
LARC	Licensed Asbestos Removal Contractor
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
UKATA	United Kingdom Asbestos Training Association
UKAS	United Kingdom Accreditation Services
SFAIRP	So far as is Reasonably Practicable
DBC	Dacorum Borough Council



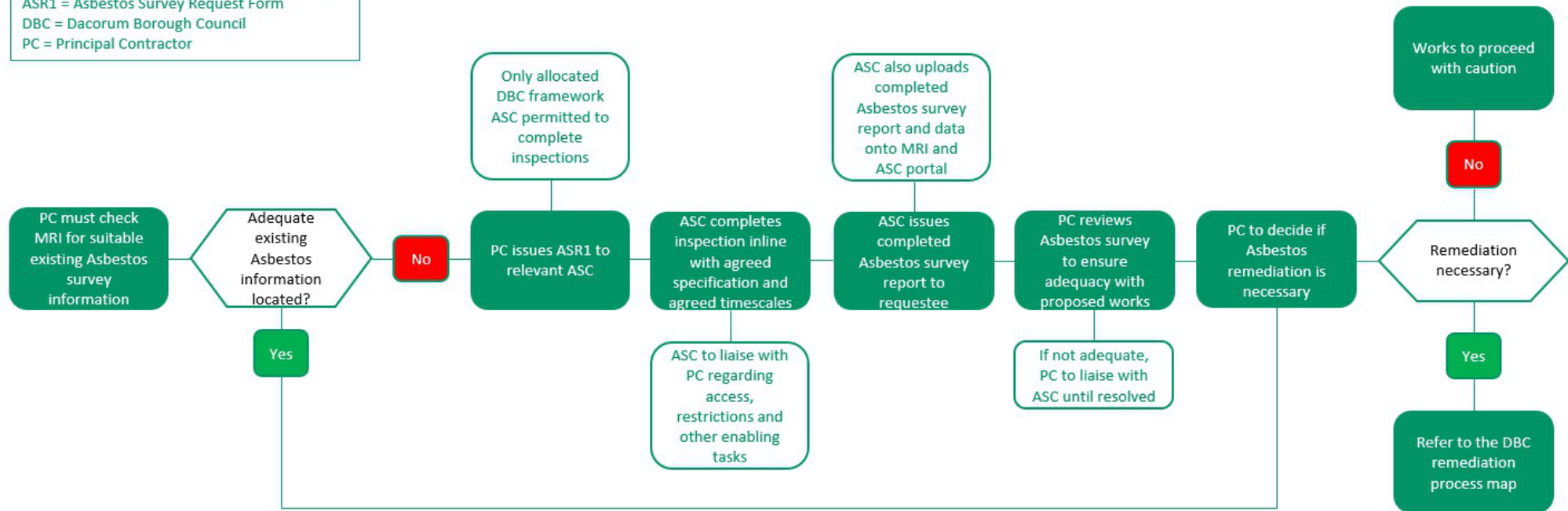
20.0 SAFE SYSTEMS OF WORK

The following process maps have been designed to ensure SFAIRP that those occupying and working within DBC properties are not at risk of Asbestos exposure during the course of their work. Any necessary deviations are to be discussed and agreed with the Lead Surveyor (Asbestos).

APPENDIX 2

ADHOC, VOID & RESPONSIVE ASBESTOS SURVEY PROCESS

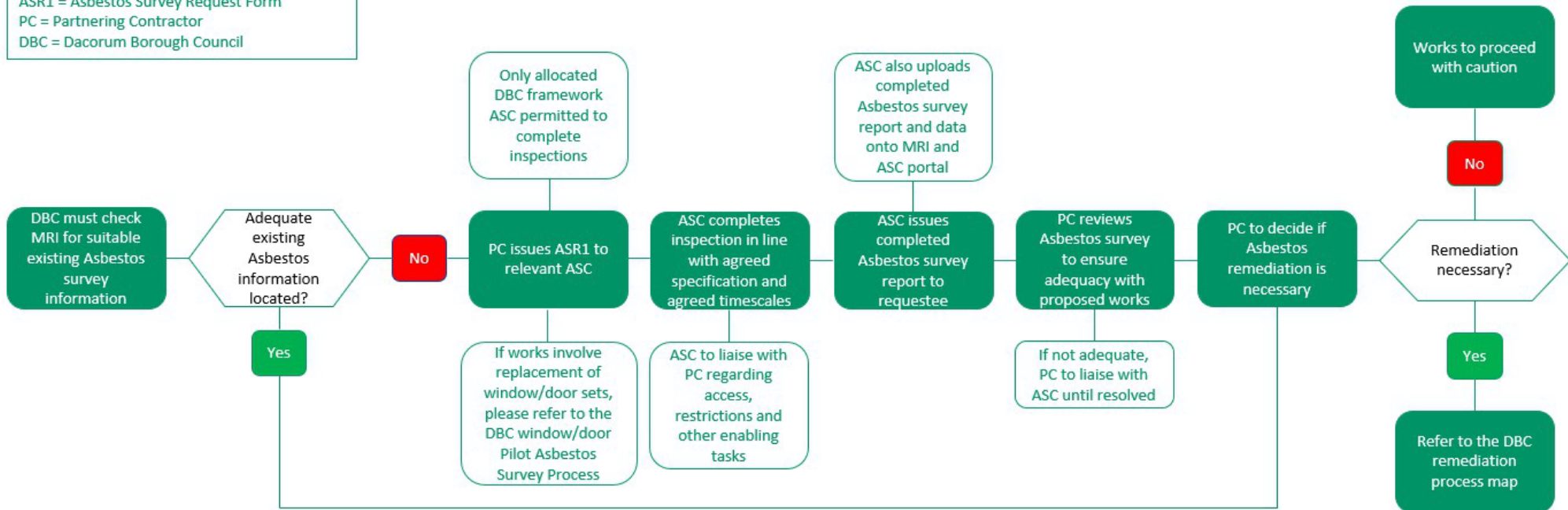
MRI = Asset Database/Asbestos Register
 ASC = Asbestos Survey Consultant
 HSC = Health & Safety Consultant (Asbestos)
 ASR1 = Asbestos Survey Request Form
 DBC = Dacorum Borough Council
 PC = Principal Contractor



