Cassiltoun Housing Association

Asbestos Management Strategy

Approved June 2026

Review Date June 2027

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SECTION 1 - ASBESTOS POLICY STATEMENT

Cassiltoun Housing Association acknowledges the hazards associated with exposure to asbestos and will minimise any exposure to asbestos by adhering to at least the minimum standards in the Control of Asbestos Regulations 2012 (CAR 2012).

The Asset Manager for Cassiltoun Housing Association recognises they are the Duty Holder in relation to the Management of Asbestos. To help comply with the legal requirements and to ensure that Asbestos Containing Materials (ACM) in premises are properly managed, the Duty Holder has identified an Appointed Person who will be responsible for that management.

The Duty Holder will ensure the Appointed Person has the necessary resources, skills, training and authority to ensure that the ACMs are managed effectively.

Cassiltoun Housing Association has a procurement strategy which sets out the levels of delegated authority when procuring works. The Association undertakes all our own internal contractor checks which ensure that all contractors/consultants have the correct accreditations.

To comply with CAR 2012, Cassiltoun Housing Association Duty Holder, in conjunction with the Appointed Person, will:

- Take reasonable steps to find out if there are materials containing asbestos in our premises and if so, its extent, where it is and what condition it is in by undertaking Management surveys across 100% of our assets. Furthermore, a minimum of 10% of each property type will be more intrusively surveyed to Refurbishment & Demolition standard (typically undertaken in void properties);
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make, and keep up-to-date, a record of the location and condition of the asbestos containing materials, materials which are presumed to contain asbestos and non asbestos materials within the Homemaster data base.
- Assess the risk of anyone being exposed to fibres from the materials identified by undertaking an initial assessment at the time of survey and subsequent re-inspections as required;
- Prepare a plan that sets out in detail how the risks from these materials will be managed to maintain known and presumed ACMs in a good state of repair including the repair/removal of damaged ACMs or those prone to damage;
- Ensure that employees and contractors that could be exposed to asbestos have appropriate training;
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them; and
- Periodically review and monitor the plan and the arrangements to act on it at least annually so that the plan remains relevant and up-to-date
- Have arrangements and procedures in place so that work which may disturb Asbestos complies with CAR 2012.
- Take steps to ensure these actions are carried out

- Ensure that the management of asbestos supports the Association’s compliance with the Scottish Housing Quality Standard (SHQS) and the tenant safety outcomes within the Scottish Social Housing Charter, providing the necessary evidence to support the Management Committee's Annual Assurance Statement to the Scottish Housing Regulator.

All parties are required to co-operate as far as is necessary to allow the Duty Holder to comply with the above requirements.

Note:

There are two types of surveys undertaken to identify asbestos:

Management survey

The management survey is required to manage asbestos-containing materials during the normal occupation and use of the premises. This is a visual survey with suspected asbestos being sampled.

Refurbishment and demolition survey

The refurbishment and demolition survey is required where the property or part of it needs updating or refurbishing, or it is going to be demolished. This survey involves some level of damage as the survey involves breaking into the fabric of the building to check and sample for asbestos materials.

SECTION 2 - INTRODUCTION

2.1 PREVENTING EXPOSURE

Asbestos is very common in older homes and buildings; however the use of asbestos was banned in 1999. Where asbestos is present, it does not pose a risk to health providing the asbestos containing material is in good condition and is not disturbed.

Cassiltoun Housing Association has approximately 1,100 properties and have agreed a strategy for surveying all properties for asbestos over the next 3 years. This Policy and supporting procedures have been developed to guide and support Cassiltoun Housing Association employees in the safe management of Asbestos.

In order to prevent unnecessary exposure to airborne Asbestos fibres the Association has produced this plan to protect persons both occupying premises for the normal operation of their day to day activities, and those engaged in works of maintenance, repair and refurbishment.

