



Belmont House, 57 Belmont Road, Cambuslang, G72 8PG

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Policy Name	Abestos Management Policy
Policy Author	Assistant Director (Property Services)
Approved by Sub Committee	October 2021
Approved by Management Committee	February 2022
Latest date of Next Review	July 2022

West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.



**Registered with the Scottish Housing Regulator No. 203
Registered Charity No. SCO38737, VAT Registration No. 180223636
Registered society under the Co-operative and Community Benefit
Societies Act 2014**

1. Aims and Objectives of the Policy

- 1.1. This policy provides an overview of how West Whitlawburn Housing Co-operative (WWHC) will ensure that it complies with all relevant legal and health and safety requirements in respect of all properties under our management containing, presumed to contain, or liable to contain Asbestos Containing Materials (ACMs).
- 1.2. The aim of the policy is to, where reasonably practicable, minimise the risk of exposure to ACMs of customers, employees, contractors and members of the public affected by the work activities of WWHC in all owned, factored or managed properties
- 1.3. The objectives of the policy are:
 - To provide an understanding of the “duty to manage” placed on WWHC by the Control of Asbestos (CAR), 2012 regulations
 - To establish responsibilities in relation to both employer and landlord duties where ACM’s are present in premises under our control;
 - To ensure compliance with current legislation and best practice in accordance with CAR 2012 and all appropriate Health & Safety legislation and codes of practice;
 - To ensure so far as is reasonably practicable that WWHC identify and manage all risks involved from the presence of ACM’s within the fabric of any of our properties;
 - Where necessary, to provide all relevant asbestos safety information to our customers and work pro-actively in conjunction with our appointed consultants and contractors to inspect and maintain all ACM’s that WWHC are responsible for, in accordance with HSE guidance;
 - To maintain a structured recording and monitoring process on ACM’s contained in our properties using WWHC’s asbestos register.

2. Legislation & References

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Control of Asbestos Regulations 2012
- L143 - Managing and Working with Asbestos - Control of Asbestos Regulations 2012. Approved Code of Practice and guidance
- INDG223 - Managing asbestos in buildings: A brief guide
- HSG264 - Asbestos: The survey guide.
- HSG210 - Asbestos Essentials -

- Construction (Design and Management) Regulations 2015

2.1 Equalities:

Our Asbestos Management Policy is written in line the Co-operative's Equality and Diversity Policy to ensure equality of treatment for all tenants without discrimination or prejudice. At all times the Co-operative will therefore consider all tenants, regardless of sex, faith or religion, race, ethnic origin, sexual orientation, mental or physical health, disability or marital status.

3. Background

3.1. Asbestos is a fibrous mineral substance historically used in many applications for fire protection and insulation. ACMs are found in a wide variety of common building materials, from ceiling and floor tiles, pipe insulation, wall and ceiling boards (including some textured coatings), corrugated roof sheets and storage heater insulation. It is generally found in older premises and equipment (e.g. built or refurbished before the year 2000).

3.2 As long as the ACM remains in good condition and it is located somewhere where it cannot be easily damaged then it should not become a risk. ACMs only become dangerous when broken up and the fibres are released into the air. When these fibres are inhaled, they can cause serious diseases.

4. The Duty to Manage Asbestos

4.1. The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012 (CAR2012).

Regulation 4 defines the 'dutyholder' as;

- The person or persons in control of maintenance activities (widest sense) whether that be the occupier, landlord, sub lessor or managing agent.
- Where there is more than one such "dutyholder," the relative contribution to be made by each such person in complying with the requirements of this regulation will be determined, in most cases, by the degree of responsibility over matters concerning the fabric of the building and the maintenance activities carried out there, i.e. the extent to which they control and or direct maintenance activities.

4.2. It requires WWHC, where it is the 'dutyholder' to ensure that competent persons are engaged to:

- assess whether the premises are liable to contain asbestos and identify its location and condition (or, alternatively, assume asbestos is present and manage the premises accordingly).
- assess the risk from any located (or assumed) ACMs and to identify vulnerable or damaged ACMs and arrange for their repair and/or protection or, where necessary, arrange removal by somebody competent to do this.