APPENDIX 3

FRA (NON-DOMESTIC) ASBESTOS SURVEY PROCESS

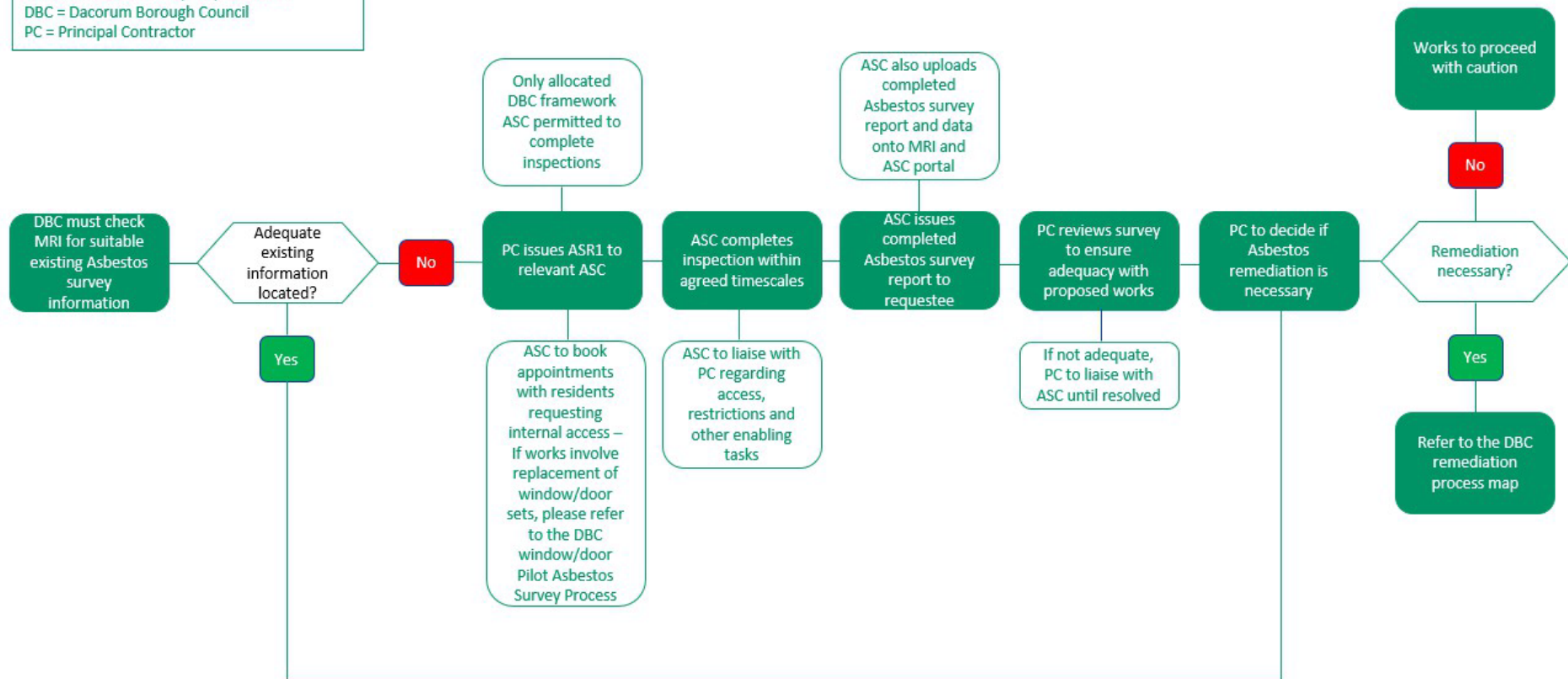
MRI = Asset Database/Asbestos Register
 ASC = Asbestos Survey Consultant
 HSC = Health and Safety Consultant (Asbestos)
 ASR1 = Asbestos Survey Request Form
 PC = Partnering Contractor
 DBC = Dacorum Borough Council



APPENDIX 4

GARAGE ASBESTOS SURVEY PROCESS

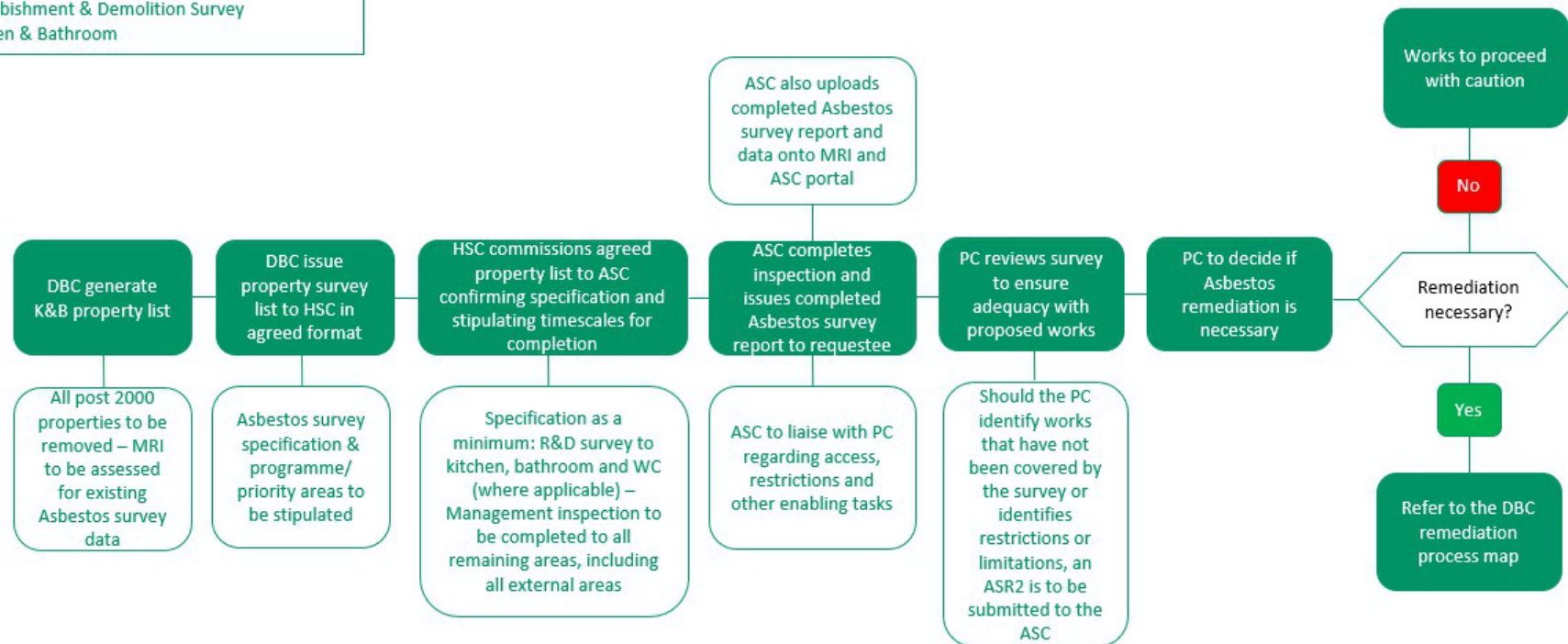
MRI = Asset Database/Asbestos Register
 ASC = Asbestos Survey Consultant
 HSC = Health and Safety Consultant (Asbestos)
 ASR1 = Asbestos Survey Request Form
 DBC = Dacorum Borough Council
 PC = Principal Contractor