In the event of an uncontrolled release of fibres and where an employee is exposed or deemed to have been exposed to Asbestos fibres above the control limit as detailed in Regulation 11 CAR 2012, it is essential that they are informed immediately and that a note is made on their medical or personnel file.

Where any person has been placed at risk due to “unplanned” exposure to Asbestos fibres then the incident may be reportable to the Health and Safety Executive as required under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Any information relating to exposure will be kept by Cassiltoun Housing Association Human Resources Department for a minimum of 40 years or until the person is above the age of 80, due to the latency period of potential diseases.

2.2 ASBESTOS MANAGEMENT STRATEGY

Our strategy is to focus surveys on common areas, void properties and on properties where work is planned (domestic properties). We believe this is the most effective method of reducing risks to our employees, contractors, customers and others.

Key to the Associations strategy is that all materials within buildings must be presumed to contain asbestos and treated accordingly unless, or until adequate information is received to the contrary.

The purpose of the asbestos strategy is to ensure the Association has a clear commitment, goals and processes to minimise risks to employees, customers, contractors and others from ACM's.

Key objectives of the strategy are:

- The provision of an asbestos management plan and policy which details the Associations whole approach to the management of asbestos
- A comprehensive programme of asbestos surveys which are designed to ensure compliance with our management responsibilities and reduce risks to those who may come into contact with ACM's.
- The provision of an asbestos database and register that can be used to effectively communicate asbestos information to all employees, contractors and others who may be affected by ACM's.
- Detailed employee responsibilities to ensure the successful delivery of the strategy.
- An effective training programme for all relevant employees, commensurate with their responsibilities.
- The provision of information to customers.
- A programme of condition monitoring across all relevant properties.
- The provision of emergency procedures.
- Regular monitoring and review to ensure the effectiveness of the asbestos management policy and plan.
- To proactively align our Refurbishment and Demolition survey programmes with the Association's major capital investment plans, specifically supporting our decarbonisation and EESSH2 retrofit projects

2.3 ASBESTOS SURVEY AND SAMPLING STRATEGY

Cassiltoun Housing Association has a strategy to commission a Management survey to all of its properties. Where there is investment activity planned which will disturb the fabric of the building a Refurbishment and Demolition survey will be undertaken in accordance with the strategy.

The asbestos surveys will record details of the condition of the materials identified as containing asbestos and make recommendations for the most appropriate control measures. In addition, all surveys undertaken will identify

within, the risk posed by ACM's in normal occupation by undertaking a material & priority assessment.

All surveys will be reviewed and actioned on a risk basis as per the table below:

Asbestos Material risk score	To be Reviewed	To be Actioned
10 – 12 High Risk	Immediately	Immediately
7 – 9 Medium Risk	within 4 weeks	within three months
5 – 6 Low Risk	Within 3 months	Within 12 Months
1-4 Risk Very Low	Within 12 Months	Within two years where necessary

Where there is no asbestos survey, all materials that are not recognised within the buildings and fittings are to be presumed to contain asbestos and treated as such.

Cassiltoun Housing Association will adhere to the following strategy:

Non-Domestic Properties: All communal areas of blocks of flats will have an Asbestos survey undertaken as soon as is reasonably practicable It should be noted this should have been in place since 2004. Where asbestos is found these premises will be re-inspected on a risk-based approach basis to check the condition of the asbestos.

Domestic Properties: Cassiltoun Housing Association will place properties into archetypal groups based on various parameters including construction date, design and location. A proportion of properties from each archetypal group will be surveyed each year until an asbestos survey for 100% of its stock is achieved.

Surveys will be prioritised dependant on year of construction to ensure higher risk properties are surveyed first as per the survey strategy definition in HSG264 – Asbestos: The survey guide.

Major Works: Each year Cassiltoun Housing Association will undertake a number of planned maintenance activities. Properties that fall under this category will have an appropriate sample (at least 20%) within each archetype, asbestos survey undertaken prior to any works commencing.

