

# Asbestos Management Procedure

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## Asbestos Statement

Lambeth Council understands and adheres to all of its responsibilities in regards to the management of asbestos. It will make every effort to reduce the risk from exposure to asbestos to its residents, staff, contractors, leaseholders, freeholders etc to a negligible amount. If this isn't possible then the aim is to reduce the risk to as low as practically possible. This document sets out the procedures Lambeth Council has put in place to reduce the risks.

# Asbestos management

The Lambeth Council Asbestos Policy is managed centrally by Corporate H&S . This controlled Procedure sets out clearly how the housing will implement the Policy and describes the council's current position on asbestos management and the procedures in place for ensuring asbestos is adequately managed. And asbestos issues or updates can be formally brought to the H&S Board that meets on a monthly basis.

The guiding principles identified within this procedure document are based on specific legislation, regulations, approved codes of practice or guidance. Failure to comply with the relevant legislation may lead to criminal prosecution.

## 1. Statutory framework

| 1.1 | <p>Lambeth is bound by the following legislation:</p> <ul style="list-style-type: none"><li>• <u>Health and Safety at Work etc. Act 1974</u> – Lambeth Council is required to conduct its work in such a way that its employees will not be exposed to health and safety risks, and to provide information to other people, such as contractors, about their workplace that might affect their health and safety.</li><li>• <u>The Management of Health and Safety at Work Regulations 1999</u> – Lambeth Council is required to make an assessment of the risks to the health and safety of its employees and people not employed by Lambeth Council (such as visitors, residents or contractors) arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting those people's health and safety.</li><li>• <u>Workplace (Health and Safety and Welfare) Regulations 1992</u> – Lambeth Council have a duty to maintain workplace premises to protect occupants and workers at those premises.</li><li>• <u>The Construction (Design and Management) Regulations 2015</u> – As a 'Client', Lambeth Council is required to pass on information about the state and condition of any premises to the CDM co-ordinator before any work commences and to ensure that the health &amp; safety file for the project is retained by Lambeth Council and to provide access to all involved in the project.</li><li>• <u>The Control of Asbestos Regulations 2012 (CAR 2012)</u></li></ul> |
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| 1.2 | <p>Lambeth Council is required to:</p> <ul style="list-style-type: none"><li>• Take action to manage the risks from asbestos</li><li>• Prevent employees or anyone else who may be affected from being exposed to asbestos, or where this is not practicable, to reduce exposure to the lowest reasonably practicable level</li><li>• Make a suitable and sufficient assessment of risk prior to work being carried out with asbestos and then take steps to control and monitor exposure</li><li>• Provide information, instruction or training for its employees that may come into contact with asbestos during the course of their work.</li></ul>  |
| 1.3 | <p><b>Under regulation 4 of the Control of Asbestos Regulations 2012, where Lambeth Council has maintenance or repair responsibilities or controls access to a premises then Lambeth Council has a 'duty to manage' the risks from asbestos in those premises.</b></p> <p>For the purpose of the regulations the duty holder is not 'the employer', the person or organisation who employs those engaged in work in the building in question. The regulations state that the 'duty holder' is every person who, by contract or tenancy, has obligations relating to maintenance and repair of the relevant premises. If there are no contracts or tenancies, the duty holder will be those who have control of the premises.</p>  |

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|     | <p>The duty holder has a duty to comply with the regulations when working or living in an asbestos related environment.</p> <p>In regards to the Duty Holders obligations, the appointed person, with specific responsibilities for the management of asbestos (according to HSG 264 - paragraph 14) is the Chief Executive with delegated responsibilities to the Health &amp; Safety Team. The Asbestos Safety Advisor(s) are designated as being the 'competent person(s)' in regards to ensuring that procedures are put in place to ensure that Lambeth Council is compliant with all necessary HSE statutory obligations. However overall responsibility will remain with the designated Duty Holder. The Duty Holder will ensure compliance with all respective legislation and responsibilities. However if a contractor is assigned to carry out specific duties within a dwelling or common part and has a 'duty of care' within their remit and it is ascertained that they have been 'negligent' in regards to the management of asbestos then they will be solely held responsible.</p> <p>The duty holder will undertake all necessary steps to ensure that the asbestos information is made readily available to all relevant persons who may be affected by the presence of asbestos containing materials in our premises.</p> <p>In addition to the Control of Asbestos at Works Regulations 2012, a number of other codes of practice and guidance notes are applicable to works involving asbestos, as follows:</p> <ul style="list-style-type: none"> <li>• Managing &amp; Working with Asbestos (L143)</li> <li>• Asbestos: The licensed contractor's guide (HSG 247)</li> <li>• Asbestos: The analysts' guide for sampling, analysis and clearance procedures (HSG 248)</li> <li>• Asbestos: The Survey Guide (HSG 264)</li> <li>• A comprehensive guide to managing Asbestos in Premises (HSG227)</li> <li>• Successful Health and Safety Management (HSG 65)</li> <li>• Asbestos Essentials (HSG 210) - A task manual for building, maintenance and allied trades of non-licensed asbestos work</li> </ul> <p>Lambeth Council will retain electronic copies of most up-to-date versions of these documents so they are available for all staff to access on our intranet site. It is the responsibility of the Asbestos Safety Advisor to ensure that all legislation, guidance and regulations are kept up to date on the Lambeth intranet site and that housing staff are aware of where the relevant documentation is held if they need to consult with the relevant guidance notes</p> |
| 1.4 | <p><u>Under the Defective Premises Act 1972</u>, in its capacity as a landlord's agent Lambeth Council owes to all persons who might reasonably be expected to be affected by any defects in the state of a premises a duty to take such care as is reasonable in all the circumstances to see that they are reasonably safe from personal injury or from damage to their property caused by a relevant defect and that they suffer no illness due to a defect in the premises.</p>  |
| 1.5 | <p>Under the Housing Act 2004 and the Housing Health and Safety Rating System (England) 2006 (HHSRS), in its capacity as a landlord's agent Lambeth Council has an obligation to maintain housing which provides a safe and healthy environment for any potential occupier or visitor.</p>   |

## 2. Procurement and supply chain

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| 2.1 | No asbestos sub-contractor may be employed by any other contractor unless explicitly authorised by the Asbestos Safety Advisor in writing. The Chief Executive shall take appropriate advice in |
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|     | <p>relation to health and safety from the Housing Management Health &amp; Safety Team. The Housing Management Health &amp; Safety Team will be authorised to carry out checks on the competency of the asbestos sub-contractor to carry out works in Lambeth Council managed housing stock. It is the duty and responsibility of the Principal Contractor to manage their asbestos sub-contractors and additional information may be sought by Lambeth Council. Principal Contractors carrying out major works on Lambeth Housing Stock will only be permitted to appoint UKAS accredited surveying companies. In addition all external partners should be aware of their responsibilities and when an asbestos survey is required to be commissioned. All intrusive works will require an asbestos assessment. Removals of coverings to floors, walls and ceilings are all classified as intrusive works. Any water penetrations due to a leak will require an asbestos assessment as asbestos can often be hidden or skimmed over.</p> <p>it is the duty of the principal contractor to manage their sub-contractors accordingly and to ensure that all associated paperwork provided to the Council is accurate including any associated invoicing including any necessary 'uplifts' for managing the contract. All principal contractors have procured the contracts and that includes the rates that they have procured. Where there is a consultant assigned to managing the contractor it will be their responsibility and role to check and verify all paperwork that has been provided.</p> |
| 2.2 | No contractor's employee will be allowed to work on premises unless they have been explicitly authorised to do so either by Lambeth Council or by their own employer depending upon the terms of their employer's own authorisation.   |
| 2.3 | All contractors working on Council properties managed by Housing shall have received a copy of the Lambeth Council management plan in PDF format as part of the pre-contract documentation, sent by email by the competent person. Updates to the management plan will also be sent in a timely fashion.   |
| 2.4 | All Principal Contractors will be recommended to use the Lambeth Council approved asbestos surveying and removal consultancies only unless they have been granted approval in writing by the Health & Safety Team using their own approved contractor for works on Lambeth Council managed dwellings. In the event that the asbestos service provider is unable to deliver on the project within agreed timescales or if it has been identified that there has been a serious failing then the Principal Contractor will have the option to procure the services of a reserve Lambeth Council approved consultant via the direct approval of Lambeth Councils Health & Safety Team. It is recommended that if there is found to be a failing in the management of asbestos by the service provider that this can be quickly resolved through mediation between all concerned parties. The Principal Contractor will not have the authority to secure the service of any asbestos service provider which is not on Lambeth Councils approved list and/or without the approval of the Asbestos Safety Advisor in writing. Once the Lambeth Council Asbestos Procedure Document has been approved then the procedure will be sent to all concerned parties including line Managers (so that they are aware of their delegated responsibilities) and to all of our external partners for consultation and possible amendments.   |