APPENDIX 5

KITCHEN & BATHROOM ASBESTOS SURVEY PROCESS

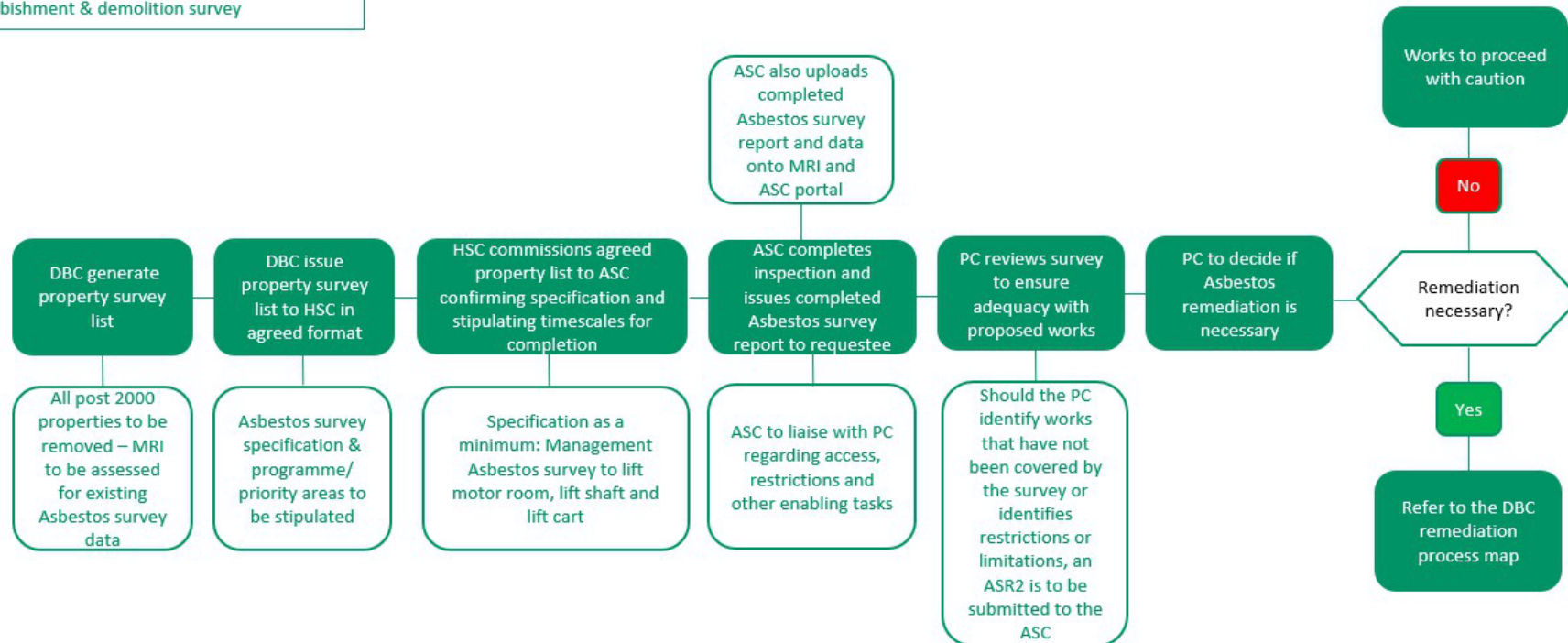
MRI = Asset Management/Asbestos Register
 ASC = Asbestos Survey Consultant
 HSC = Health & Safety Consultant (Asbestos)
 ASR2 = Asbestos Survey Request Form (survey top-up)
 DBC = Dacorum Borough Council
 PC = Principal Contractor
 R&D = Refurbishment & Demolition Survey
 K&B = Kitchen & Bathroom



APPENDIX 6

LIFT REPLACEMENT ASBESTOS SURVEY PROCESS

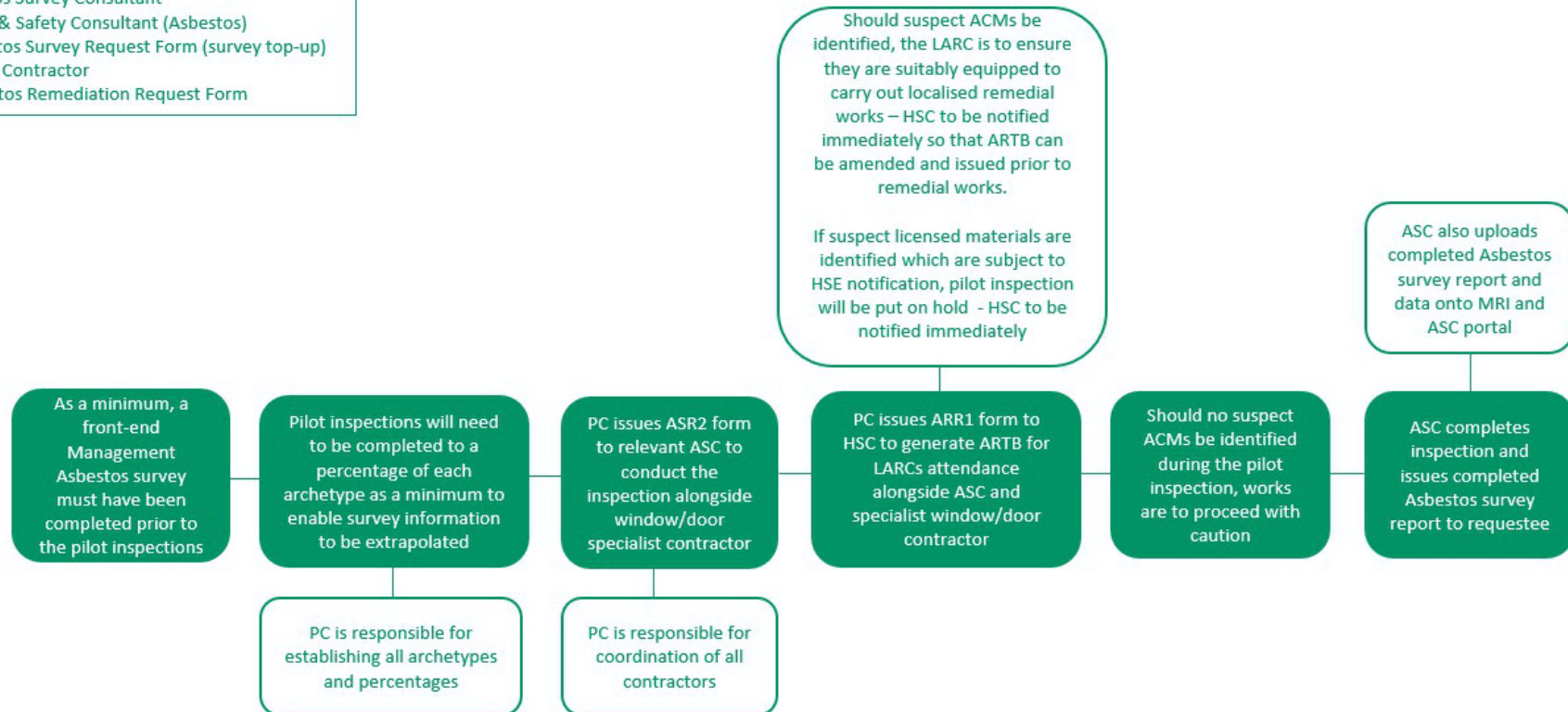
MRI = Asset Management/Asbestos Register
 ASC = Asbestos Survey Consultant
 HSC = Health & Safety Consultant (Asbestos)
 ASR2 = Asbestos Survey Request Form (survey top-up)
 DBC = Dacorum Borough Council
 PC = Principal Contractor
 R&D = Refurbishment & demolition survey