If there are major variances in the 20% sample properties will be surveyed until the results demonstrate as far as reasonably practicable that there is consistency in the extent of asbestos in the property type and there is an accurate picture of ACM presence.

Where there is considerable variability the ratio surveyed will be high.

Void Properties: Where a void property requires major work a full Refurbishment and Demolition survey will be undertaken.

2.4 THE ASBESTOS REGISTER

Where the Association has undertaken or commissioned asbestos surveys, or is in receipt of asbestos information from a reliable source, all such information will be entered into Cassiltoun Housing Associations electronic asbestos register within Homemaster. The Asbestos Register will then be made available for consultation by contractors, employees and supervising staff who may be affected by the presence of asbestos in carrying out their respective duties.

Updates: The Asbestos Register will be updated based on investigation, sampling and remedial works carried out and information gained during inspections or supplied by contractors or occupants. Where asbestos is removed a standard pro-forma Asbestos Update Form (Appendix 3) will be completed. A licensed four stage clearance certificate and a waste consignment note will be required where asbestos has been removed.

A regular audit / re-inspection will be undertaken to check that the Register has been kept up to date. This will be organised by the Senior Technical Officer.

2.5 RISK ASSESSMENT

A legal requirement to carry out a general risk assessment for all work activities exists under the Management of Health and Safety at Work Regulations 1999. The requirement to assess the risk posed by asbestos is further enforced by the Control of Asbestos Regulations 2012. These regulations require that asbestos present in the workplace, whether employees are working on it or not, must not present a hazard to health.

This effectively leaves two conditions in which the risks of asbestos should be assessed and managed. These are where:-

1. Asbestos is present within the premises under normal conditions. Where an asbestos survey has been undertaken this will be addressed within the material and priority assessment referred to within the monitoring section of this policy.
2. Asbestos is worked on, removed, covered, repaired etc.

The Objectives of Risk Assessment: The main objectives of the risk assessment are twofold and are as follows: -

i) To establish the likelihood of people being harmed by a hazard(s).

ii) To identify the measures that will either eliminate the hazard or adequately control it.

Evaluating the Risk Having therefore identified the location, type and condition of the asbestos, it is then necessary to evaluate who might be exposed to the hazard and under what circumstances. This will differ in both of the conditions mentioned previously in terms of whether the hazards exist under normal conditions, or whether the asbestos is being worked on.

The form of risk assessment to be required will be the following:-

- **Normal Occupancy** An algorithm assessment (material & priority) based upon is incorporated within the management system (in accordance with HSG 227)

- **Work on Identified ACM's** Where it is identified that work on ACM's will be required then contact must be made with the Appointed Person to ensure that the appropriate assessment can be made and the required action undertaken.

All licensed and notifiable work with ACM's will be via an appropriate specialist contractor.

Control Measures Having identified the presence of asbestos and made an assessment of the associated risks, using either assessment, it must then be decided how best to control and manage the risk. The options are those listed below: -

i) Monitor

ii) Enclose

iii) Encapsulate

iv) Repair

v) Remove

All surveys will be reviewed and actioned as outlined in section 2.3

2.6 TRAINING AND COMMUNICATION

Training will be provided to employees for undertaking their individual and organisation duties as outlined within Section 3 – Responsibilities of Individuals. Training will be designed to provide each employee with suitable and sufficient information appropriate to their level of responsibility.

Asbestos Awareness training, in accordance with the requirements of Regulation 10 – Information, instruction and training (CAR 2012), will be provided to all employees who could conceivably expose themselves to asbestos during their normal everyday activities.

Refresher training will be delivered annually and a course based on training needs analysis will be delivered every 3 years. All training records are maintained by Cassiltoun Housing Association.

This level of training and instruction is neither necessary, nor desirable, for tenants/managers/office staff etc. although it is important that they receive sufficient instruction and advice to enable them to fulfil their responsibilities.