4.3. This regulation covers the duty to manage asbestos in non-domestic premises. The duty to manage ACMs does not apply to domestic premises and does not place any direct duties on landlords for individual houses, private homes or flats. However, the duty does apply to the 'common parts' of premises, including housing developments and blocks of flats

- The common parts of such domestic premises might include foyers, corridors, lifts and lift shafts, staircases, roof spaces, gardens, yards, outhouses and garages but not the private domestic area inside each flat or home.
- Common parts do not include rooms within a private residence that are shared by more than one household such as bathrooms and kitchens in shared houses and communal dining rooms and lounges in sheltered accommodation.

As employers, WWHC also have duties under the general requirements of CAR 2012 to identify asbestos, carry out a risk assessment of work liable to expose employees to asbestos and prepare a suitable written plan of work.

The Health and Safety at Work etc. Act 1974, section 2, requires all employers to conduct their work so their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety. Section 3 places duties on employers and the self-employed towards people not in their employment and section 4 contains general duties for anyone who has control, to any extent, over a workplace. In addition, the Management of Health and Safety at Work Regulations 1999⁸ require employers to assess the health and safety risks to third parties, such as customers or members of the public who may be affected by their activities, and to make appropriate arrangements to protect them.

4.4. These requirements mean WWHC, have legal duties to ensure the health and safety of their staff (and others) in domestic premises used as a place of work (e.g. during maintenance or reactive repairs activities).

5. Asbestos Management Plan

5.1. To manage the risks from ACM's where WWHC is the 'dutyholder', by establishing an Asbestos Management plan that:

- identifies senior managers and key personnel with overall responsibility for ensuring that asbestos management policy development and implementation is carried out and reviewed regularly,
- Commits WWHC to the provision of appropriate financial resources to ensure that regular asbestos inspection checks and maintenance are carried out based on recommendations from asbestos surveys,
- Employs suitably competent persons to survey and provide recommendations of whether to repair, seal or remove ACMs if there is a risk of exposure due to their condition or location,
- Maintains an up-to-date record of the location, condition, maintenance and removal of all ACMs on our premises,
- Maintains ACMs in a good state of repair and regularly monitor their condition,
- Includes detailed operational procedures and guidance on managing ACM's in our properties,
- Informs anyone who is liable to disturb the ACMs about their location and condition,
- Has arrangements and procedures in place so that work which may disturb the ACMs complies with CAR 2012 and associated HSE ACOP's and guidance material,
- Ensures that all WWHC employees involved in the delivery, procurement and organisation of asbestos related work will be suitably qualified and/or trained to carry out all work requested in a safe and appropriate manner,
- Ensures that all contractors working on our behalf have the necessary competence to carry out all asbestos related work activities in a safe and appropriate manner,
- WWHC reviews the plan at regular intervals and makes changes if circumstances or legislation changes dictate.

5.2. Where WWHC is the "dutyholder" there are several key roles with responsibilities that will deliver the Asbestos Management Plan and associated Health & Safety requirements. These include:

- The Management Committee who work with the Director of WWHC in supporting and promoting good health and safety management practice.
- The Director of WWHC who retains overall responsibility for the implementation of the Asbestos Management Policy and

Procedures and all operations therein. These operational responsibilities have been distributed amongst employees that have duties to perform in relation to the day-to-day requirements for health and safety in the workplace and in relation to the management of asbestos in WWHC properties.

- Assistant Director, Property Services and all other Senior Staff within WWHC are responsible for policy and procedure implementation in reference to the Control of Asbestos where their sphere of operation instructs work or personnel to carry out activities on behalf of WWHC which involves, is likely to disrupt, or could expose the employee, contractors, customers or members of the public to ACM's without following the control measures defined in the Asbestos Management Plan.
- All WWHC employees who may come into contact with ACM's in their day to day work, or who manage or supervise such activities are responsible for the operational delivery of this policy by ensuring that any work that may disturb or damage asbestos containing materials is avoided. Furthermore that they report to their Line Manager any materials suspected of containing asbestos, where the material become disturbed and/or damaged during the course of their work activities.