### 3. Principal contractor assessments

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| 3.1 | The Lambeth Council Asbestos Policy and Procedure documents will take precedence over any other external contractor's asbestos policies and must be adhered to by all outside parties. If it is found that there has been a serious failing in adopting the laid down processes, then further action may be taken. |
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|     | <p>Where weaknesses in the operating procedures of the contractor in relation to asbestos are identified, the contractor shall be invited to provide further proof of compliance as soon as practicably possible.</p> <p>To ensure quality, the principal contractor shall ensure they are satisfied that organisations carrying out asbestos surveying or removal works which are not on Lambeth Councils approved list are:</p> <ul style="list-style-type: none"> <li>• Competent to do so, and have shown experience of similar works. References from previous works may be requested</li> <li>• Surveying companies have relevant accreditation and individual surveyors have a minimum of P402 qualification in 'Building Surveys and Bulk Sampling in Asbestos' and 6 months relevant fieldwork experience under the supervision of a suitably qualified person</li> <li>• Provided copies of up-to-date public liability insurance, professional indemnity insurance and employer's liability insurance which shall be passed to the corporate administrator and safely stored</li> <li>• May request copy of health &amp; safety file</li> </ul>   |
| 3.2 | <p>The Lambeth Council Health &amp; Safety Team or external consultancy responsible for the management of the principal contractor will carry out a health &amp; Safety competency assessment on all repairs companies carrying out repairs or planned works on Lambeth managed housing stock</p> <p>This assessment will include as a minimum:</p> <ul style="list-style-type: none"> <li>• A review of any existing asbestos training procedures in place by the contractor.</li> <li>• A review of the asbestos awareness training provided to both new employees and refresher training for existing employees (Asbestos awareness training is a requirement of Regulation 10 of the Control of Asbestos Regulations 2012). With training certificates provided by LBL</li> </ul> <p>All operatives employed by the Principal Contractor or Consultant must have received either intermediate or advanced asbestos awareness training (complimented by intermediate training). Toolbox talks are classified as basic training and will not meet the criteria as assessed by the Asbestos Safety Advisor (s). Intermediate training may include awareness provided by an accredited or competent source and details of this may need to be provided to Housing if requested. Advanced training may include participation and qualification in one of the Asbestos Proficiency modules or equivalent. However, this must be complimented by intermediate training.</p> <p>It is the responsibility of the principal contractor to ensure that they have employed competent staff who are able to interpret survey data and take the necessary precautions as set out in CAR 2012</p> |

#### 4. AHO and TMO liaison

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| 4.1 | <p>It is the responsibility of the Asbestos Safety Advisor (s) to inform the Estate Housing Officer within the Area Housing Office of any circumstances that have a bearing on the effective management of asbestos containing materials. Upon notification of such changes it will be the responsibility of the estate housing officer to provide the information provided by the Asbestos Team to the estates management team. Estate Housing Officers and surveyors have been given access to the asbestos Keystone register and it is the ultimate responsibility of their line managers that all their staff have access to the asbestos register and are consulting the register prior to raising works orders in the particular dwelling and acting accordingly if asbestos is found to be present in any work areas. (also see 7.2)</p> |
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| 4.2 | <p>It is the responsibility of the Health &amp; Safety Team to inform the TMO manager of any circumstances that have a bearing on the effective management of asbestos containing materials. It is the responsibility of the TMO to ensure all survey reports and associated records carried out to the internal units are held in secure storage and that these are available. Lambeth Councils Health &amp; Safety Team is responsible for managing asbestos to the common parts only and hence will inform the TMO's in regards to any works being carried out to the common parts. Residents will only be notified if their day to day activities are affected.</p> <p>The TMO shall maintain all documentation relevant to any removal or treatment works as part of their property records to provide an individual premises based control for information on asbestos queries. Copies of this documentation shall be issued to the Asbestos Safety Advisor (s) or other responsible persons to update the asbestos register and any associated records.</p> <p>The original surveys or reports are securely held by the TMO and may be viewed in electronic formats on the Housing Management Asbestos Register or online asbestos database.</p> <p>The TMO manager will monitor the effectiveness of lines of communication to ensure that all necessary information is being passed down to the person, or contractor carrying out any works within the building as part of monitoring the condition of asbestos containing materials. Any matters which have a direct consequence on property management such as project planning, instructions for interference to the fabric of the building, treatment of asbestos containing materials etc. should be documented accordingly. (also see 7.2)</p> <p>The TMO manager will also provide tenants with sufficient information in regards to asbestos containing materials within their internal dwellings based on previous data (if the data is requested by the resident). However all TMO's will be required to provide their residents with written advice on their delegated responsibilities on managing asbestos.</p> <p>Staff involved in planned works or maintenance are required to consult either the supplied asbestos information or to access the register to seek information for the areas undergoing work. Any remedial actions, removals or condition updates must be recorded in the project file. On completion of any removal or remedial works the project management team must inform the Asbestos Safety Advisor (s) and estates or property manager to enable the register to be updated.</p> <p>It is the responsibility of the Lambeth Council Housing Management Asbestos Team to ensure that the common parts to all TMO managed housing stock are inspected for asbestos and then re-inspected (if asbestos has been identified or presumed only) on a risk based communal rolling programme where asbestos has been identified. However if planned works are to be carried out then a more intrusive survey will be required. All asbestos data is also available to access on SharePoint as a back-up system to Keystone. The responsibilities for asbestos management in TMOs are set out in a different document.</p> |
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## 5. Asbestos surveys, re-inspections, risk assessments and site audits

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| 5.1 | <p>Management of asbestos to non-domestic premises</p> <p>Under <b>Regulation 4 of the Control of Asbestos Regulations 2012</b> owners and occupiers of non-domestic premises, who have maintenance and repair responsibilities for those premises, have a duty to assess them for the presence of asbestos and the condition of that asbestos. Where asbestos is present the duty holder must ensure that the risk from the asbestos is assessed and managed. A written plan identifying the location, extent, condition and asbestos type is included in</p> |
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the management plan and the risk is managed by carrying out re-inspections on a regular basis in order to assess the condition of the ACM'S (Asbestos Containing Materials) and update the management plan as required. Other parties have a legal duty to co-operate with the duty holder.

Housing Management acknowledges its statutory duty under Regulation 4 of the Control of Asbestos Regulations 2012 (the duty to manage asbestos in 'non-domestic premises' and the serious risk to health and safety caused by exposure to asbestos containing materials). Non-domestic premises cover all commercial situations, such as Landlord responsibility for common parts; the individual dwellings until accessed by contractors remain exempt from the regulations but when accessed become a place of work – also covered by the CAR 2012. The regulations require effective management systems to be in place to control the hazard and reduce the risk of exposure to asbestos as far as is reasonably practicable.

The duty to manage covers all non-domestic premises. Such premises include all industrial, commercial or public buildings such as factories, warehouses, offices, shops, hospitals, schools, hostels and community centres. Non-domestic premises also include those 'common' areas of certain domestic premises: purpose-built flats or houses converted into flats. The common areas of domestic premises and multi storey blocks might include foyers, corridors, lifts and lift-shafts, staircases, roof spaces, gardens, yards, outhouses, garages, boiler rooms, lift motor rooms, pram sheds and potentially any outbuildings - but would not include the flat itself. Such common areas would not include rooms within a private residence that are shared by more than one household such as bathrooms, kitchens etc. in shared houses and communal dining rooms and lounges in sheltered accommodation.