It is a requirement that any contractor carrying out work to the fabric of the building will have regulation 10 compliant asbestos awareness training or UKATA or IATP accredited training. In addition to this, systems have been developed within this policy to ensure that Contractors are aware of the presence of asbestos (where information is available) and also of their duties not to disturb the materials and to report any relevant information on content, location and condition of materials and accidental disturbance to the appropriate person(s).

2.7 MONITORING AND REVIEWING THE EFFECTIVENESS OF THE PLAN

The Asbestos Management Plan will be reviewed every 12 months to ensure it is effectively controlling risks and to allow continuous improvement. Monitoring arrangements must include:

- The level of information provided in the asbestos register and how it is being updated.
- The condition of ACM's left in-situ and the adequacy and frequency of re-inspections.
- The provision of information to those who need it, including monitoring access to the database.
- The effectiveness of the procedures for the removal of asbestos.
- Communication with and training of employees, trades staff and contractors.
- Effectiveness of training and awareness for all relevant staff.
- Recording of incidents and accidents and investigating outcomes.
- Use of PPE and equipment used to reduce exposure to asbestos.
- The effectiveness of communicating information to customers.

SECTION 3 – RESPONSIBILITIES OF INDIVIDUALS

All Cassiltoun Housing Association employees must follow the Asbestos Policy and must take responsibility for the management of Asbestos. Whilst the Duty holder has delegated certain tasks to the Appointed Person, the legal responsibility cannot be delegated. All staff involved with the management of asbestos will be appropriately trained to ensure their competency.

3.1 ALL CASSILTOUN HOUSING ASSOCIATION EMPLOYEES

- **Immediately report any damage or deterioration of any known or suspected ACM**
- Ensure that all Asbestos Incidents are reported and the AS1 asbestos incident form is completed and forwarded to the appointed person
- Reporting shortcomings or problems regarding the provision of relevant asbestos information and the conduct of contractors on site
- Taking care of their own health and safety and ensuring others are not put at risk by their actions or inactions

- Communicating their personal commitment to asbestos management by setting a good example at all times
- Follow the Asbestos Policy and assist with the implementation of the Policy at all times

3.2 DUTY HOLDER

- Ensure effective structures are in place to manage asbestos
- Appoint a suitably skilled, trained and experienced Appointed Person and ensure they are provided with the necessary resources and authority to ensure ACMs are managed effectively
- Ensure an effective asbestos policy is developed and implemented consistently across the Organisation.
- Ensure positive action is taken to improve performance should problems be identified

3.3 ASBESTOS APPOINTED PERSONS

- Cassiltoun Housing Association will have 4 appointed persons:
    - Head of Asset Management
    - Asset Manager
    - Technical Officer
    - Technical Assistant

  Wherever possible the Technical Officer will be the responsible appointed person for works carried out by contractors or the in-house estate team.
- Developing, implementing, communicating and continually improving Cassiltoun Housing Association Asbestos Management Plan
- Ensuring the free flow of asbestos survey information to managers, tenants, staff, contractors, CDM Co-ordinators, and members of the public as appropriate and that staff are aware of asbestos in their workplace
- Ensuring that asbestos surveys are undertaken to all properties and that all survey data is securely stored in the Association cloud based system within Homemaster.
- Ensuring risk assessments are periodically carried out on all ACMs and that all outstanding remedial actions are completed as soon as is reasonably practicable
- Ensuring that all necessary risk assessments and plans of work are completed and adhered to
- Managing budgets for all works relating to the management of asbestos

- Requesting the necessary resources to appoint approved licensed asbestos contractors to undertake work on the organisations behalf and ensure that all work involving ACM's are carried out in a safe and controlled manner
- Liaison with Contract Administrator and/or CDM Co-ordinator in relation to asbestos works being carried out as part of larger or more complex projects.
- Ensuring adequate asbestos survey information is available prior to maintenance, refurbishment and demolition works, and that surveys are undertaken in accordance with HSG 264
- Responding to asbestos incidents in accordance with procedure and ensuring all asbestos related accidents, incidents and ill health are reported, investigated and any necessary remedial action taken
- Upon request provide asbestos survey information for any property
- Provide an accurate advisory service to all Cassiltoun Housing Association employees and contractors
- IT systems meet the needs of the organisation relating to the flow and storage of information