5.3. It is the view of WWHC that in almost all cases, a licensed asbestos contractor will be employed for the undertaking of any works required by the management plan.

5.4. Any such work that cannot be demonstrated to be non-licensable and not Notifiable Non Licensed Work (NNLW) will be carried out by a contractor licensed by the HSE. This will be the WWHC's default position in case of doubt.

5.5. WWHC's employees or contractors may undertake non-licensable works that are NNLW provided that the people undertaking the works can demonstrate that they have received both theoretical and practical training that is refreshed at least annually. WWHC sends out requests to any contractors who may come into contact with AC

6. Monitoring and Review

6.1 This policy will be reviewed initially on 3 yearly basis or sooner should legislation or best practice guidance dictate.

Policy Implementation Checklist

Equality and Diversity Compliant	Yes
Equality Impact Assessment required	No specific issues of concern
Data Protection (GDPR) compliant	Yes
Health & Safety compliant	Yes
Training requirements	
Regulatory Framework Assurance Information Bank Updated	AN3
Policy Implementation	
Reporting arrangements Property Sub Committee	Quarterly Compliance Update Report
Policy register updated	Following Committee Approval
Published on Website	Following Committee Approval
Publicity material issued	N/A
Related Policies	Standing Orders External Audit Risk Management Business Plan Annual Assurance Statement

West Whitlawburn
Housing Co-operative Limited

Asbestos Management Plan

Full Review - August 2021

1 Asbestos Management Plan (AMP)

- 1.1 The purpose of the Asbestos Management Plan (AMP) is to assist with the control and management of ACMs in The Co-operatives non-domestic properties and communal areas. All non-domestic properties constructed prior to 2000 will be subject to the AMP.
- 1.2 The duty to manage applies to all non-domestic premises and communal areas including shops we let and the community centre we manage, as well as other communal areas like closes, roof spaces, entrances, foyers, etc.

2 The Duty Holder

- 2.1 The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations (CAR) 2012. It requires the person who has the duty (i.e. the 'duty holder') to:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- 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 - or materials which are presumed to contain asbestos
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

There is also a requirement on others to co-operate as far as is necessary to allow the duty holder to comply with the above requirements.

3 Personnel and Responsibilities

- 3.1 WWHC's Asbestos Policy and the persons named in the Health and Safety policy statement have overall responsibility for ensuring the health and safety of employees and others using the Co-operative's properties including the protection of those persons from asbestos.

3.2 The Duty Holders tasks (not the responsibility) are delegated to the Asbestos Co-ordinator who should be given appropriate training, authority and resources to enable him to fulfil this role and report to the Management Committee and Director. The Asbestos Co-ordinator will be responsible for the development and implementation of the following:

- The Asbestos Policy Statement
- Organisation and arrangements to put the Asbestos Management Plan into effect
- Maintenance and amendment of the Asbestos Register
- Annual and periodic review of the operation of the Asbestos Management Plan
- Vetting or appointment of licensed and non-licensed asbestos contractors to undertake work on asbestos containing materials
- Ensuring supervision of asbestos removal works
- Maintenance of records associated with work with asbestos
- Training and staff liaison regarding asbestos containing materials