It shall be the responsibility of the Chief Executive to ensure that asbestos surveys and re-inspections (where required) will be conducted on all communal (landlord) areas of Lambeth Council owned or managed properties built prior to the year 2000. Planned re-inspections will not be carried out unless data is found to be inaccurate or where all necessary areas were not originally accessed.

Common parts are located within a variety of premises including: converted street dwellings, high rise and low rise blocks, community centres and hostels etc. The Asbestos Advisor should make every effort to ensure that access is available to all the street properties that currently do not have a communal asbestos survey.

It shall be the responsibility of the Chief Executive to ensure that asbestos containing materials identified within communal areas are re-inspected and organised by the assigned 'competent person (s)' on a regular basis (every 6 months – 3 years depending on the risk rating assigned to each structure) in order to assess any change in condition of the ACM's. The results of this re-inspection will be updated and recorded onto Keystone (the Housing Management Asbestos 'live' Database). Any communal areas where all areas were accessed and where no asbestos was identified will not be required to be re-inspected unless intrusive works are planned and where a more comprehensive inspection may be required.

| <b>Risk Rating</b>                      | <b>Asbestos Products</b>   | <b>Re-inspection Regime</b> |
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| <b>Category 1 (low risk)</b>            | <b>Presumed products</b> eg external roof tiles and high level inaccessible soffits , bitumen electrical pipe wraps and inaccessible electrical fuseboards | Every 3 years               |
| <b>Category 2 (low to medium risk)</b>  | <b>Reinforced composites</b><br>eg floor tiles, toilet cisterns, decorative finishes, cement   | Every 2 years               |
| <b>category 3 (medium to high risk)</b> | AIB panels, textiles, gaskets, rope, paper   | Every 1 year                |
| <b>Category 4 (high risk)</b>           | Sprayed coatings and pipe laggings (not rope)  | Every 6 months              |

It is the duty of the approved asbestos surveying consultancy (s) to contact the Asbestos Safety Advisor (s) in all instances where it is established that remedial work is required to the common parts of a building. The Asbestos Team must then take all reasonable steps to ensure that the appropriate remedial action is taken. However the course of action to take (if any) will be the ultimate decision of Lambeth Council as recommendations are a personal point of view and can vary e.g. Asbestos which is damaged does not necessarily have to be removed. It can be encapsulated and managed accordingly. Asbestos reports are to be reviewed by Asbestos safety advisor on arrival from the asbestos consultancy, or delegated to a competent member of staff. Information that is relevant and important might not always fall under the heading of 'Remedial action' although still should be reviewed.

The Asbestos Safety Advisor(s) will ensure that all approved asbestos surveying consultancy (s) are issued with all relevant keys to premises in order to facilitate a full and comprehensive inspection. Lambeth Council as the duty holder are responsible for carrying out all repairs to the hostels and for managing the asbestos to the hostels. It is the responsibility of the Hostels Team to inform the Asbestos Team of all repairs so that an asbestos refurbishment survey can be commissioned prior to works.

The Asbestos Safety Advisor(s) will carry out monthly audits of approximately 5% of all communal surveys completed by the approved asbestos consultancy and ensure that corrective measures are actioned if there is found to be a failing in the quality of the site inspection or desktop audit.

5.2

Labelling of common parts

Labelling with warning labels will be undertaken by the asbestos surveying and/or Removals consultancy during the re-inspection programme where ACMs are confirmed to be present in the communal areas. All accessible ACMs will be labelled and the labelling programme agreed amongst the parties before the commencement of the project. Labelling will not include flooring products or external items etc. where adhesion may not be ensured. The labelling programme will include TMO common parts. This assumes that all other management procedures that would prevent disturbance are working adequately. Contractors should be aware of the limitations of the method.

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| 5.3 | <p>Capital works, Decent Homes and Technical Services commissioned surveys</p> <p>Prior to the commencement of works, Housing Management employed Project Manager (PM) or the assigned consultant is required to complete the Decent Homes and Capital Works Procedure Note and its associated forms (Appendix 7); listing all addresses subject to refurbishment works. All PMs (or their delegated staff) must consult the Lambeth Council asbestos database to ensure that each dwelling has an adequate refurbishment survey on record. On completion of the form the PM must forward it to the Asbestos Team and to the Principal Contractor for commissioning of the necessary asbestos surveys.</p> <p>Where large-scale internal refurbishments are planned within a block, it is acceptable to commission a proportion of refurbishment surveys within the works programme as opposed to surveys for every internal dwelling within the block. We will commission a sufficient number of sample surveys to ensure results are replicated to a point where we are confident that we have identified all ACMs present in each archetype within that block must be sampled and surveyed (See HSG264, para. 67). Where the project extends across several identical blocks, it will only be necessary to ensure that an overall sample of each archetype is surveyed in total. In this instance, the surveys should be sourced from a representative sample of each archetype spread throughout the entire project.</p> <p>On large scales planned works to the internal units or common parts where asbestos related works are to be carried out then the Asbestos Safety Advisor(s) may be required to provide technical expertise taking into consideration the best method which can be adopted taking into consideration the costing. This is where the Consultants may not have the required technical expertise and hence advice is sought.</p> |
| 5.4 | <p>Voids</p> <p>A full refurbishment survey must be commissioned by the Repairs Contractor following consultation of the asbestos database or Lambeth Housing staff in regards to all previous surveys to void premises. No works may commence prior to the availability or commissioning of the asbestos survey report. All asbestos identified as damaged or interfering with maintenance works is removed by an asbestos licensed contractor.</p> <p>Asbestos surveys will be conducted as dictated by the flow diagrams. Please refer to appendices 2, 3, 4, 5 and 6.</p>   |
| 5.5 | <p>Site audits</p> <p>Asbestos surveys should be conducted in accordance with HSG 264. This may involve elements of intrusive surveying, depending on the specifics of the works.</p> <p>It is not anticipated that Lambeth Council staff will conduct any survey work but may be involved in the re-inspection programme carrying out visual checks and monitoring condition of identified materials. Providing the staff have the required training and equipment outlined in 5.7.</p> <p>The Asbestos Team will conduct a minimum of 5% of yearly communal site audits of the approved asbestos surveying consultancy (s). These site audits will form the basis of the KPI's. (Key Performance Indicators) However KPI's will only be carried out if the contract was procured by Lambeth Council and hence Lambeth Council are responsible for managing the contract.</p> <p>Findings of the site audits will be regularly reviewed at monthly contract meetings and the Asbestos Team shall take corrective action as appropriate.</p>  |

