

Tenant's Home Improvements ~ Asbestos works



When you make an application to the Home Ownership Officer for improvements the scope and nature of the work will be checked by the Building Works Manager and if necessary a qualified asbestos officer. There may already be a Type 2 "Non-Invasive" asbestos survey for the home, if not one will be commissioned straight away. However, if the work involves demolition or extensive remodelling we may also commission a Type 3 "Invasive" survey of those specific areas where the work is to take place. Both surveys if required are free of charge (See Note A).

Once we had a detailed schedule of works and an idea of your intended programme the asbestos officers can then decide what actions may be necessary.

Any meetings necessary with Waverley's officers will be in normal working hours Monday to Friday.

The asbestos containing materials (ACM's) may be encapsulated, chemically scraped or removed. Costs for this professional asbestos removal will be free of charge at the present time (See Note A).

Asbestos work may be split into both licensed and unlicensed works. This is based on the risks that those materials present to anybody disturbing them.

Licensed works include:

- Asbestos insulation (all forms)
- Asbestos insulation board (AIB)

All other forms of asbestos removal works are unlicensed

All asbestos removal works whether licensed or unlicensed will be carried out by WBC's appointed fully licensed specialist asbestos contractor.

Unlicensed works do not require any notice to the HSE (Health & Safety Executive) so in the majority of cases can be done much quicker than licensed works.

Licensed asbestos works require that our asbestos removal contractor give 14 days notice to the HSE. A floor plan will be required for this application. The preparation of any paperwork for this notice together with the 14-day delay must be allowed for in your programme of works.

Licensed works will also require the building of a temporary enclosure on site to contain the risks and the use of a decontamination trailer for cleansing of site operatives. Repair of spoilt decorations following the use of enclosures is your responsibility. The trailer may need to have both water and electrical power feeds whilst it is in use. The placement of both the enclosure and the isolated and dedicated access and exit route may severely limit the use of your home whilst works are in progress. You must ensure that our contractor has free and unhindered access on the date stated in the 14-day notice.

Tenant's Home Improvements ~ Asbestos works

The date for the works can only be altered by agreement with Waverley, its contractor and only once confirmed in writing to the HSE.

Following the removal of asbestos insulation board (AIB) and/or asbestos insulation products where enclosures are used, there will be a mandatory inspection in order to provide a certificate of reoccupation. This process of examination and test is known as "Four Part Clearance". This inspection is again free of charge at this time (See Note A).

From time to time the asbestos officers may also commission what is termed "Reassurance Testing". This helps to prove that the method statement provided at the start of the work was appropriate and has worked correctly. The issuing of requests for reassurance testing is at the discretion of the asbestos officers. Any random testing is free of charge at the present time (See Note A).



All "Four Part Clearance" and "Reassurance Testing" is carried out by independent UKAS accredited licensed laboratories that have no connection with either the nominated asbestos contractor or Waverley Borough Council.

For both licensed and unlicensed works Waverley and their appointed contractors will endeavour where reasonably possible to meet your anticipated programme. However, no liability can attach to Waverley Borough Council or its contractors in respect of missed dates, delayed works or additional costs arising directly or indirectly from the asbestos surveying and removal works.

Where asbestos products are scraped or removed it will be your responsibility to include in your scope of works any:

- Material replacement
- Making good
- Decorations

There may be other approvals and inspections required as part of the Home Improvement works. If this is the case applications must be made directly to the appropriate department at Waverley. This may include the Building Control Section and/or the Planning Department.

Waverley only uses contractors who can prove that they have had Asbestos Awareness Training in accordance with the Control of Asbestos Regulations 2006 (CAR2006). You are strongly advised to do the same.

Any person or contractor working on Waverley properties must exercise caution at all times and if further suspect materials are found following the asbestos works they must stop work immediately and call Waverley's Housing Asbestos Team on 01483 523109.

If you or any member of your household fails to:

- Adhere to the Waverley guidelines for home improvements
- Breaches Health & Safety guidelines
- Ignores any specific verbal or written requests concerning the works

Tenant's Home Improvements ~ Asbestos works

- Knowingly disturbs or allows others to disturb asbestos containing materials
- Conceals asbestos information from contractors working in the home
- Or otherwise put peoples health at risk

it will be it is deemed to be a major breach of the tenancy agreement.

All decisions by our qualified and experienced asbestos officers regarding contractors, works and other asbestos matters are final and binding.

Failure to adhere to the guidelines for home improvements will mean that the project is cancelled with immediate effect. The standard Waverley reinstatement clause will then apply.

Where you as a tenant and/or your contractor(s) creates a hazard, knowingly or otherwise you shall be responsible for all the costs of:

- Asbestos removal contractor carrying out damage limitation works
- Deep cleaning of contaminated people
- Cleaning and or disposal of contaminated goods
- New for old costs for replacement of contaminated goods
- Independent laboratory inspection and Certificates of Re-occupation
- Incidental costs arising from temporary accommodation

All other incidental costs arising directly or indirectly from this incident

Exposure of tenants, Waverley staff, contractors and other third parties to asbestos containing materials will leave the perpetrators open to criminal prosecution by Waverley Borough Council, Health & Safety Executive and other individuals through the criminal courts. Medical and incident files for exposure to asbestos are retained for a period of 40 years.

Health & Safety Legislation along with Asbestos Legislation comes under criminal law and not civil law. Therefore the ultimate punishment is imprisonment.

Any modifications to asbestos containing materials will be recorded on the asbestos register.

Information will be supplied to you regarding the risks of carrying out work without first obtaining the Council's permission.

The Council does make general information about asbestos available on it's web site at www.waverley.gov.uk/

Note A

The council has elected to manage both the process and removal of asbestos for tenant's improvements free of charge at the present time. These accumulating costs will be recorded and monitored over a one year period. If the costs prove to be higher than the council believes reasonable and affordable, then the department reserves the right to charge the tenants. Charges will be levied on a sliding scale. No costs or scale have yet been formalised. The free-of-charge period runs from August 2008 until August 2009.