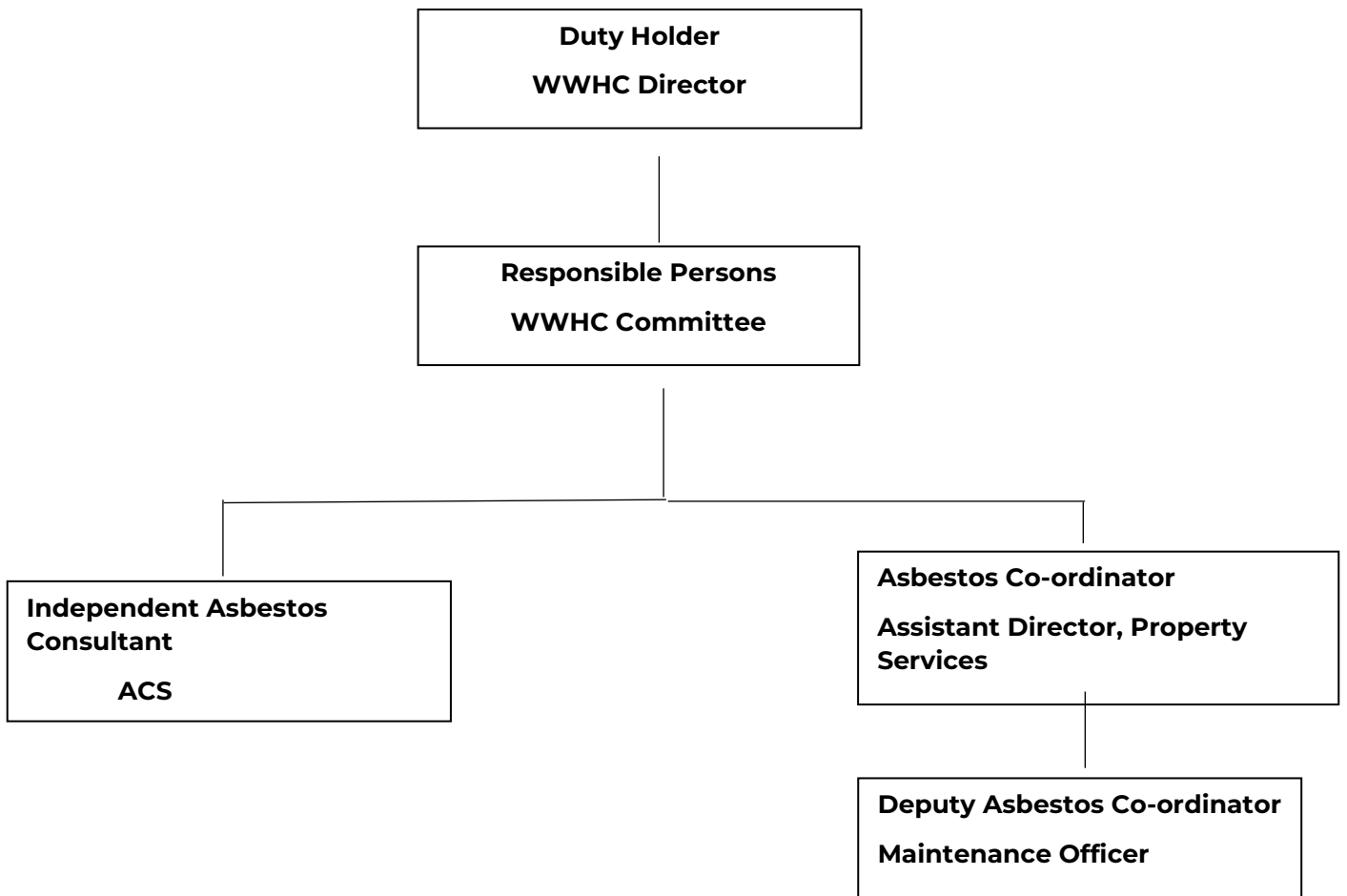
3.3 The Deputy Asbestos Co-ordinator reports to the Asbestos Co-ordinator and adopts the role of the Asbestos Co-ordinator in his absence.

3.4 Independent Asbestos Consultants ACS who are available to provide technical and legal advice to the Asbestos Co-ordinator and his Deputy as and when required.

3.5 The independent Consultant also supervises/monitors asbestos works as and when required to do so, including completing surveys, sampling, analysis and the issue of relevant certificates/documentation.

3.6 The independent Consultant also advises upon the competence of licensed and non-licensed Contractors during the selection of Contractors.