|                            | Where the quality of the surveys provided by the approved consultancy falls below an acceptable standard on a continuous basis of over three months despite taking corrective action, as indicated by the KPI's, Lambeth Council may elect to use an alternative provider for this service. This may be for an agreed period or on a permanent basis.  |                            |                       |          |           |       |             |     |          |       |               |
|----------------------------|--|----------------------------|-----------------------|----------|-----------|-------|-------------|-----|----------|-------|---------------|
| 5.6                        | <p><b>Risk assessment of ACMs</b></p> <p>A risk assessment of all identified ACMs, comprising both a material and a priority assessment, will need to be made whenever surveys, inspections for damage or re-inspections are carried out. These risk assessments enable decisions to be made on what action is most appropriate, to make decisions on what has to be tackled first and assist in the on-going development of the management plan.</p> <p>The risk assessments are carried out in two stages:</p> <p>The material assessment – as specified in HSG227 '<i>A comprehensive guide to managing asbestos in premises</i>' - is the assessment of the condition of the material and the likelihood of it releasing fibres on disturbance. The material assessment gives a good initial guide to the risk posed by the asbestos but is not influenced by occupant activity and therefore does not consider who is likely to disturb it.</p> <p>In most cases action is determined by the following risk assessment scoring system</p> <p>The total score is calculated from the sum of the scores for product type, damage, surface treatment and asbestos type and a guide to the potential for releasing fibres is assigned as detailed below</p> <table border="1"> <thead> <tr> <th>Materials Assessment Score</th><th>Risk of fibre release</th></tr> </thead> <tbody> <tr> <td>10,11,12</td><td>High risk</td></tr> <tr> <td>7,8,9</td><td>Medium risk</td></tr> <tr> <td>5,6</td><td>Low risk</td></tr> <tr> <td>2,3,4</td><td>Very low risk</td></tr> </tbody> </table> <p>Priority assessment – as specified in HSG 227 - considers a number of factors to determine management priority including:</p> <ul style="list-style-type: none"> <li>• Maintenance activities</li> <li>• Likelihood of disturbance</li> <li>• Human exposure</li> <li>• Occupant activity or those visitors to the building</li> </ul> <p>However in some instances where asbestos is in good condition it may be deemed necessary to remove it if it is considered to pose a serious potential risk due to its location. Additionally asbestos in poor condition where its in a location where access to all personnel is prohibited can be safely managed and removed when required.</p> | Materials Assessment Score | Risk of fibre release | 10,11,12 | High risk | 7,8,9 | Medium risk | 5,6 | Low risk | 2,3,4 | Very low risk |
| Materials Assessment Score | Risk of fibre release  |                            |                       |          |           |       |             |     |          |       |               |
| 10,11,12                   | High risk  |                            |                       |          |           |       |             |     |          |       |               |
| 7,8,9                      | Medium risk  |                            |                       |          |           |       |             |     |          |       |               |
| 5,6                        | Low risk   |                            |                       |          |           |       |             |     |          |       |               |
| 2,3,4                      | Very low risk  |                            |                       |          |           |       |             |     |          |       |               |
| 5.7                        | <p>The Asbestos Safety Advisor (s) will ensure that asbestos surveys are undertaken by competent persons following guidance set out in HSG 264. The Asbestos Safety Advisor (s) or delegated authority will ensure that any inspections for damage or disturbance, or re-inspections conducted by Lambeth Council will be carried out by competent persons.</p> <p>Any Lambeth Council designated competent person or surveyor undertaking initial inspections for damage or re-inspections will additionally be:</p> <ul style="list-style-type: none"> <li>• Provided with PPE and RPE suitable for the task undertaken. As a minimum this should be in accordance to Appendix 5 of HSG 264. Please note that as a minimum, overalls should be classified as category 3, type 5 or 6 and respiratory protection to level P3 (face-fitted to the user).</li> </ul>  |                            |                       |          |           |       |             |     |          |       |               |

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|  | <ul style="list-style-type: none"> <li>• Be covered through suitable insurance (this should include liability arising from in-house surveying activity and include bodily injury cover).</li> <li>• Audited and monitored</li> <li>• Have as a minimum qualification 'P402' module and 6 months relevant fieldwork under supervision of relevant experienced personnel.</li> <li>• Should have in their possession all necessary equipment, in good condition and serviced, for the intended works. As a minimum this should be in accordance to HSG 264.</li> </ul> <p>All surveys, whether completed by Lambeth Council or through external organisations will be conducted in accordance to HSG 264.</p> <p>All bulk samples taken will be taken in accordance to both HSG 248 (chapter 4) and HSG 264.</p> <p>All analysis will be conducted by a laboratory accredited by UKAS to ISO17025. These activities will be project managed by Lambeth Council or their Agents.</p> <p>All recommendations for remedial action to the common parts will be reviewed and approved by the Asbestos Safety Adviser (s) on behalf of the Lambeth Council health &amp; safety team.</p> <p>Assessment for remedial action will be conducted by reference to HSG227 '<i>A comprehensive guide to managing asbestos in premises</i>' and any other factors specific to each individual ACM deemed relevant by the surveyor.</p> |
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## 6. Asbestos removal or remediation

| 6.1 | <p><b>Appointments</b></p> <p>During the course of the works the principal contractor is to ensure that the work is carried out in accordance with the agreed plan of works. It is not Lambeth Policy to remove ACM that is not damaged or deteriorated; and recommendation to remove ACM in the Asbestos Survey that is of sound condition will be at the discretion of the Lambeth's Competent person in charge of Asbestos. And can be either encapsulated or enclosed as per CAR 2012.</p> <p>The Principal Contractor or asbestos licensed removal contractor should also make arrangements with the approved Lambeth Council asbestos consultants for the purposes of providing four-stage clearance or air monitoring when required. Any air testing protocols should only be conducted by the approved asbestos surveying consultancies (if they provide this added service). The licensed asbestos removal contractor will also be vetted and approved by the Asbestos Team prior to appointment. All updated documentation of asbestos consultancies will be kept up-to-date by the Asbestos Team including relevant licences and membership of professional bodies.</p> <p>In the event of unforeseen circumstances when the Lambeth Council approved consultants are unable to attend site to undertake four-stage clearance or air monitoring, an accredited air monitoring consultant (by UKAS to 17025) vetted and approved by the Asbestos Team prior to appointment may be employed by the principal contractor.</p> <p>As a minimum this should ensure that there is sufficient impartiality between the licensed asbestos removal contractor and the air monitoring analytical consultancy.</p> |
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|     | <p>The Principal Contractor should ensure that asbestos surveys and asbestos removals are not completed by the same company (on each project), as this could introduce a conflict of interest.</p> <p>The principal contractor must notify the Asbestos Team of all asbestos removal providing the following data as a minimum:</p> <ul style="list-style-type: none"> <li>• Address</li> <li>• Nature of works</li> <li>• Start date</li> <li>• Target completion date</li> <li>• Contact name and number for the removal contractor</li> </ul> <p>The licensed asbestos removal contractor and Lambeth Council consultancy undertaking air monitoring analytical consultancy will be accountable to Lambeth Council for ensuring full and strict compliance with the Control of Asbestos Regulations 2012 and approved code of practice and guidance. The licensed asbestos removal contractor will prepare specific risk assessments as required under CAR 2012 and ACoP L143. This risk assessment should be included within their plan of work and submitted for approval to the principal contractor. Additionally, the licensed asbestos removal contractor will issue the statutory 14-day notification to the Health and Safety Executive when required.</p> <p>If the works are deemed by the principal contractor as being of a complex nature, then a pre-start meeting will be arranged between the principal contractor and the Lambeth Council approved asbestos consultancy, and client to discuss the works and the precautions to be undertaken.</p> <p>During the course of the works the principal contractor is to ensure that the work is carried out in accordance with the agreed plan of works.</p> |
| 6.2 | <p><b>Documentation</b></p> <p>Upon completion of any remedial works or major projects, the licensed asbestos removal contractor shall provide to the principal contractor a number of documents who will in-turn provide this to the Asbestos Team for incorporating into the Lambeth Asbestos Database.</p> <p>For licensed removal work this will include:</p> <ul style="list-style-type: none"> <li>• Method statement or risk assessment for the works</li> <li>• Four-stage clearance paperwork or certificate of re-occupation</li> <li>• Waste Consignment Note</li> <li>• Works monitoring documentation</li> </ul> <p>For non-licensable works documentation will include:</p> <ul style="list-style-type: none"> <li>• Method statement or risk assessment for the works</li> <li>• Waste Consignment Note</li> <li>• Possible air monitoring</li> </ul>   |