3.4 EMPLOYEES WITH CONTROL OF BUILDINGS

- Be familiar with the Asbestos Register for their building and be able to provide the Asbestos Register to any relevant party without delay
- Verify that all contractors attending a site to undertake any work are aware of all relevant asbestos information for the area of their planned work. Where a contractor is not aware of relevant asbestos information relating to their activity, they should not be allowed in the property to undertake work and should be referred to the appointed person.
- Not allow any work or activity of any kind that could result in the damage or disturbance of a known or suspected ACM and to ensure all contractors have signed the contractor's declaration sheet prior to undertaking any work within the property (Contractors sign off sheet see Appendix 2)
- Ensure known/suspect ACM's condition is monitored and report any damage/deterioration to ACM's immediately
- Technical Services will be responsible for the asbestos reports for the stables.

3.5 HEALTH AND SAFETY LANDLORD COMMITTEE

- Reviewing and monitoring Cassiltoun Housing Associations procedural arrangements for the Management of Asbestos
- Assisting Cassiltoun Housing Associations Appointed Person as requested

- Investigate asbestos incidents in conjunction with the Appointed Person

SECTION 4 – PROCEDURES

4.1 SURVEY STRATEGY

Non-domestic premises

In non-domestic premises, there is an expectation that every building will be surveyed on an individual basis to identify the presence and condition of asbestos. Where there is asbestos present these areas will be re-inspected on risk bases approach by a competent person to check for any signs of deterioration.

Domestic premises

In addition to the information currently held on the Asbestos Register, Refurbishment and Demolition (R & D) Asbestos surveys will be conducted on Void properties and the findings added to the register and communicated to new tenants. A full management survey along with site specific R & D surveys will be carried out on Investment work as detailed below:

Asbestos Survey Ordering

All asbestos surveys will be ordered via Designer Software Limited (Homemaster). All common works will include any known asbestos information and will form part of the repair instruction.

4.2 PERMISSION TO CARRY OUT IMPROVEMENTS

A tenant requests permission to carry out improvements to their home.

Check the asbestos register:

- If the register confirms that there is no asbestos then inform the customer that our surveys show that as far as we are aware there is no presence of asbestos in the property. Send confirmation of this with the letter that gives or refuses permission for the work.
- If the register confirms that asbestos is present, tell the customer about the location and send the customer a copy of the asbestos survey.
- If the asbestos register does not contain specific survey information for the property, the customer should be informed.

4.3 REQUEST FOR AIDS AND ADAPTATIONS

All homes where there is a request for adaptations will need a site-specific refurbishment and demolition asbestos survey prior to any work being carried

out. Once a request has been received an asbestos survey should be requested via the Technical Services Team, so that the report can be carried out before any work commences.

A copy of the full asbestos survey needs to be sent to the contractors who carry out the works, in advance of any work commencing.

4.4 COMMUNICATION INFORMATION TO CUSTOMERS

Cassiltoun Housing Association will adopt a policy of openness and inform customers when we know that ACM's have been identified in a property. Where it is found to be in poor condition it will be repaired or removed. Where asbestos containing materials have been left in place, a property specific asbestos information letter will be supplied to the customer, where requested, identifying the locations of the materials and confirmation that they have been left in place due to the material being low risk. Customers will be asked not to damage the ACM's and report any damage immediately. In addition to the property specific asbestos information, a general "asbestos in the home" leaflet will also be supplied.

Any new customers to that property will be supplied with asbestos survey information where it exists and a copy of the 'asbestos in the Home' leaflet when they sign up for their new home as part of the sign up procedure.