3.7 Organisational Hierarchy chart:



3.8 Contact Details

Asbestos Co-ordinator

Name: Grant Clayton
 Designation: Assistant Director, Property Services
 Office address: West Whitlawburn Housing Co-operative
 57 Belmont Road
 Telephone: 0141-641-8628
 email: gclayton@wwhc.org.uk

Deputy Asbestos Co-ordinator

Name: Dave Kinloch
 Office address: West Whitlawburn Housing Co-operative
 57 Belmont Road
 Telephone: 0141-641-8628
 email: dkinloch@wwhc.org.uk

Independent Asbestos Consultant

ACS Environmental Services
 Unit 4, The Claremont Centre
 Durham Street

Glasgow
G41 1BS
+44 (0)141 427 5171

4 Identification of Asbestos

4.1 The Co-operative will increase the intelligence of our stock with regards to asbestos by carrying out surveys to establish the presence, location and type of asbestos contained within a property owned by the Co-operative.

Surveys will be carried out as follows:

- Management surveys on all non-domestic properties and communal areas (built before 2000)
- Where major works are being carried out and ACMs are suspected
- Management or Refurb/Demo survey* on properties due for works
- A 10% sample of stock not subject to any of the above.
- We shall strive to limit the use of cloned data based on non-domestic properties and communal areas..
- Refurbishment works carried out and previous survey information.

4.2 The survey type is determined by the scale of the work:

5 Management surveys

5.1 An asbestos management survey is a non-intrusive survey, which should be completed by a competent person and meet the criteria specified in Asbestos: The Survey Guide (HSG264).

The surveyor completing this work is expected to be capable of determining the number of samples necessary in any given room based on the material, location and their experience.

5.2 Management Surveys sample all readily accessible suspect materials and are generally commissioned in order to develop general information on the incidence of ACM's across housing stock and office/commercial premises.

6 Refurbishment and demolition survey

6.1 If down-taking or intrusive maintenance work is planned, then a Refurbishment and Demolition Survey should be completed instead of a Management Survey. Refurbishment and demolition surveys are undertaken where significant disruptive works will be carried out in properties.

- 6.2 While this typically relates to demolition and major refurbishment works the HSE have issued guidance stating that this type of survey should be undertaken in advance of planned improvement project e.g. kitchen and bathroom replacement projects. (Refurbishment & Demolition surveys sample all suspect materials, and are intrusive leading to damage to wall panels, floors, service risers etc.).
- 6.3 Where improvement programmes are to be undertaken in the housing stock for example: kitchen and/or bathroom replacement programmes, a representative sample number of Refurbishment & Demolition surveys will be carried out on each Property type included in the project.
- 6.4 Surveys will be undertaken by a UKAS Accredited surveyor/organisation. Surveys will identify and record the location, extent, condition and type of any known or presumed ACM. Surveys can be instructed by any member of the Maintenance Services team but all completed surveys must be copied to the Asbestos Co-ordinator and Deputy Asbestos Co-ordinator.

7 Management Strategy

- 7.1 Surveys of premises for the purposes of identification and assessment of ACM will be carried out in full accordance with the guidance set out in the HSE publication, HSG264 -Surveying, Sampling and Assessment of Asbestos-Containing Materials.
- 7.2 WWHC will ensure that appropriate sample Refurbishment / Demolition Surveys will be carried out prior to any demolition work or major refurbishment within properties with ACM.
- 7.3 WWHC will ensure that all external consultants and contractors working on such surveys utilise laboratory testing using appropriate experience and accreditation to either ISO 17025 or EN 45013. All Management asbestos surveyors used by WWHC will be trained to BOHS P402 standard.
- 7.4 WWHC will carry out sample surveys of all materials within their domestic and non- domestic buildings. These surveys enable WWHC to be aware of the exact location, extent and condition of all ACM in the properties that they have surveyed.
- 7.5 These sample surveys will be Management, and where appropriate, Refurbishment/Demolition in line with all current regulations.
- 7.6 The findings of all surveys will be used for management purposes, to be defined in subsequent sections of this document.