## 7. Asbestos register / Lambeth Asbestos Online Database

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| 7.1 | <p><b>Collection and storage of information</b></p> <p>The Asbestos team will be responsible for the maintenance of an electronic copy of the asbestos register of the housing portfolio. The Asbestos Safety Advisor(s) may delegate this responsibility to other staff. This system allows up-to-date information on asbestos to be accessible via the intranet</p> |
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|     | <p>and internet to all staff and contractors that have been provided access. Information in the online database comprises a searchable asbestos register associated records including copies of pdf survey reports with photographs, air monitoring certificates and consignment notes.</p> <p>The online database will contain a record of all known asbestos based materials with information, where available, on the extent and condition of the material and its status with respect to the requirement for removal, encapsulation (repair) or on-going management.</p> <p>The Asbestos Team will ensure that data relating to ACMs provided by any associated surveys, re-inspections or removal works is updated onto the Lambeth Asbestos Database in a timely fashion. Detail on the arrangements for this is covered in the consultancy contract which is separate to this document. Material assessments, priority assessments and recommendations will also be provided.</p> <p>All surveying companies will provide pdf reports and associated data using a secure method. This may include via email, drop box or access to the company's web portal but will not include delivery via a USB stick. In addition data must be supplied in the Keystone format on a monthly basis to the Asbestos Team for uploading onto Keystone. It is the duty of the surveying organisation to check the quality of the data before the data is sent to the Client. The cost of all administration work will be incorporated within the cost of the survey. All external partners must ensure that all the survey that they have commissioned will be required to be processed by Lambeth Council and hence the prices that they have procured for survey work will need to take this into consideration that data will be required in the keystone format</p> <p>If it has been ascertained that there is a systematic issue with the quality of the surveys by any particular surveyor then the data will not be exported onto keystone unless corrective action has been taken.</p> |
| 7.2 | <p>Access for staff and external contractors to Keystone</p> <p>Keystone, the 'live' asbestos database management system will be administered internally by the Lambeth Council nominated personnel.</p> <p>The Asbestos Team will maintain a record of updated login details for all external consultants. Login details will consist of a username and password.</p> <p>It is the responsibility of all external contractors and consultants to inform the Asbestos Team of new staff so that they can be provided with log-in details. Where it has been established that the data on keystone has been compromised or if there is an issue with the quality of the data, it is the responsibility of the Health &amp; Safety Team to inform all external partners that they are to contact Housing staff to provide pdf reports and any other necessary additional paperwork. Internal staff have access to the backup site on SharePoint where survey reports can be provided for the interim as Lambeth Council has a backup system which is accessible by all internal staff.</p> <p>The Lambeth Council IT Team will provide the Asbestos Team with monthly statistical information about performance of all users accessing the database (if required). The Asbestos Team will take corrective measures as required.</p> <p>It will be ensured that all persons viewing asbestos information on the Lambeth Asbestos Online Database will be provided with suitable and sufficient training to do so. The database will be accessed by authorised personnel only but not with permission to alter documents unless authorised by the Asbestos Safety Advisor(s)</p> <p>Where no definitive record of the presence or otherwise of asbestos containing material is present on the database then the Control of Asbestos of Regulations 2012 requires materials to be presumed until verified as otherwise.</p>  |

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| 7.3 | <p data-bbox="231 197 343 230">Auditing</p> <p data-bbox="231 275 1420 481">Monthly active checks will be undertaken by the Asbestos Team to check that the Lambeth Council Asbestos Register and Online Database has been kept up to date. The monitoring shall include interrogation of the Lambeth Asbestos Online Database and register to ensure that any works that would change the status of ACM have been recorded and the risk assessments and management guidance amended accordingly. The accuracy of data entry will also be checked during the monitoring process.</p> <p data-bbox="231 526 1380 589">Where monitoring is undertaken by a person delegated by the Asbestos Team they will be given suitable training to conduct these works.</p> <p data-bbox="231 633 1420 734">Where systemic issues are identified concerning the quality of the surveys completed by an individual surveyor, the Asbestos Team will initiate an internal investigation and report the findings to the appropriate line manager.</p> <p data-bbox="231 779 1348 842">A written record of the results of the investigation will be retained along with the outcome of routine monthly monitoring.</p> <p data-bbox="231 887 1428 981">Surveying and removal information received by Lambeth Council and its contractors must be passed to the Asbestos Team for loading onto the online database with two working days. Payment to asbestos contractors or consultants may be dependent on receipt of this information.</p>   |
| 7.4 | <p data-bbox="231 1030 510 1064">Checking information</p> <p data-bbox="231 1070 1396 1243">It is the responsibility of any Lambeth Council (or nominated partner) or contractors' manager or officer involved with commissioning works to property to check the asbestos register or Lambeth Asbestos Online Database prior to works commencing. These checks must be made prior to any type of work commencing, including major works, cyclical works, heating installations, electrical installations, all void property refurbishments and minor works or repairs.</p> <p data-bbox="231 1288 1420 1384">The principal contractor shall check Lambeth Asbestos Online Database both for information in the asbestos register and for a full asbestos report (linked to the property record). Whenever a full survey is available it must be read in full, including all caveats and limitations.</p> <p data-bbox="231 1429 1412 1529">It is essential that a refurbishment survey is commissioned by the Principal Contractor if one is not readily available on the asbestos online database. A management survey will not be sufficient for the commencement of works.</p> <p data-bbox="231 1574 1412 1709">If asbestos material exists which may be affected by the intended works then the principal contractor shall consider the need for possible further survey work, removal works or other measures. Contractors shall include the information in the method statement and risk assessment for the works.</p> <p data-bbox="231 1753 1412 2060">If the Lambeth Council Asbestos Register or Online Database holds an asbestos survey/risk refurbishment assessment for the property or properties affected by the intended works and the survey indicates that there is no asbestos or suspected asbestos present in the property this information should be included in the contractor's method statement and risk assessment. It should be noted that absence of asbestos materials within any survey report does not guarantee that there is no asbestos present. Caveats and limitations of asbestos surveys must always be read and if works are to proceed - then it shall be with caution. All site operatives must have received asbestos awareness training and should be aware that if a suspect material is encountered during any stage of the project that they must stop work and report it to their employer straight away.</p> |

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|  | <p>If no information is present on the database then a survey must be commissioned prior to the commencement of works and made available to the maintenance contractor. If any asbestos materials are interfering with refurbishments then they must be removed prior to start of works.</p> <p>Any instructions to contractors shall include a statement that the absence of information on asbestos does not guarantee that asbestos is not present in the property and reasonable precautions should be undertaken to safeguard employees and residents.</p> <p><b><u>The absence of information on asbestos does not indicate that asbestos is not present</u></b></p> |
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## 8. Contractor and consultant management

| 8.1 | <p>All Principal Contractors must provide a health &amp; safety representative to attend any meetings held by the Client (Lambeth Housing Management) as a result of an asbestos related incident and appropriate action taken as required. A delegate must be provided where the health and safety representative cannot attend. The Asbestos Safety Advisor(s) will carry out an investigation in order to identify the cause of the failing and take corrective action by speaking to the concerned parties and providing recommendations. Lambeth Council will expect full co-operation from all concerned parties and provide an accurate account. All internal staff must provide an accurate account otherwise disciplinary action may be taken into consideration particularly where the health &amp; safety of personnel may be affected and the reputation of Lambeth Council is at stake.</p>   |
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| 8.2 | <p>PMs must organise monthly contract meetings with all the consultancies they manage under the Lambeth Contract. Monthly meetings must be minuted. Attendance at these meetings shall form part of the Key Performance Indicators (KPIs) for consultants (amongst other criteria).</p>  |
| 8.3 | <p>It is the responsibility of the Asbestos Team to enforce KPI's for the approved asbestos surveying and removals consultancies on a monthly basis and made available to the Head of health &amp; Safety</p> <p>Targets will be determined pre-contract but the performance indicators will normally include some or all of the following:</p> <ul style="list-style-type: none"> <li>• Carrying out of surveys and delivery of survey reports within timescales</li> <li>• Complaints responded to within timescales.</li> <li>• Work completed on time</li> <li>• Resident satisfaction and effective liaison</li> <li>• Attendance at meetings</li> <li>• Invoicing accurate and on time</li> <li>• Quality of surveys</li> <li>• Ensuring site is left safe following surveys and air testing</li> <li>• No health and safety incidents identified by Consultant or LC</li> <li>• Timeliness of on-site reporting</li> <li>• Effective liaison between LC, contractor and consultant</li> <li>• Delivery of projects within timescales</li> </ul> |

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|     | <ul style="list-style-type: none"> <li>• Delivery of the monthly report to authorised officer 5 days in advance of the monthly meetings.</li> <li>• Documentary evidence of air monitoring and clearance</li> <li>• No reportable notices occurring following HSE inspections, no RIDDOR reportable accidents occurring within the month.</li> <li>• Providing reports in the required format</li> <li>• Response times to Client requests</li> <li>• Dealing with emergencies within the set timeframe</li> </ul>   |
| 8.4 | <p>The performance of all asbestos consultancies with a direct contract with Lambeth Council Housing Management Team will be assessed by implementing monthly Key Performance Indicators (KPI's). The purpose of this system is to ensure that any areas of inadequate performance will be flagged up at an early stage and rectification/remedial action taken and will be enforced by the Asbestos Team employed by Lambeth Council.</p> <p>Failure to remedy may result in:</p> <ul style="list-style-type: none"> <li>• Suspension of the contract, pending improvements</li> <li>• Cancellation of the contract.</li> </ul> |