4.5 PROCEDURE FOR DAY TO DAY OR RESPONSIVE MAINTAINANCE

The Asbestos Management Plan needs to be considered as part of day to day repairs and responsive maintenance services.

If ACM is likely to be disturbed by any maintenance works it may be necessary to arrange removal by a licensed asbestos removal contractor. The Appointed Person will need to liaise with the Approved Asbestos Contractor to arrange for an appropriate survey or assessment of the risks.

4.6 PROCEDURE FOR INVESTMENT

Where investment work is planned a Refurbishment survey must be undertaken before a project starts where the works entail exposure of parts of the structure or fabric that could not be seen during any Management surveys. This may even mean a part-destructive survey in the particular area of a building where works are to be undertaken.

If suspect materials are discovered during the course of building works the supervising officer will halt work and take any necessary or recommended action which may include informing staff and building occupants and clearing the site.

4.7 PROCEDURE FOR WORKING WITH ACM

All work will be sent to appropriately qualified contractors:

Work with ACM that **does require** a license, or is notifiable must only be carried out by a suitably approved licensed contractor

The contractor will produce a plan of work including all necessary method statements and risk assessments. The plan must include the proposed asbestos stripping technique and an assessment of the likely exposure to employees, together with emergency procedures.

4.8 PROCEDURE FOR ACM REMOVAL

Removal of asbestos is a hazardous operation and must be carried out under strictly controlled conditions. The works are to be undertaken as paragraphs 4.7 depending upon whether the work is licensable or not.

The Asbestos Removal contractor will employ a suitably qualified supervisor on site during any asbestos removal works.

The contractor is to adhere to the current approved control limit when working with asbestos. All required PPE and decontamination units will be provided by the contractor to his employees.

Following the asbestos removal works, the Appointed Person will arrange suitable air testing and appropriate certification produced prior to any reinstatement works.

Air testing will be carried out for all licensed removal works. Non-licensed removals (e.g. floor tiles) are not required to have air testing, however, where there is any concern around removal of non-licensed materials a re-assurance air test will be carried out.

4.9 PROCEDURE FOR ACM LEFT IN SITU MONITORING AND RE INSPECTION

The most important tool in this strategy will be the maintenance and updating of the Asbestos Register.

In accordance with Regulation 4 of the Control of Asbestos Regulations 2012 there is a requirement for all known asbestos containing materials in non-domestic premises to be inspected periodically.

Following a re-inspection visit, any deterioration in condition or circumstances affecting the ACM will be recorded and an appropriate control measure given. Any remedial works required will be assessed and managed by the Appointed Person.

Domestic properties will not normally be re-inspected, unless a risk assessment determines that additional controls are necessary.

4.10 ATTENDANCE BY EMERGENCY SERVICES

Where the emergency services require asbestos information relating to any Cassiltoun Housing Association managed properties, this will be provided in line with the Business Continuity Plan.