- 7.7 Existing survey reports include photographic evidence, laboratory analysis certificates and marked-up building plans (where available). These can be viewed on WWHC's asbestos management system.
- 7.8 Regulation 4(6) of the CAR requires review of the assessments resulting from such surveys if there is any reason to suspect that assessment is no longer valid or if there have been significant changes to the property.
- 7.9 To comply WWHC will undertake periodic re-inspections in accordance with the Risk Assessment Scores (RAS), with any changes recorded in the records. Additionally, there will be annual reviews by the Assurance and Governance Team for the purposes of ensuring the management plan and survey records remain up to date and valid. The duty holder will ensure the conclusions of any reviews are recorded as described previously.

8 Assessment of Risk

- 8.1 Regulation 4(8), part (a) carries the requirement to undertake an assessment of the risk of exposure of persons to asbestos fibres. The assessment of risk will utilise the results of the Material Assessment Score (MAS) for the identified ACM. This will be provided by the surveyor.
- 8.2 WWHC will determine the priority for management of ACMs by assessing the likelihood of those materials being disturbed. This priority assessment will take into account such factors as;
- The location of the material
 - Its extent
 - The use to which the location is put
 - The occupancy of the area
 - The activities carried out in the area; and
 - The likelihood/frequency with which maintenance activities are likely to take place
- This will enable the production of a Priority Assessment Score (PAS) for management.
- 8.3 The full assessment of risk of exposure, will include both the MAS and PAS for each ACM identified. This is known as the Risk Assessment Score (RAS), and is the score from the addition of the MAS and the PAS.

$$\text{RAS} = \text{MAS} + \text{PAS}$$

- 8.4 Surveys and assessments on any subsequent acquisitions, WWHC will undertake to have completed both the PAS and the full risk assessment on each ACM on receipt of the sampling survey results.
- 8.5 Both the PAS and the results of the risk assessment will be recorded and made fully available as necessary in WWHC's Asbestos Management database.
- 8.6 The Asbestos Co-ordinator (and in their absence Deputy Asbestos Co-ordinator) will ensure that the risk assessment process is undertaken within 10 working days of receipt of the survey report. This will also include the updating of WWHC's asbestos Management database.
- 8.7 The Co-operative will appoint a suitably qualified contractor to carry out asbestos surveys and assess the risk in relation to ACMs by carrying out a material risk assessment and detailing:
- Property code
 - Property address
 - Material type
 - Location
 - Damage
 - Surface treatment
 - Asbestos type
 - Recommendations to remove/monitor/label/manage
- 8.8 It is not the policy of the Co-operative to remove ACMs that are in good condition and present insignificant risk to the health of the building occupants, however we recognise the need for flexibility where there is a case made for specific removal.

If the Co-operative decides to leave the asbestos in situ then it will:

- Log the details on the register and refer user to survey which will include a floorplan of the property with ACM areas highlighted.
- Ensure that all tenders for planned and cyclical works include reference to the Control of Asbestos Regulations 2012 and the Co-operatives asbestos register.

Work orders for reactive repairs will highlight areas of ACM. Damaged ACMs will be made safe either by encapsulating or by removing the ACM entirely. The Asbestos Management Database

will be updated to reflect the action taken.

8.9 Communicating with our Contractors

Prior to any work being instructed and carried out in properties owned or managed by The Co-operative, the Asbestos register must be consulted and information in relation to ACMs communicated to contractors.

8.10 Contractors Responsibilities

Contractors (including sub-contractors) working for the Co-operative are responsible for ensuring that all employees under their control reference the Asbestos Register and understand its content and actions required. They are also responsible for ensuring all employees under their control work in line with the Co-operatives Asbestos policy and management plan and have received Asbestos Awareness training.

The Co-operative has the same responsibility for its staff.

Prior to starting a job if a contractor suspects the presence of asbestos, they must not start it and contact the Co-operative for advice. If the property has not been previously surveyed and was constructed prior to 2000 the job must be postponed until a survey is carried out.