## 9. Training

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| 9.1 | <p>Training is a specific requirement of Regulation 10 of the Control of Asbestos Regulations 2012.</p> <p>Lambeth Council acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos, as far as is reasonably practicable, by minimising exposure through the use of proper control measures and work methods and by training employees.</p> <p>Lambeth Council HR must provide an organogram (organisation structure chart) to the Health &amp; Safety Team on a quarterly basis which should highlight staff names and their job roles. Alternatively it is the duty of the designated line manager to contact the Asbestos Team directly in regards to any new staff or any amended roles. Lambeth Council HR must provide job descriptions to existing staff roles if requested by the Asbestos Team.</p> <p>It is the responsibility of the Asbestos Team to complete a detailed assessment of relevant job roles and determine asbestos awareness training needs accordingly.</p> <p>The Asbestos Safety advisor will ensure that all identified Lambeth Council employees will be provided with adequate asbestos awareness training and access to the relevant procedures outlined within the Asbestos Management Plan. All initial training is to be carried out face to face and any follow up refresher training can be part of an E Learning refresher. However all in-house operatives who carry out maintenance on Lambeth Council housing stock will require the training on an annual basis. Eg The Hostels Team have their own in-house staff carrying out some functions. No qualifications are required for delivering an asbestos awareness training course. However the Asbestos Safety Advisor (s) must be deemed to be 'competent' by the Head of Health &amp; Safety before they can deliver a course. External sources can be consulted in regards to advice. However the Asbestos Safety Advisor(s) should be familiar with the internal procedures within the council (which an external source may not be familiar with) and the course should reflect this. If the Head of health &amp; Safety has deemed that the Asbestos Safety Advisor (s) are unable to deliver a training course for various reasons then an external source will be sought.</p> |
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|     | Where breaches of health and safety rules occur in relation to Lambeth Council employees conduct and compliance with the Asbestos Management Plan and Procedure, the Asbestos Team shall complete review a of training needs and provide updated training as required.  |
| 9.2 | <p>Some of the topics covered during the training will consist of:</p> <ul style="list-style-type: none"> <li>• Classification of asbestos</li> <li>• Purpose of using asbestos in the commercial, industrial and housing sectors</li> <li>• Health risk implications</li> <li>• Product use in the housing sector</li> <li>• Reference samples</li> <li>• Survey types and where an asbestos survey is required</li> <li>• How to interpret an asbestos survey report and risk assessments</li> <li>• Asbestos Management Plan</li> <li>• Removal works</li> <li>• Air Testing</li> <li>• Legislation</li> <li>• Prosecutions</li> <li>• Emergency protocols</li> <li>• Reading references</li> <li>• Q and A</li> </ul> <p>Following attendance at the asbestos awareness training all staff are provided with:</p> <ul style="list-style-type: none"> <li>• The Lambeth Council Asbestos Management Policy and Asbestos Procedures</li> <li>• PowerPoint presentation of the asbestos training course</li> <li>• Links to associated sites</li> <li>• HSG 264</li> <li>• CAR 2012</li> </ul> |
| 9.3 | Training records of Lambeth Council employees will be retained by the Asbestos Team and updated as required. The records will be available to line managers, Human Resources and Corporate Health and Safety.   |
| 9.4 | Basic flow chart diagrams in relation to the asbestos procedures must be provided to the external call centres. Any resident enquiries about asbestos should be passed from the call centre to the asbestos team for action.  |
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## 10. Staff responsibilities and delegation

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| 10.1 | <p>Handover between asbestos team members</p> <p>It is vital for an efficient service that there is ideally a smooth handover between successive Asbestos team members.</p> <p>In order to achieve this it is the responsibility of the line manager to:</p> <ul style="list-style-type: none"> <li>• Ensure all staff receive the necessary health &amp; safety training in order to carry out duties safely and efficiently with the necessary expertise and knowledge</li> <li>• Delegate duties including any outstanding repairs to existing staff or new member of staff following departure of a staff member</li> </ul> |

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|      | <ul style="list-style-type: none"> <li>• Ensure that there is a smooth handover process by ensuring that the new Asbestos Team receives adequate training either from the departing staff member or existing staff member with the appropriate expertise and knowledge. This is to ensure a continuity in the Service</li> <li>• Deal with any issues as part of the 1-to-1 progress meetings</li> </ul>  |
| 10.2 | <p>Line management responsibilities</p> <p>Line Managers are required to monitor the performance of all their staff who deal with repairs queries from residents. All resident queries are raised on the Northgate Housing Management system by the Call Centre.</p> <p>The Lambeth Council IT Team notify all Line Managers on a regular basis of all the outstanding repairs that have not been dealt with by the Repairs Officers that they manage. It is the responsibility of the Line Managers to ensure that their staff action all outstanding repairs within the required agreed timeframes. The performance of staff is to be discussed as part of the appraisal process meetings and documented.</p> |

## 11. Advice for tenants, leaseholders, other residents, call centre and employees

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| 11.1 | <p>Lambeth Council nominated competent person(s) shall ensure that residents receive guidance on dealing asbestos within their properties. The Line Manager is responsible for the nominated staff who must ensure that all residents are notified for the asbestos content within their dwellings.</p> <p>New residents within Lambeth Council managed properties are provided with an introductory tenancy pack which includes a 'Repairs Manual' and 'Tenants Handbook' which includes information and advice about asbestos and repairs related issues. All new residents are also provided with a letter within the introductory pack (See Appendix 9) stating that there may be asbestos within their dwellings and to contact the Asbestos Safety Advisor (s) for advice and information prior to carrying out any decorations. Residents are asked to sign to confirm receipt of these documents. All new and existing council residents on the Central Hill estate should have been provided with a letter specifically written for that estate (Appendix 10)</p> <p>Asbestos related advice, useful information and contact details are also available on the Lambeth Council website which is reviewed periodically.</p> <p>On a planned one off programme the data from keystone was extracted and all those residents who have had asbestos identified within their respective dwellings within the last 2 years prior to the keystone check have been sent a letter confirming that asbestos is present within their dwellings and to contact the Asbestos Safety Advisor for further details (Appendix 11)</p> <p>All Asbestos related enquiries made by residents to the call centre are raised on Northgate (housing management repairs system) and delegated to the Asbestos Team (or other staff as notified by the Asbestos Safety Advisor. All associated repairs related issues are passed onto the appropriate Area Housing Office. It is the responsibility of the line manager within the area housing office to ensure that repairs queries are dealt with promptly.</p> |
| 11.2 | <p>Leaseholders and freeholders are responsible for carrying out internal work to their own properties including the management of asbestos. Lambeth Council is responsible for the structure of the dwelling and hence will provide all asbestos related information to these areas if requested by the leaseholder and will send any historic surveys to their dwellings as requested by the leaseholder. However where there is a repairs related issue within a leasehold or freehold dwelling as a direct result of a Lambeth Council managed external structure or due to a council resident e.g. leak then</p>  |