APPENDIX 7

PILOT ASBESTOS SURVEY PROCESS

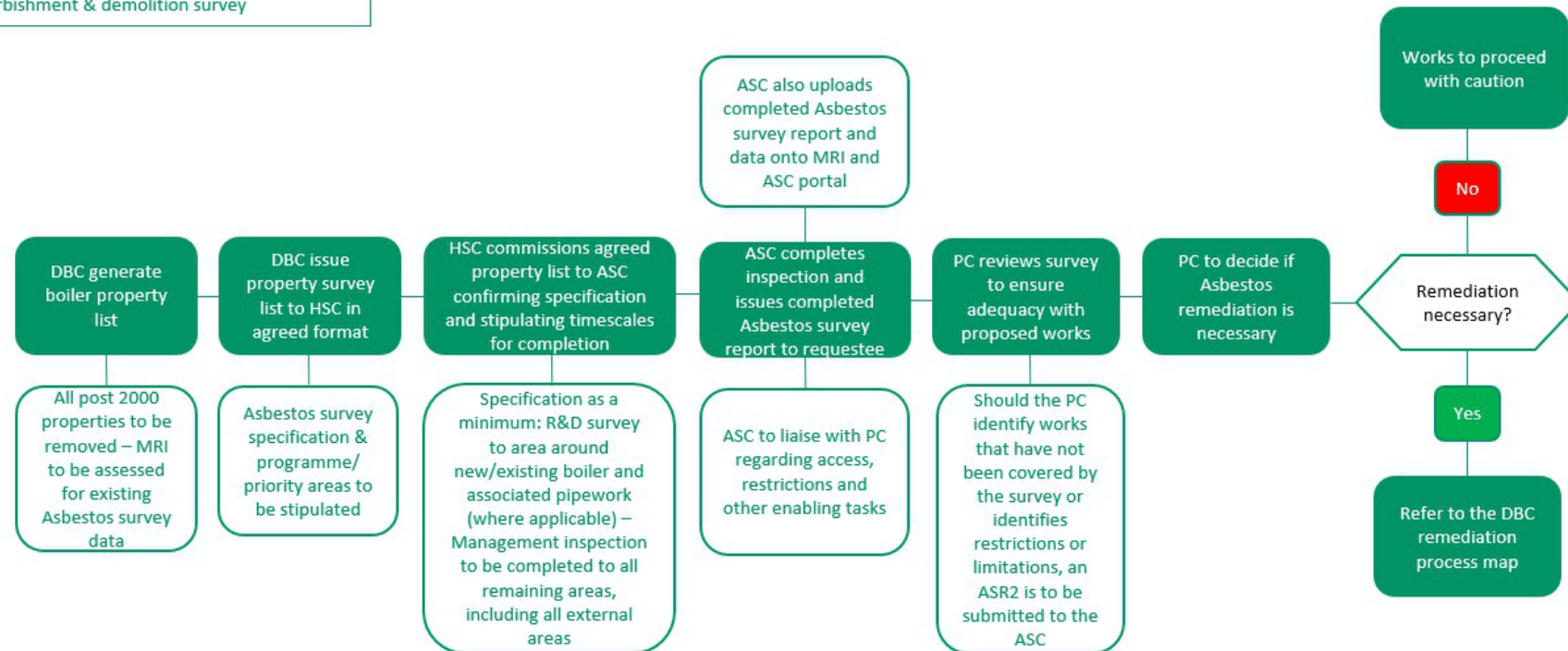
MRI = Asset Management system
 ASC = Asbestos Survey Consultant
 HSC = Health & Safety Consultant (Asbestos)
 ASR2 = Asbestos Survey Request Form (survey top-up)
 PC = Principal Contractor
 ARR1 = Asbestos Remediation Request Form



APPENDIX 8

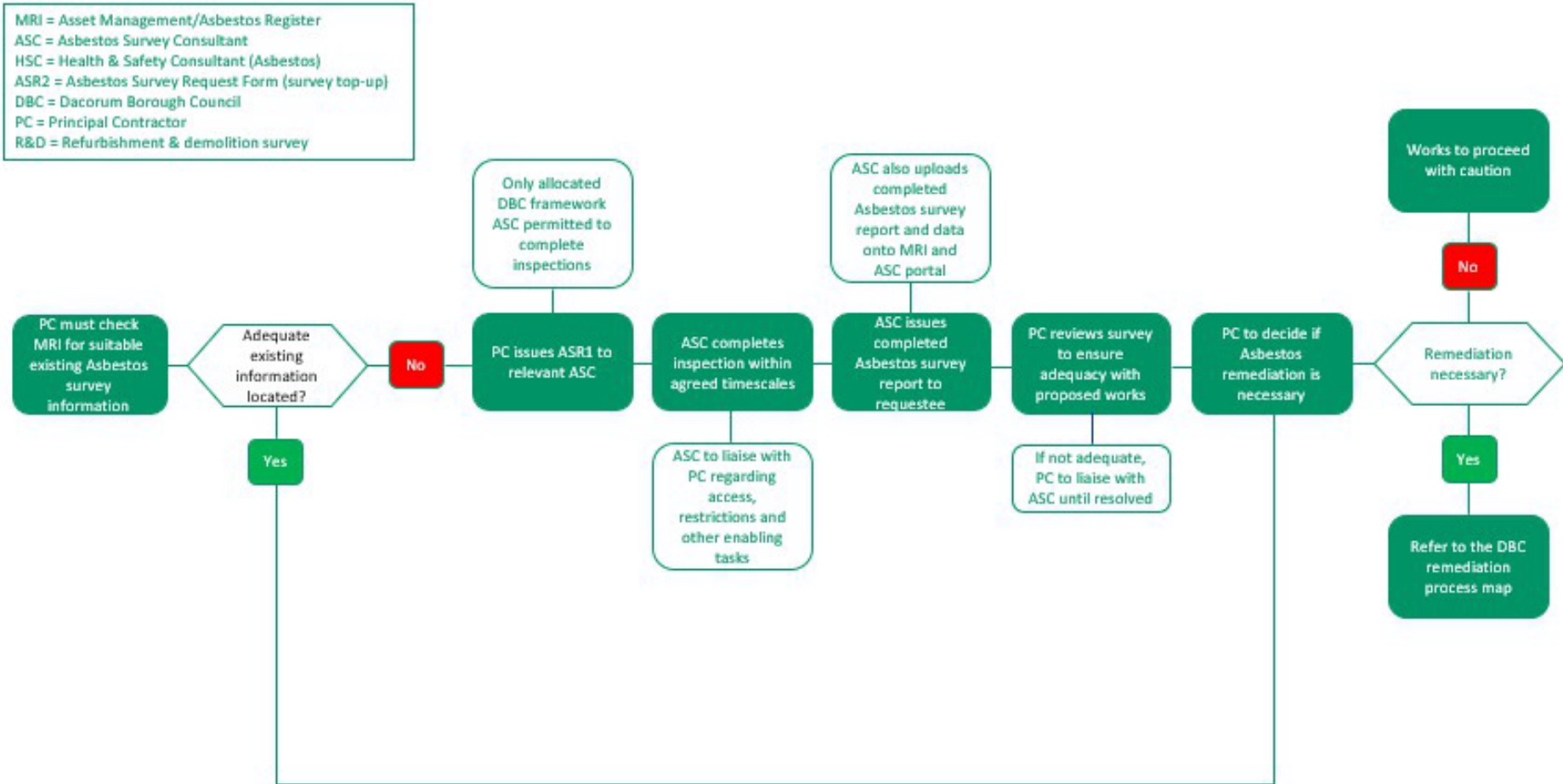
PLANNED BOILERS (DOMESTIC) ASBESTOS SURVEY PROCESS

MRI = Asset Management/Asbestos Register
 ASC = Asbestos Survey Consultant
 HSC = Health & Safety Consultant (Asbestos)
 ASR2 = Asbestos Survey Request Form (survey top-up)
 DBC = Dacorum Borough Council
 PC = Principal Contractor
 R&D = Refurbishment & demolition survey