When, during the course of any work, asbestos or material suspected of being asbestos, not identified by the asbestos register is discovered, the contractor will ensure that:

- All work is stopped in the area;
- All persons are removed and kept out of the immediate vicinity without causing undue concern
- The area is closed, sealed or locked off (where practicable).
- Any equipment or materials are left in place. These will require to be disposed of as special waste depending on the result of sampling.
- A warning sign(s) with the following, or similar, wording: 'POTENTIAL ASBESTOS HAZARD - KEEP OUT' is prepared and prominently displayed. Where this is not deemed appropriate to use this type of wording alternative strict entry prohibition notices will be used.
- The Maintenance Officer/Director of Maintenance is immediately notified.
- Arrangements are made for the suspected ACM to be sampled by a competent Asbestos Surveyor and analysed by a UKAS Accredited Laboratory.

- The above may vary depending on the particular circumstances involved.

Contractors should refer any queries to The Co-operative at the earliest opportunity.

9 Communicating with our Tenants

- 9.1 Where asbestos materials are identified, are in good condition and remain in-situ, tenants will be provided with information – see Appendix 1

The information letter will be included in sign up packs for new tenants or sent to existing tenants where asbestos has been found.

The Co-operative will develop ongoing information, newsletter articles and website updates.

10 On-going Monitoring

- 10.1 All asbestos records and procedures must be regularly monitored and reviewed. It is imperative that all asbestos documents are kept up to date and are accessible to staff and contractors. The Asbestos register provides details on areas and properties surveyed and their findings recorded located on the Co-operatives G drive:

[Link to Asbestos Register.](#)

- 10.2 The register is set up to be read only for most staff. Editing permissions are set for the Asbestos Co-ordinator and Deputy Asbestos Co-ordinator
- 10.3 Any changes to the condition and location of any known or suspected ACM's must be recorded on the asbestos register and associated files

Similarly, any removal work or encapsulations must be recorded with encapsulations subject to annual inspections

- 10.4 Amendments to the Asbestos Register, Asbestos Management Plan and Asbestos Management database
- 10.5 It is vital that the Asbestos Register, Asbestos Management Plan and Asbestos Management database are amended to reflect the existing situation and conditions. It is the responsibility of the Asbestos Coordinator to ensure that such amendments are completed and accurate.
- 10.6 The Asbestos Register and Asbestos Management Plan are only to be amended by or with the authority of the Asbestos Co-ordinator.

10.7 A review of the Management Plan is to be undertaken by the Asbestos Co-ordinator and external Asbestos Consultant every 12 months unless:

- There are changes in site conditions (e.g. changes in personnel or use of building)
- There are changes in the condition of asbestos containing materials
- In such cases, the Plan will be amended and re-issued immediately
- Important areas for assessment review are:
 - Confirmation that removal, repair and encapsulation works have been completed satisfactorily
 - Checking that periodic monitoring of the condition of remaining asbestos containing materials is effective
 - Confirmation that records are being maintained and kept up to date
 - Investigation of incidents/accidents, development of future preventative measures
 - Checking that the plan is communicated to all concerned and included in tenders and contracts from external companies
 - Confirmation that emergency procedures are in place and that the emergency services are aware of the presence of asbestos on the premises

11 Identification of damaged or disturbed suspect material

11.1 It is the responsibility of staff and contractors to report to The Co-operative if they suspect that disturbed or damaged ACM's may be present in a building owned or partly owned by the Co-operative. Where this is suspected the following applies:

- Immediate contact with a licensed asbestos survey contractor to identify if the material contains ACM's
- Where damage to any material known to contain asbestos has taken place and is likely to give rise to airborne fibre release, the area must be isolated pending air monitoring tests being carried out.
- Air monitoring tests will determine the level of any potential
- Contamination, or provide reassurance that unacceptable contamination has not occurred.
- Details of air test results will be made available for recording purposes
- Remedial action will only be required when airborne fibre levels exceed levels as stated in the 2010 Health & Safety Guidance (HSG) 264 guidance

- When remedial action becomes necessary after exposure, the relevant facts may have to be reported to the HSE in accordance with RIDDOR. Advice may be sought from a licensed asbestos survey contractor to determine whether the incident is in fact RIDDOR reportable.