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|      | <p>the responsibility of repairs will lie with the Council. For all person (s) who own their property, The City of London provides a free service for the removal of asbestos from their domestic properties provided the asbestos has been dismantled and has been double bagged and sealed. However all leaseholders/freeholders are required to contact The City Of London's Hazardous waste collection service to seek advice prior to carrying out any works. They may be contactable during office hours on 020 7332 3433 or the link is <a href="https://www.cityoflondon.gov.uk/services/environment-and-planning/waste-and-recycling/household-waste-and-recycling/Documents/asbestos-information-sheet.pdf">https://www.cityoflondon.gov.uk/services/environment-and-planning/waste-and-recycling/household-waste-and-recycling/Documents/asbestos-information-sheet.pdf</a>. The Council will give free advice and information but will not recommend any surveying or removal companies. It is the responsibility of the Council to be neutral. The advice will be to seek 3 quotes and to check the yellow pages for suitable accredited companies and /or to check the HSE and UKAS websites. New Home owners should have been provided with a copy of the Homeowners Handbook which provides guidance on asbestos. In addition there is further information and guidance on the Lambeth website.</p>  |
| 11.3 | <p>The Asbestos Team is responsible for updating all asbestos information to residents and leaseholders on the Lambeth Council website on a regular basis and will provide updated guidance to all housing offices for distribution to residents in certain estates. All Council users will receive a copy of the asbestos survey report relating to their particular dwelling if a request is made. There will be no discrimination between their status e.g. council resident, leaseholder or freeholder. However a check will need to be carried out prior to the survey report being provided to verify the resident's details.</p>  |
| 11.4 | <p>The Asbestos Team has provided a written procedure to the external Call Centre and this will be updated as required. The Call Centre is to raise all asbestos related queries from residents and leaseholders to the Asbestos Team on Northgate which is to be actioned by the Asbestos Team and delegated to the appropriate Repairs District Office if required. The business support officer designated to the Asbestos Team will be required to have received asbestos awareness training in regards to giving advice and information but will not be a technical qualified role. The business support officer will be assigned to delegate the queries to various departments (as required) or otherwise ensure that all queries are dealt with promptly. All queries relating to the common parts will be dealt with by the Asbestos Team. For certain queries the Asbestos Safety Advisor (s) will be assigned the tasks as actioned by the Business Support Officer if the query is deemed to be of a complex nature or if relates to a Members Inquiry. All queries are expected to be actioned by calling the council users directly so that they are aware that their queries are being dealt with. If no contact phone details are available then alternative correspondence will be sought eg e mail or letter. For a Members Inquiry a draft e mail will be sent to the Head of health &amp; Safety for approval prior to being sent.</p> |
| 11.5 | <p>Information for staff on all health and safety matters shall be provided annually through the Council's communication channels.</p> <p>All asbestos documentation will be made available on SharePoint for internal staff to access.</p>  |

## 12. Incident management

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| 12.1 | <p>Reporting procedure</p> <p>Any employee discovering or being made aware of the presence of previously unknown asbestos, damaged asbestos or fly tipped asbestos should:</p> <ul style="list-style-type: none"><li>• Phone or email the Asbestos Team without delay</li><li>• The asbestos site is <a href="mailto:HMAstbestossafety@lambeth.gov.uk">HMAstbestossafety@lambeth.gov.uk</a> Tel : 0207 926 2060</li><li>• Giving clear details of :</li><li>• Who you are, your name and team.</li><li>• Your telephone number.</li><li>• The address and precise location of the ACM.</li><li>•</li></ul> <p>The type (e.g. board, corrugated cement etc.) and approximate quantity</p> |
| 12.2 | <p>Emergency incident</p> <p>In the event of an emergency incident (damaged asbestos, with possible exposure), please refer to Appendix 1. Please note that this is a general guide as to precautions to be undertaken. Contractors may have supplementary or additional procedures.</p>   |
| 12.3 | <p>Resident enquiries</p> <p>All enquiries handled by the Call Centre are to be sent to the Asbestos Team via Northgate to action.</p> <p>All repairs related queries will be re-assigned by the Asbestos Team to the appropriate housing office to action. The housing office will be responsible for providing updated follow up action to the Asbestos Team.</p> <p>For all serious incidents as reported by the resident, it is the responsibility of the Asbestos Team to deal with promptly and provide an incident report at the earliest opportunity to the Head of Health &amp; Safety (or nominated deputy) in order to identify the causes and take corrective action.</p>    |

## 13. Monitoring and audit

This controlled document will be reviewed annually, or as and when there are changes to any legislation and national policy governing this area of work.

The management procedure will be reviewed annually to ensure that it continues to prevent uncontrolled work on ACMs. Details of the review will be summarised in the Monitoring and Review Process (see Appendix 7).

It is the responsibility of the Asbestos Team to ensure that:

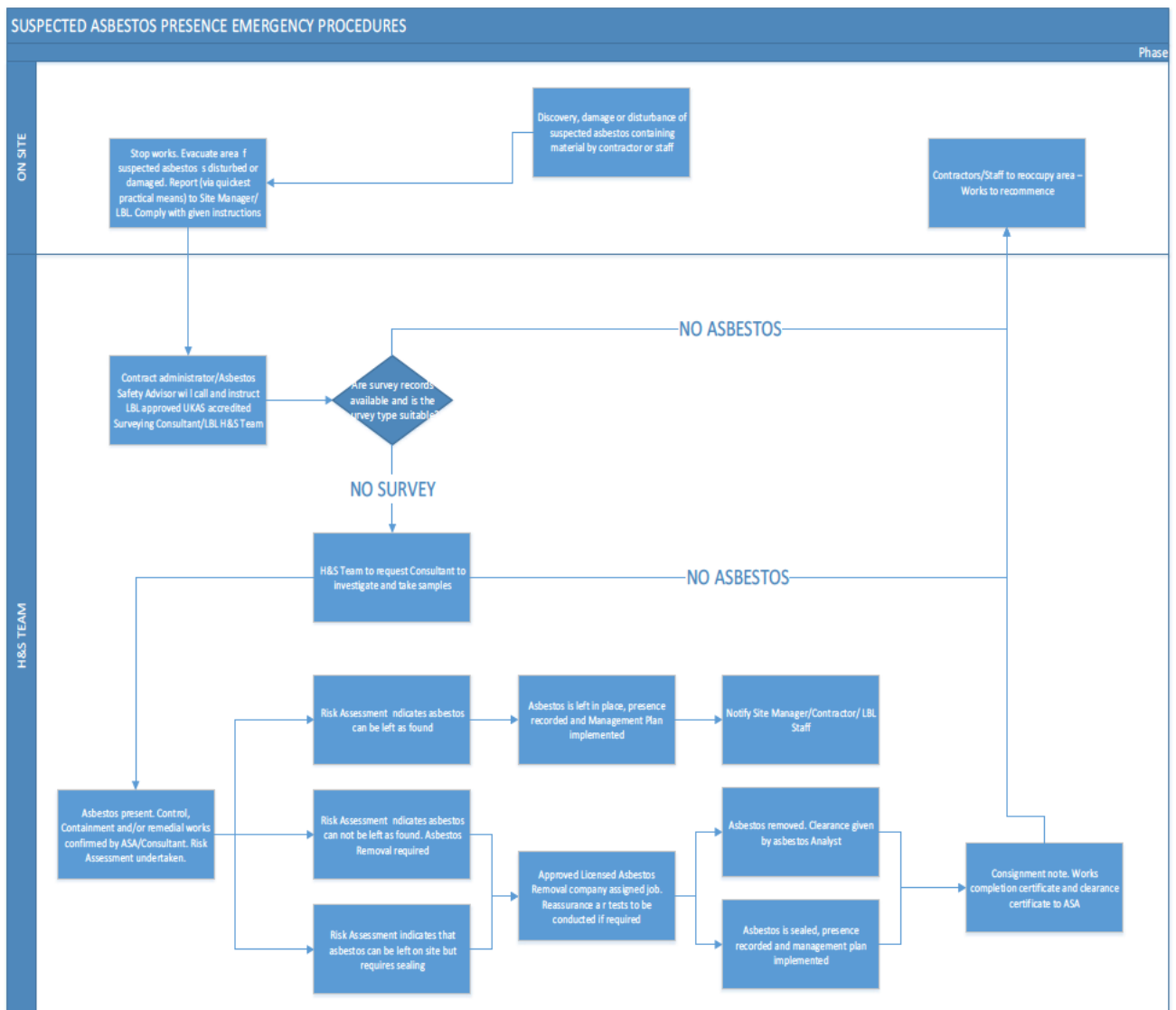
- A review of the on-going suitability, adequacy and effectiveness of the Asbestos Management and Procedures is undertaken at least annually.
- More frequent reviews will be undertaken whenever warranted e.g. whenever there is a significant change to the structure of the organisation, or personnel responsible for its implementation.
- The Management Procedure is updated annually or when there is a change in legislation or Lambeth Council has recognised improved systems of work
- Relevant people including Senior Managers are notified where revisions have been undertaken and that the revised procedure is sent by all Senior Managers to their staff
- Improvement actions and timescales are agreed at the time of each audit.