APPENDIX 9

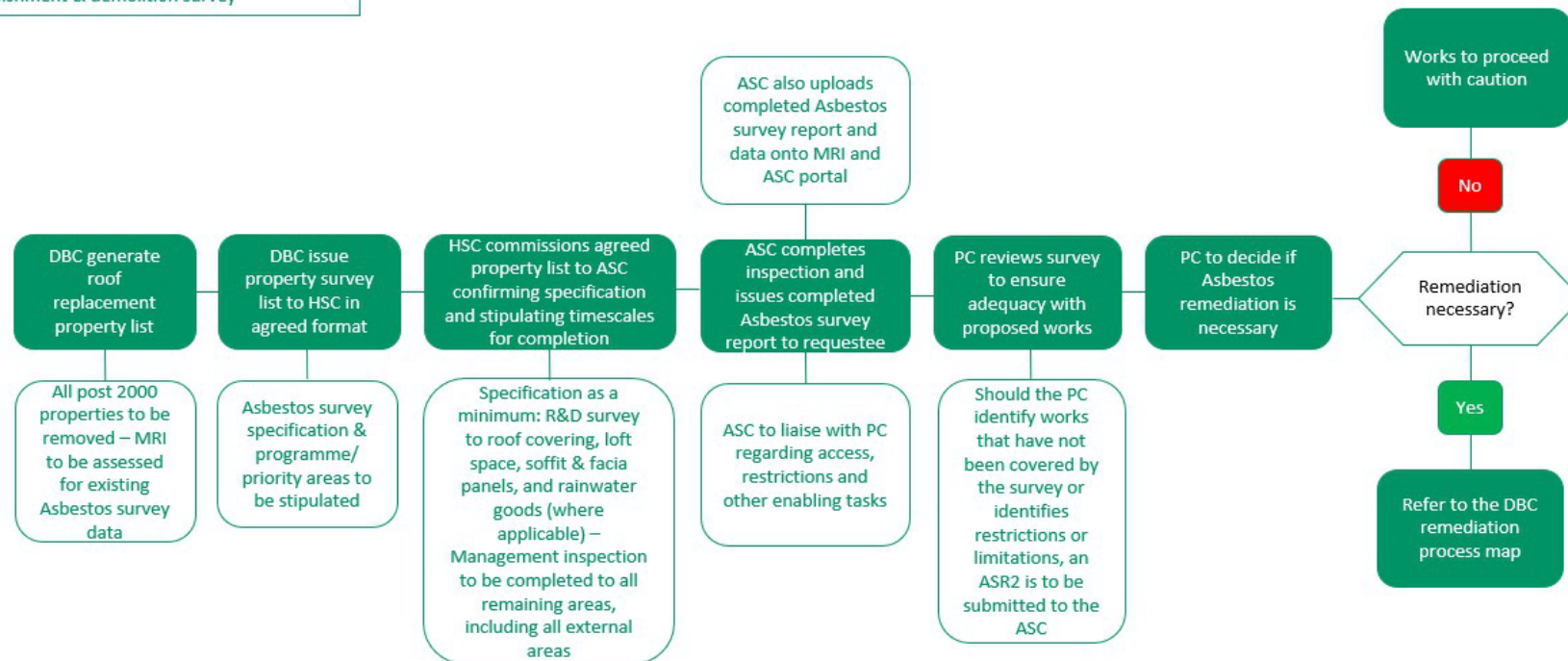
PLANNED BOILERS (NON-DOMESTIC) ASBESTOS SURVEY PROCESS



APPENDIX 10

ROOF REPLACEMENT ASBESTOS SURVEY PROCESS

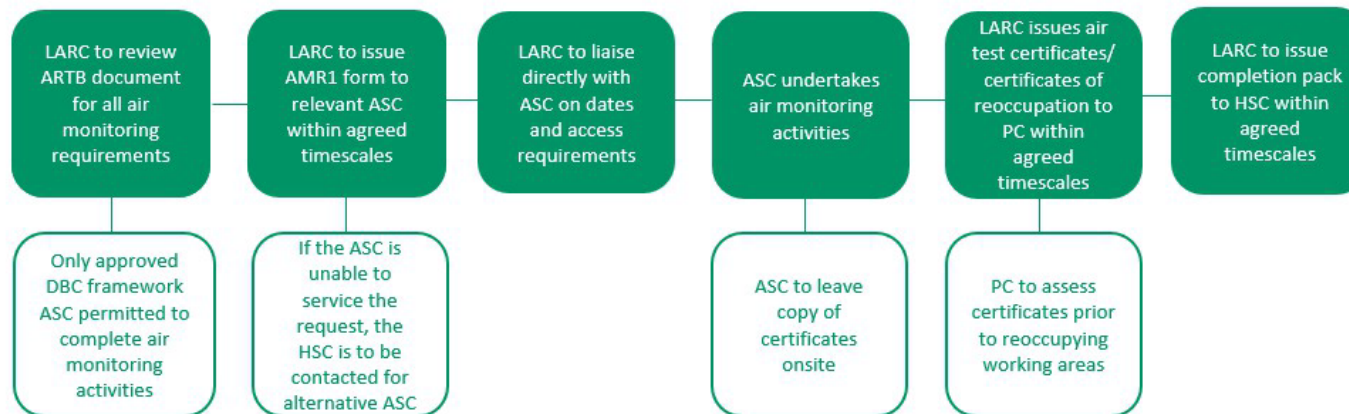
MRI = Asset Management/Asbestos Register
 ASC = Asbestos Survey Consultant
 HSC = Health & Safety Consultant (Asbestos)
 ASR2 = Asbestos Survey Request Form (survey top-up)
 DBC = Dacorum Borough Council
 PC = Principal Contractor
 R&D = Refurbishment & demolition survey