12.0 Review of the Policy and Management Plan (Annual)

12.1 The Management Plan will be reviewed in July 2022 or earlier to take into account:

- Legislative, regulatory and good practice requirements
- Co-operative performance
- The views of the Board, tenants, other customers, contractors and staff.
- WWHC's Risk Register
- Co-operative Aims and Objectives.

Appendix 1

Information Issued to Tenants

West Whitlawburn Housing Co-operative Limited

Belmont House, 57 Belmont Road, Cambuslang, G72 8PG
Telephone: 0141 641 8628 Fax: 0141 641 8028
www.wwhc.org.uk Email: enquiries@wwhc.org.uk



Dear Tenant,

West Whitlawburn Housing Co-operative- Properties Containing Artex Materials

We write to advise you that WWHC are aware that some of our properties have Artex materials on either the ceilings or walls, or in some cases both.

Artex does not present a significant risk if left in place and undisturbed. In some cases, we have found that the Artex materials can contain small levels of asbestos. Given that the asbestos is tightly bound into the Artex mixture, there is no risk unless materials are disturbed.

If you have Artex coated surfaces in your property, we recommend that you do not drill or try to remove the material without first contacting the Property Department for advice and guidance. Where necessary, the Property section will arrange for the material to be tested for any asbestos content, and make proper arrangements for the work to be carried out by a specialist contractor.

We would stress that in normal circumstances where the Artex is not damaged or disturbed there is no risk to you and your family. The small risk arises only when the materials are subject to disturbance.

We are also aware that there are some other areas within your property where asbestos containing materials are very likely to be present and as such, we would, as per required in your tenancy agreement, advise that you contact us to discuss any planned alterations or improvement works in order that we can assess and advise on the risk.

If you have any concerns in relation to the above information please do not hesitate to contact the Property Section who will be only too willing to provide guidance.

Yours sincerely,

Grant Clayton
Assistant Director (Operations)

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Dear

Artex Decoration Information

The co-operative considers it advisable to inform you that the property you have been allocated has previously been decorated with an artex type material either on the walls or on the ceilings.

In the past some artex materials have been found to contain very small quantities of asbestos material. The level of risk associated with asbestos in artex materials is considered to be extremely low under normal circumstances.

Any hazards associated with artex are only likely to rise when removal of large areas is carried out; the accepted method for proper management of the material is to leave it in place.

Is at any point in the future, you intend to remove artex from your property, or carry out work that would disturb the artex (e.g. drilling, sanding etc) please contact our Property Maintenance Department on 0141 641 8628 for further advice.

Signature of Housing Officer: _____ Date: _____

Signature of Tenant: _____ Date: _____

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Szanowna/Szanowny,

Informacja o wykończeniu z Artexu

Spółdzielnia uważa za konieczne poinformowanie Ciebie, że lokal, który został Ci przyznany był poprzednio wykończony materiałem typu artex na suńcie lub na ścianach.

W przeszłości stwierdzono, że niektóre materiały z artexu zawierają bardzo małe ilości azbestu. Poziom ryzyka wynikającego z obecności azbestu w materiale typu artex jest uznawany za niezmiernie niski w normalnych warunkach.

Wszelkie zagrożenia wynikające z artexu mogą wystąpić tylko wtedy, gdy usunięty jest jego duży fragment, przyjęto więc, że właściwą metodą postępowania jest pozostawienie materiału w miejscu, w którym się znajduje.

Jeżeli kiedykolwiek w przyszłości zamierzasz usuwać artex ze swojego lokalu, lub prowadzić prace, które mogą artex naruszyć (np. wiercenie, ścieranie, itp.) proszę o wcześniejszy kontakt z Działem Utrzymania Nieruchomości (Property Maintenance Department) pod numerem 0141 641 8628 w celu uzyskania niezbędnych informacji.