

Asbestos Management Procedure

Window Works Affected by Asbestos Soffit Boards

Objective

To identify the location of soffit boards containing asbestos which may affect the removal and installation of replacement windows, and to present the subsequent safe systems of work.

Procedure

1. Property is surveyed for replacement windows and a Type 1 location & assessment survey (presumptive) is conducted on the area surrounding the window (as detailed in MDHS 100¹).

Scenarios

- a) Windows do not abut soffit board;
 - No further action required. Window installation works proceed.
- b) Windows abut soffit board. Soffit board is positively identified as not an asbestos containing material (e.g. plywood);
 - No further action required. Window installation works proceed.
- c) Windows abut soffit board. Board material unidentified. Presume asbestos;
 - Further action required - see step 2.
- d) Windows abut soffit board. Board material reasonably suspected of containing asbestos. Strongly presume asbestos;
 - Further action required - see step 2.

2. Soffit board presumed or strongly presumed as being an asbestos containing material (ACM). Check RSL's asbestos management database.

Scenarios

- a) RSL's asbestos management database shows that an analytical survey² has been undertaken and the results confirm the board is *not* an ACM;
 - No further action required. Window installation works proceed.
- b) RSL's asbestos management database shows that an analytical survey² has been undertaken and the results confirm that the board *is* an Asbestos Insulating Board (AIB);
 - Further action required - see step 3.
- c) RSL's asbestos management database shows that an analytical survey² has been undertaken and the results confirm that the board *is* of Asbestos Cement (AC)
 - Further action required - see step 4.
- d) RSL's asbestos management database shows that an analytical survey² has *not* been undertaken;
 - Further action required, see step 5.

1. MDHS (Methods for the Determination of Hazardous Substances) 100 – Surveying, sampling and assessment of asbestos-containing materials (HSE laboratory).

2. Analytical survey - Representative samples have been collected and analysed by a UKAS accredited laboratory for the presence of asbestos (as detailed in MDHS 100 - Type 2 survey)

3. Results of analytical survey *confirm* the board as Asbestos Insulating Board (AIB).
 - a) All works are suspended with immediate effect.
 - b) The RSL's Contract Administrator is notified.
 - c) The RSL's Contract Administrator arranges for a licensed asbestos removal contractor to undertake the safe removal and disposal of the asbestos material.
 - d) The contract administrator provides Anglian's Contract Manager with a copy of the clearance certificate issued by the licensed asbestos contractor.
 - e) Window installation works proceed.

4. Results of analytical survey confirm the board as Asbestos Cement (AC).

Scenarios

- a) The windows are original to the property (eg. timber). It is reasonably assumed that the soffit boards are fixed to the window head and that the window cannot be removed without significant disturbance to the asbestos;
 - Works are suspended. The RSL's Contract Administrator arranges for specialist removal and disposal of the asbestos material prior to installation.
 - b) The windows are not original to the property (e.g. first generation UPVC). It is reasonably assumed that the soffit boards are not fixed to the window head and that the window can be removed with minimal disturbance to the asbestos;
 - The RSL's Contract Administrator is notified. Arrangements are made to proceed with the window installation works in accordance with a specific 'Plan of Work' in full compliance with the "Control of Asbestos Regulations 2006".
 - c) The soffit board is damaged or is in poor condition;
 - Works are suspended. The RSL's Contract Administrator arranges for specialist removal and disposal of the asbestos material prior to proceeding with the window installation works.
5. Analytical survey of presumed ACM has *not* been conducted.
 - a) Works are suspended.
 - b) The RSL's Contract Administrator is notified.
 - c) The RSL's Contract Administrator arranges for an analytical survey.
 - Analytical survey results confirm no ACM – Window installation works proceed.
 - Analytical survey results confirm AIB – see step 3.
 - Analytical survey results confirm AC – see step 4.
 6. During window removal the board becomes damaged and requires removal (as detailed in 4c);
 - a) Remove only the damaged area of the board following the method detailed in section 7 of the GGF Code of Practice - "Work with domestic soffits & rainwater goods containing asbestos cement"; though ensuring full accordance with HSE Guidance Booklet 210 (Asbestos Essentials Task Manual); Task Sheet A14 (Removing asbestos cement sheets, gutters, etc and dismantling a small AC structure).
 - b) Complete the window installation works.
 - c) Notify the RSL's Contract Administrator.
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