APPENDIX 11

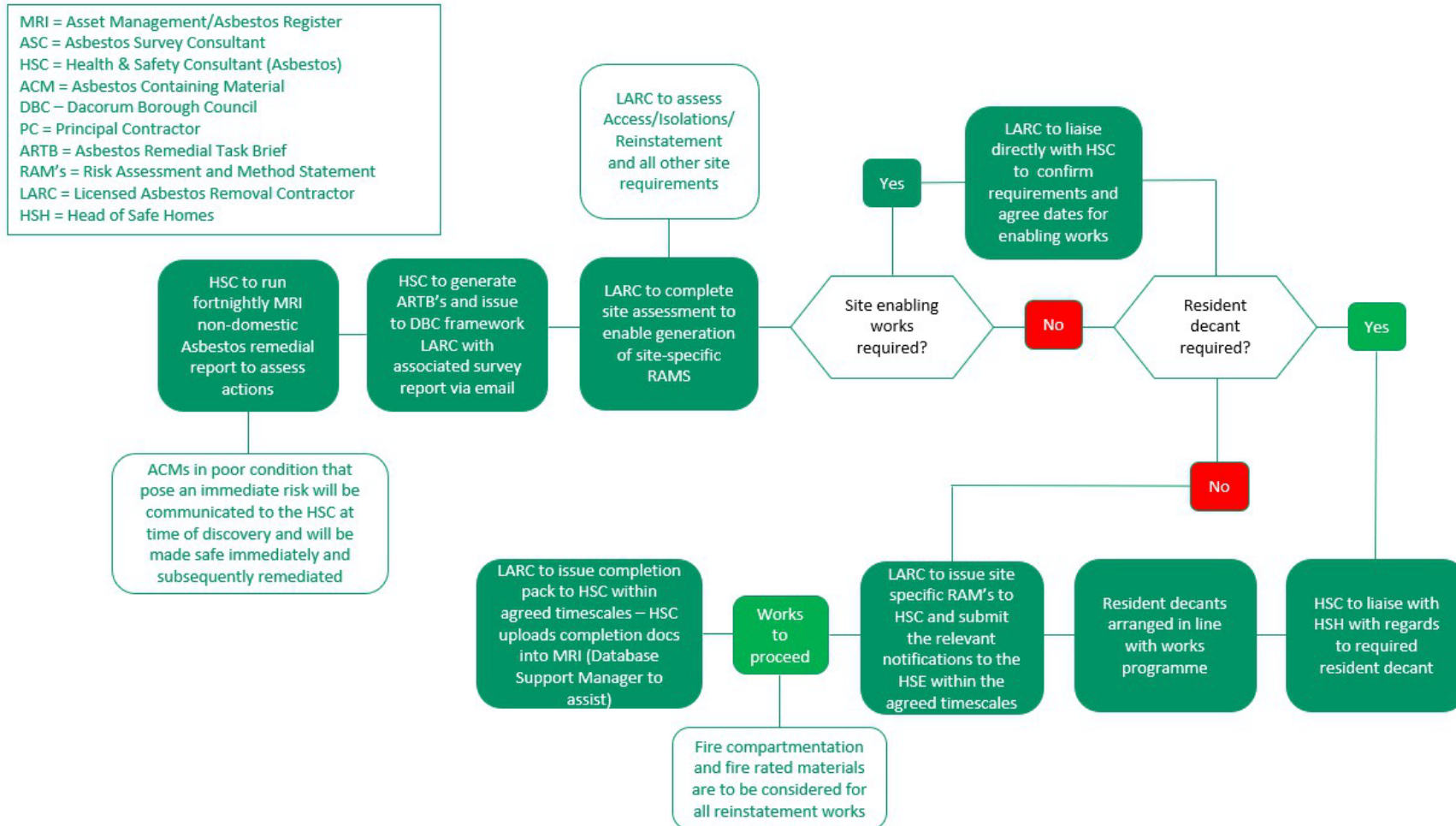
AIR MONITORING COMMISSION PROCESS

ARTB = Asbestos Remediation Task Brief
 ASC = Asbestos Survey Consultant
 AMR1 = Air Monitoring Request Form
 HSC = Health & Safety Consultant (Asbestos)
 DBC = Dacorum Borough Council
 PC = Principal Contractor



APPENDIX 12

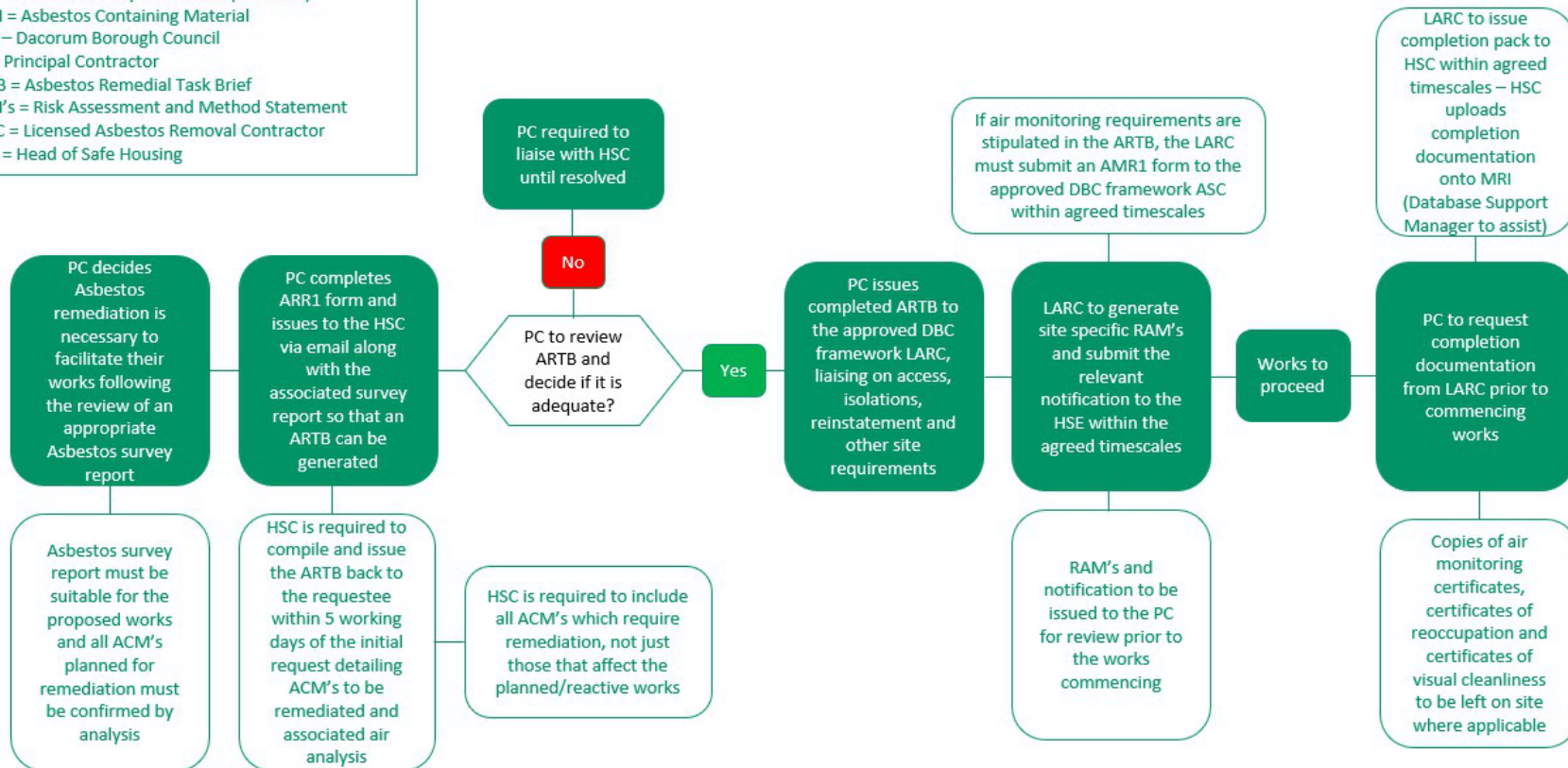
ASBESTOS COMPLIANCE REMEDIATION PROCESS (NON-DOMESTIC)



APPENDIX 13

ASBESTOS REMEDIATION PROCESS (DOMESTIC)

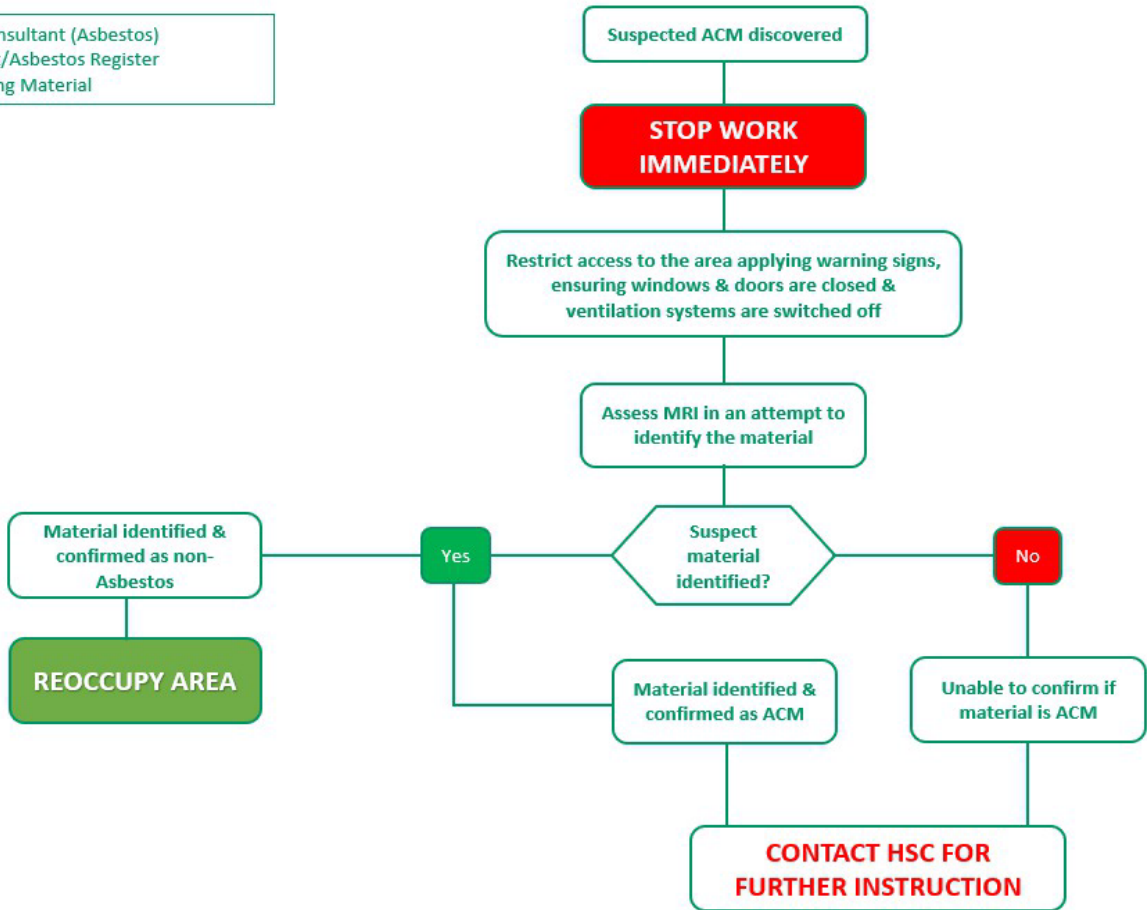
MRI = Asset Management/Asbestos Register
 ASC = Asbestos Survey Consultant
 HSC = Health & Safety Consultant (Asbestos)
 ACM = Asbestos Containing Material
 DBC = Dacorum Borough Council
 PC = Principal Contractor
 ARTB = Asbestos Remedial Task Brief
 RAM's = Risk Assessment and Method Statement
 LARC = Licensed Asbestos Removal Contractor
 HSH = Head of Safe Housing