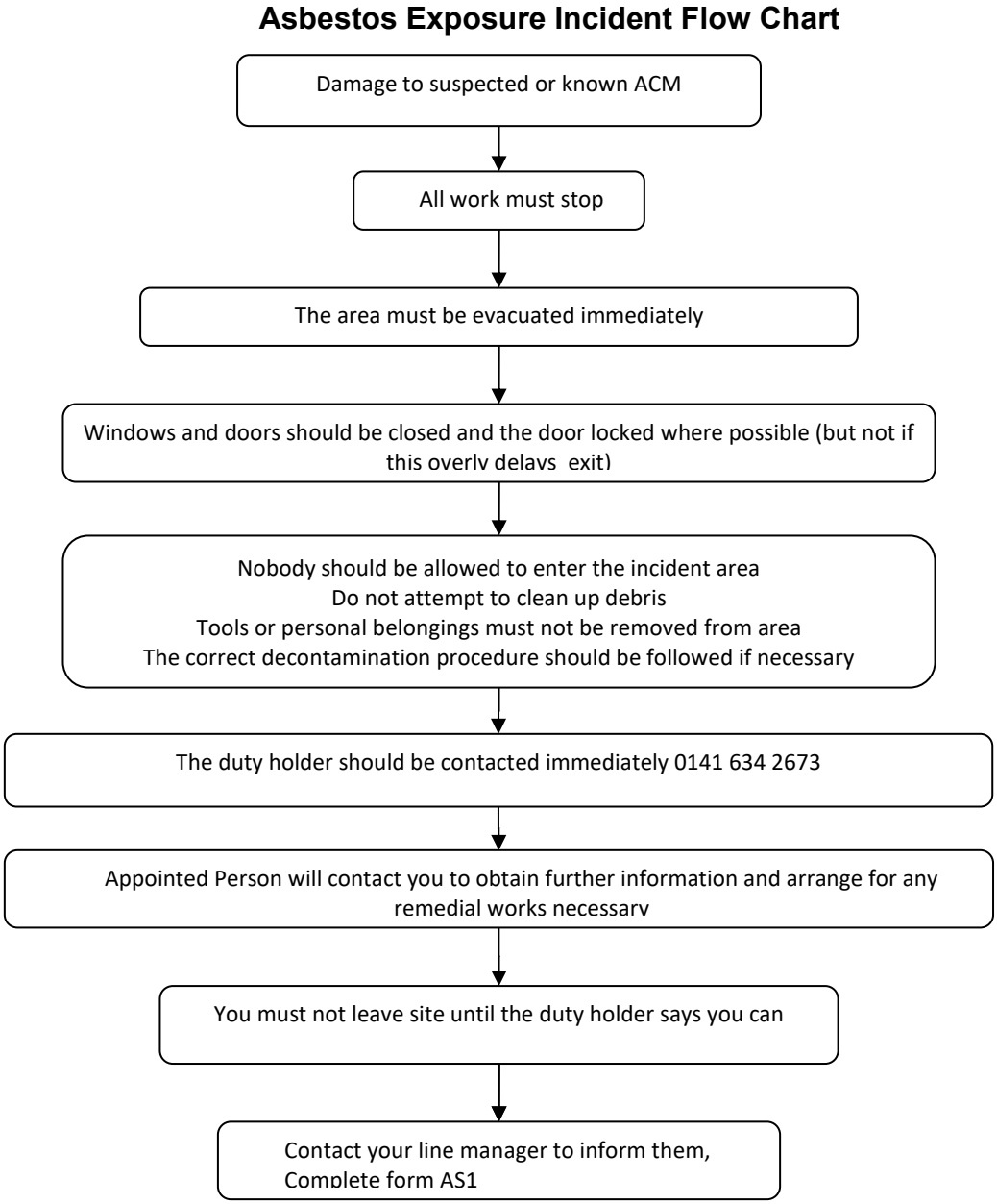
4.11 UNCONTROLLED DISTURBANCE OF ASBESTOS AND POTENTIAL EXPOSURE TO ASBESTOS

Cassiltoun Housing Association will treat all debris and suspect material as asbestos containing until analysed and found to be negative, or otherwise known to be a non-asbestos containing material.

All incidents of potential exposure to asbestos are logged and investigated by the Appointed Person. Where an employee or contractor employed by the Association has potentially been exposed to asbestos their details will be recorded on Cassiltoun Housing Associations Asbestos Exposure log.

In the event of a significant exposure or failure in asbestos management, the Appointed Person will immediately escalate the incident to the Chief Executive to assess whether it constitutes a Notifiable Event requiring submission to the SHR via the Landlord Portal.

Appendix one – Emergency procedures



Document Number	1
Issue No	1
Author	
Date	
Revision	

Asbestos Incident Report AS1

Incident ref No

This section is to be completed by the person involved in the incident, complete all boxes

Part 1

Mr/Mrs/Ms_____Surname_____Forename Names _____

Address

_____

D.O.B.