APPENDIX 14

DISCOVERY OF SUSPECT ACM PROCESS

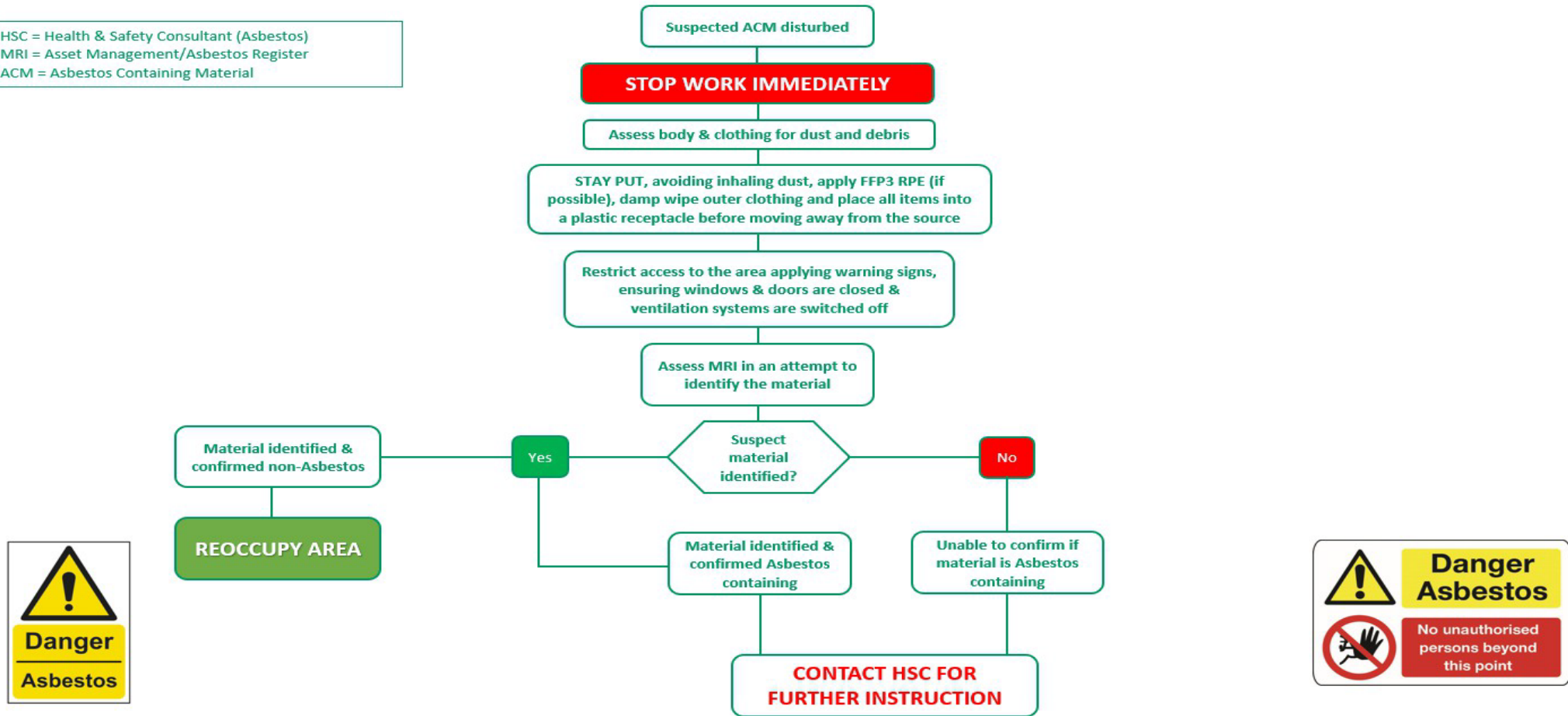
HSC = Health & Safety Consultant (Asbestos)
 MRI = Asset Management/Asbestos Register
 ACM = Asbestos Containing Material



APPENDIX 15

DISTURBANCE OF SUSPECT ACM PROCESS

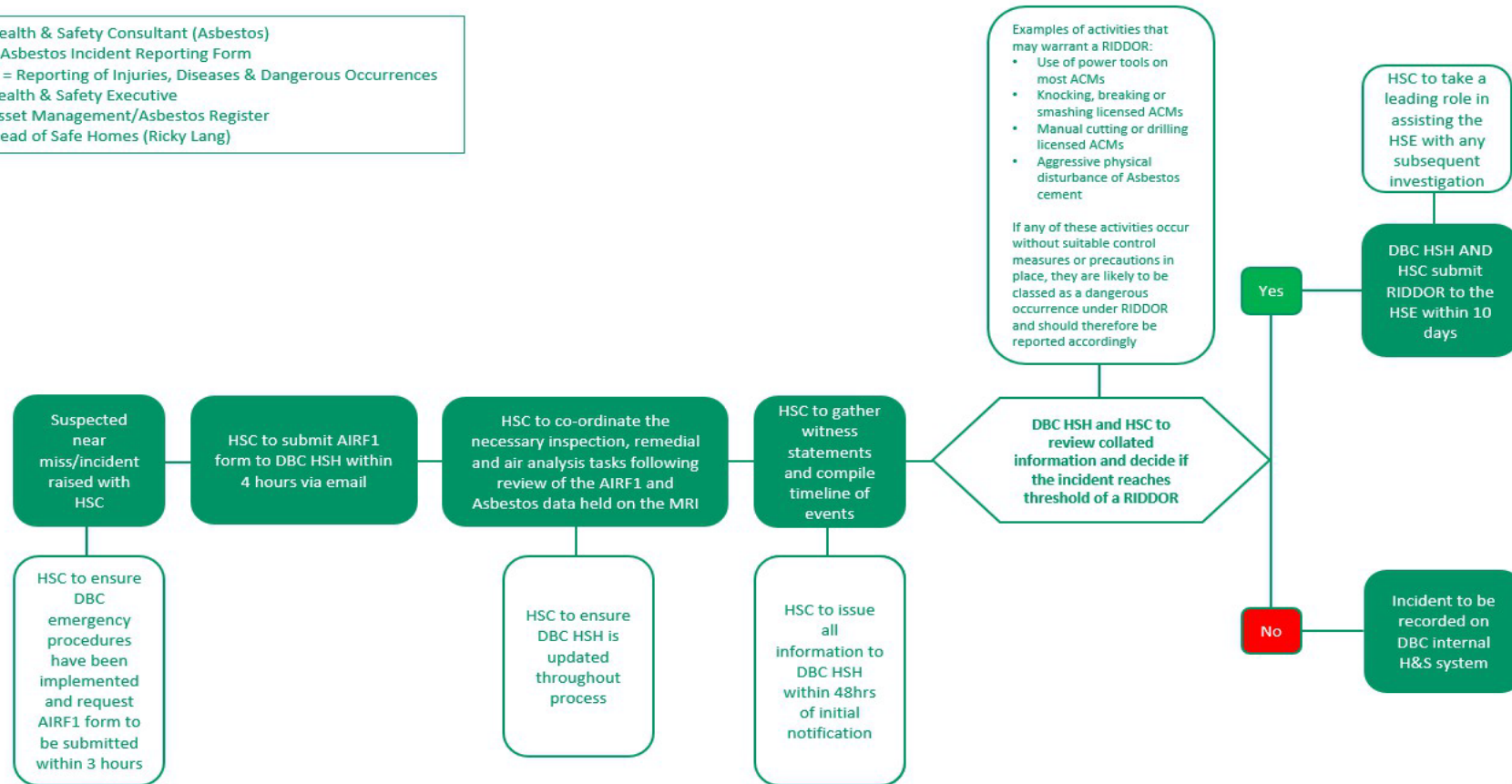
HSC = Health & Safety Consultant (Asbestos)
 MRI = Asset Management/Asbestos Register
 ACM = Asbestos Containing Material