Occupation:	Payroll No:	Department: Section:

When and where did the incident occur? (please complete all of the boxes below):

Date: Time: am/pm	Location: (be specific)

When and who did you report the incident to? (Please complete all the boxes below).

Date reported?	Time reported? am/pm	To who reported?

What type of work were you doing? (Please give as much detail as possible of how asbestos exposure occurred)

Were you wearing any protective equipment? e.g. Dust mask, respiratory equipment, overalls, protective gloves etc; (please list below).

What information did you receive prior to commencement of the work regarding the presence of any asbestos in the work area? (Please state below).

I hereby declare that the statements and particulars contained in my report (part 1) are true, to the best of my knowledge, and that no material information within my knowledge has been withheld.

Signature:	Date:

Part 2 To be completed by the responsible person, of the employee involved in the incident (please complete all of the boxes below)

Do you agree with the details provided by the employee overleaf, if no please explain why not in the box provided below.

YES	NO

Have the materials in question ever been analysed for the presence of asbestos? If yes please provide the details:

YES	NO

Name and address of analyser?	When was the analysis done?	What was the result of the analysis?

If the materials in question have not been analysed please arrange for the materials to be immediately sampled and complete the boxes below once the results of analysis have been returned.

Location of and type of material sent for analysis? Location: Type of material:	When was the sample taken for analysis and by whom Date: Name:	Results of analysis Negative / Positive Percentage: (if any) Type: (if any)

Result of Air Test: Positive/Negative (delete as necessary)	Date of Air Test: Time: am/pm

Action taken following the incident:

Name:	Designation:
Signature:	Date:

Part 3 This section is to be completed by the Health & Safety Advisor (where applicable).

Signature:	Date:

Address Line

Address Line

Address Line

Address Line

To whom it may concern

RE: Potential Exposure to Asbestos Fibres – *Address*

Following an incident, detailed below, which may have resulted in the accidental release of Asbestos fibres, it is our duty under the Control of Asbestos Regulations 2012 to advise you accordingly.

On *date*, you (name of employee) may have been exposed to elevated levels of asbestos fibres following accidental damage to asbestos containing materials, *this was situated within the roof space/loft, at the above named property*.

Under Regulation 15(4) of the Control of Asbestos Regulations 2012, this letter formally informs you of the potential exposure to which you may have been involved in, and a copy should be placed in a safe place this is usually with your General Practitioner.

PLEASE ENSURE A COPY OF THIS LETTER AND AS1 IS KEPT INDEFINITELY, EITHER WITH YOURSELF OR YOUR GP.

Should you have any questions relating to the exposure, please contact the undersigned.

Regards

Cassiltoun Housing Association

Appendix 2 – Contractors Sign Off Sheet

PROPERTY MAINTENANCE/WORKS SIGN-OFF SHEET

CONTRACTORS UNDERTAKING ANY WORK WITHIN THE BUILDING **MUST** READ THE PROPERTY SPECIFIC ASBESTOS SURVEY AND COMPLETE THIS FORM

Date	Company Name	I confirm that I have read the property specific Asbestos Survey and we will not interfere with or damage any asbestos containing material**: SIGNED:**

Appendix 3 - Asbestos Update Form

This form must be completed by all staff or contractors who remove asbestos from Cassiltoun Housing Association properties. It must be returned to housing@cassiltoun.org.uk
Address of property where asbestos removed or encapsulated: _____ _____
Names and address of contractor carrying out work _____ _____
If Licensed work please complete **License Number** _____ **Expiry Date** _____
Details of Job **Exact work location/description of where on the premises works is to be carried out** **Sample Number:** _____ **Exact details of type of asbestos and how much has been removed** _____ **Details of any asbestos left in situ in the area of work i.e. type and amount.** _____
Signed: **Dated:**