APPENDIX 16

INCIDENT REPORTING PROCESS

HSC = Health & Safety Consultant (Asbestos)
 AIRF1 = Asbestos Incident Reporting Form
 RIDDOR = Reporting of Injuries, Diseases & Dangerous Occurrences
 HSE = Health & Safety Executive
 MRI = Asset Management/Asbestos Register
 HSH = Head of Safe Homes (Ricky Lang)



APPENDIX 17

Asbestos Survey Request Form (ASR1) - RIVERSIDE ENVIRONMENTAL

Nb. Risk and Compliance officer must ensure they have checked MRI for existing survey information and approximate age of property prior to commissioning survey inspection. All properties built post 2000 will not require an asbestos survey as per DBC policy. The Risk and Compliance officer does NOT determine if existing information is suitable to cover planned/reactive works

Contractor:		Requestee name and contact details:		
Date of request:		UPRN:		
Property Type: (e.g. flat, house, communal area)			Tenant Name:	
Access details: (Appointment, key safe, Scaffolding, site manager etc.)			Tenant Phone No:	
Tenant Special Requirements:	Check DBC Precautionary Database	DNVA:	Yes / No	Date Access Available from:
Postcode:	Address:			
Nature of work:	Responsive (3 days)	Void (3 days)	Emergency (4 hrs)	Ad-hoc (10 days)
Please detail full extent of intended works:				
<i>All remaining areas of the property to be subject to a management inspection</i>				
Additional comments:				
<i>Contractor/Person making request: Send this form to Risk and Compliance Officer and retain for audit purposes</i>				
<i>Riverside: Retain for audit purposes</i>				
<i>Riverside regional cover: All Areas</i>				
This form must be sent directly to: heidi.ashford@dacorum.gov.uk , asbestos@dacorum.gov.uk				

APPENDIX 18

Asbestos Survey Request Form (ASR2) - RIVERSIDE ENVIRONMENTAL

<i>Nb. Risk and Compliance officer must ensure they have checked MRI for existing survey information and approximate age of property prior to commissioning survey inspection. All properties built post 2000 will not require an asbestos survey as per DBC policy. The Risk and Compliance officer does NOT determine if existing information is suitable to cover planned/reactive works</i>				
Contractor:		Requestee name and contact details:		
Date of request:		UPRN:		
Property Type: (e.g. flat, house, communal area)		Tenant Name:		
Access details: (Appointment, key safe, Scaffolding, site manager etc.)		Tenant Phone No:		
Tenant Special Requirements:	Check DBC Precautionary Database	DNVA:	Yes / No	Date Access Available from:
Postcode:	Address:			
Nature of work:	Responsive (3 days)	Void (3 days)	Emergency (4 hrs)	Ad-hoc (10 days)
Please detail full extent of intended works:				
Additional comments:				
Contractor/Person making request: Send this form to Risk and Compliance Officer and retain for audit purposes				
Riverside: Retain for audit purposes				
Riverside regional cover: All Areas				
This form must be sent directly to: dacorum@riverside-es.com & grace.simpson@riverside-es.com and CC in both asbestos@dacorum.gov.uk & rreeve@jrp.co.uk				

APPENDIX 19

**Asbestos Remediation Request Form
(ARR1) - CABLESHEER**

<p><i>Nb. Where a DBC Project Manager has reviewed the Asbestos survey information and concluded that remediation is necessary before their work can be undertaken safely, this form must be completed and forwarded to the Risk and Compliance Officer, who will generate the required Asbestos Remediation Task Brief (ARTB). The DBC Project Manager is then required to submit the ARTB to the relevant LARC.</i></p>				
Contractor:		Requestee name and contact details:		
Date of request:		UPRN:		
Property Type: (e.g. flat, house, communal area)		Tenant Name:		
Access details: (Appointment, key safe, Scaffolding, site manager etc.)		Tenant Phone No:		
Tenant Special Requirements:	Check DBC Precautionary Database	DNVA:	Yes / No	Date Access Available from:
Postcode:	Address:			
Workstream	Responsive (3 days)	Void (3 days)	Emergency (4 hrs)	Ad-hoc (10 days)
Please detail full extent of intended works:				
<p><i>Nb. The DBC Risk and Compliance Officer may choose to remediate additional ACM's within the property for health and safety or economic factors</i></p>				
Additonal comments:				
<p>Contractor/Person making request: Send this form to the Risk and Compliance Officer and retain for audit purposes</p>				
<p>Risk and Compliance Officer: Retain for audit purposes</p>				
<p>Cablesheer regional cover: All Areas</p>				
<p>This form must be sent directly to: rreeve@jrp.co.uk & asbestos@dacorum.gov.uk</p>				

APPENDIX 20

Air Monitoring Request Form

(AMR1) - RIVERSIDE

Nb. All non-legislative air monitoring is to be agreed with DBC'S Asbestos Compliance Manager. This will be by direct instruction or as stated in the asbestos scope of works

LARC:		Person making request:	
Date of request:		UPRN:	
Date of test:		Time of test:	
Principal Contractor		Tenant Name:	
Type: (e.g. flat, house, communal area)			
Access details: (Appointment, key safe, Scaffolding, site manager etc.)		Tenant Phone No:	
Tenant Special Requirements:	Check DBC Precautionary Database	DNVA	Yes/No
Postcode:	Address:		

Nb. A range of properties may be specified if the monitoring required is exactly the same in each area.

Reason For Air Monitoring:	Licensed works	Non-Licensed work	Other (e.g. Disturbance of ACM)
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Nb. Above specified timescales are applicable from date of inspection, not the date of request.

	Room/Area	Reassurance	Background	Four Stage
Locations & Monitoring details:				
	Leak Test:			
	Smoke Test:			

Additional comments:	
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LARC/Person making request: Send this form to Riverside and retain for audit purposes

Riverside: Retain for audit and payment verification purposes

This form must be sent directly to: dacorum.air@riverside-es.com & ellie.smith@riverside-es.com