- Conclusions of each monitoring and review must be recorded and maintained on file.



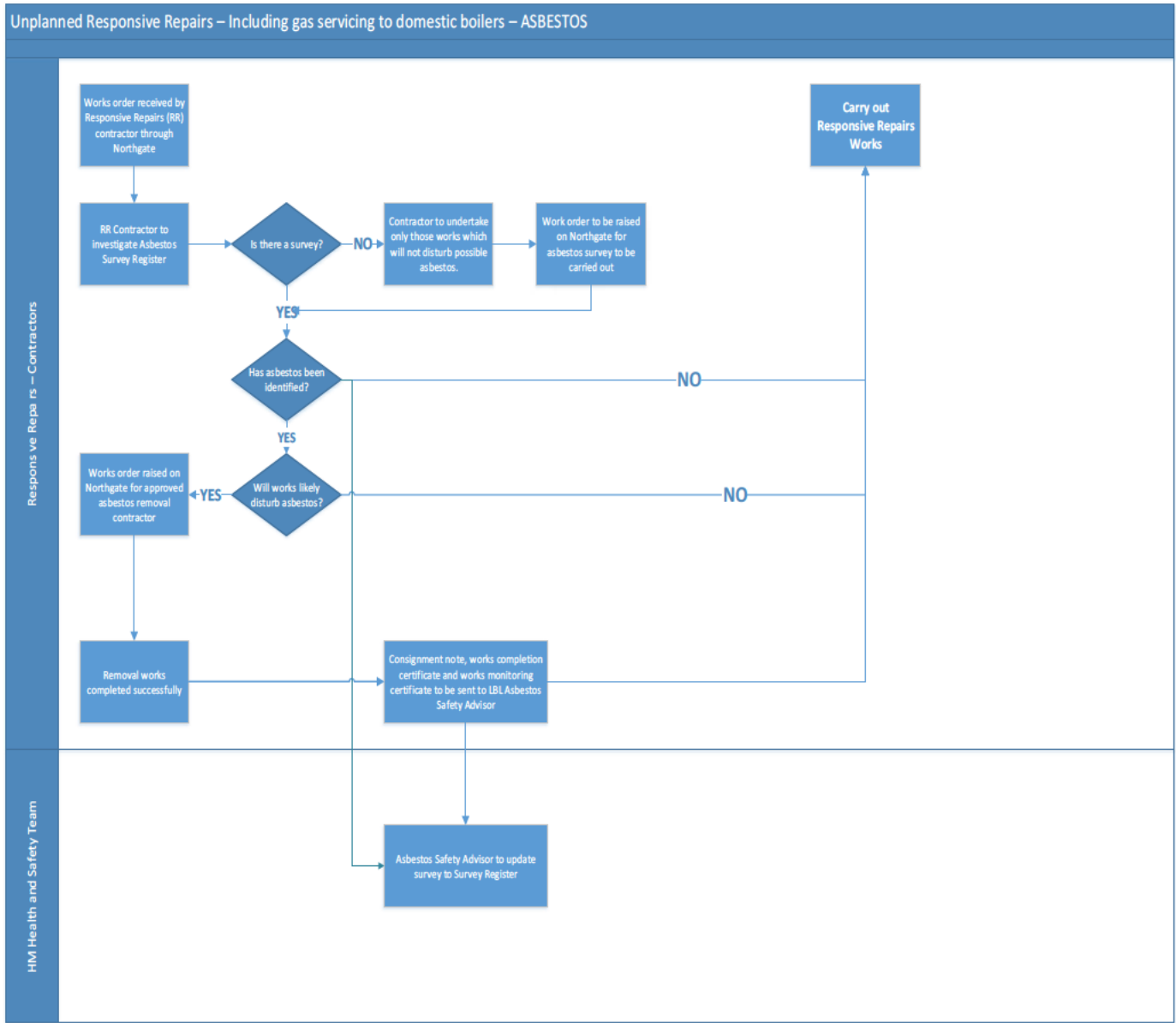
## Appendix 1

### Asbestos Emergency Procedures flow diagram



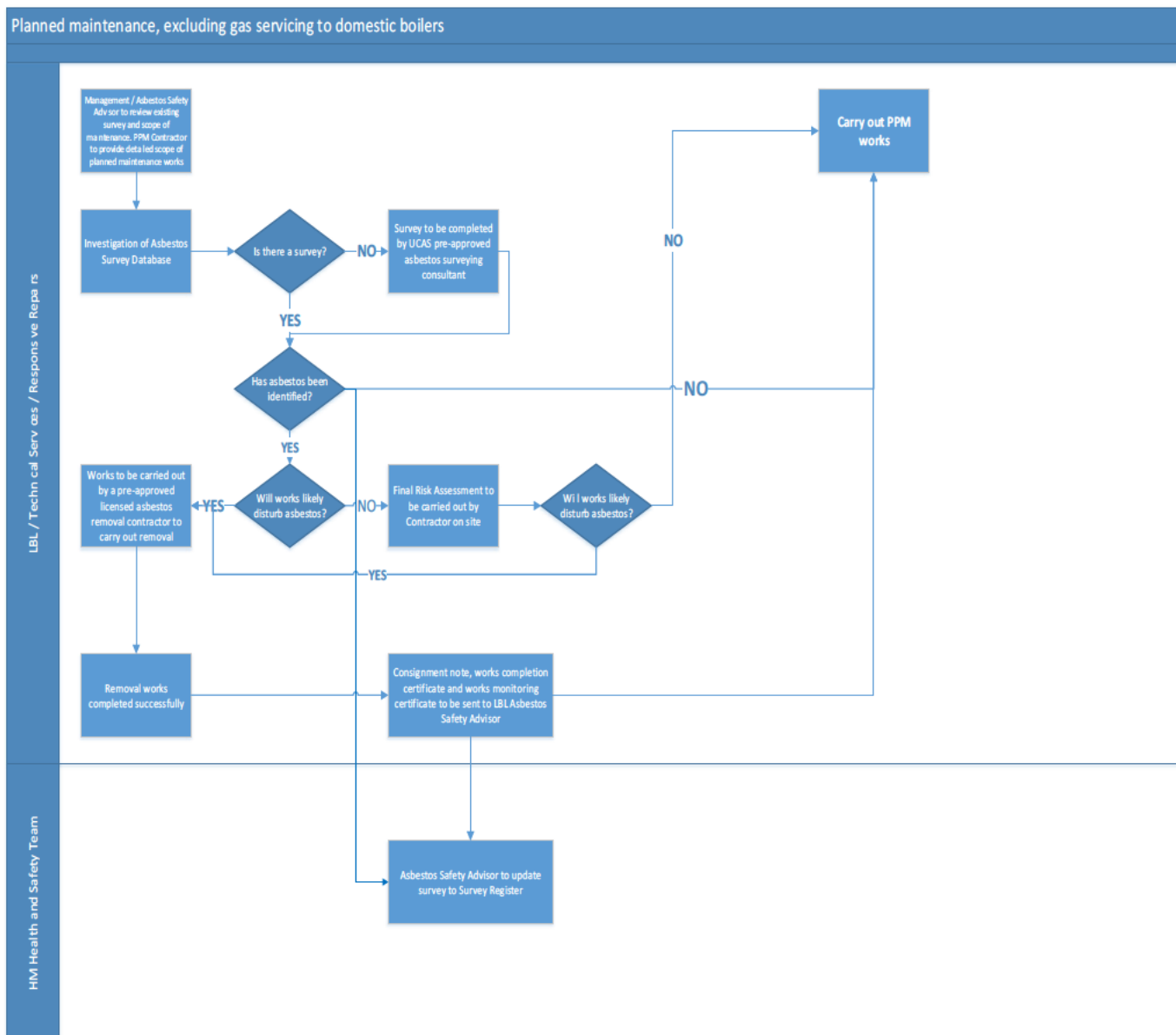
Appendix 2

Response (unplanned) repairs including gas servicing to domestic boilers process flow diagram



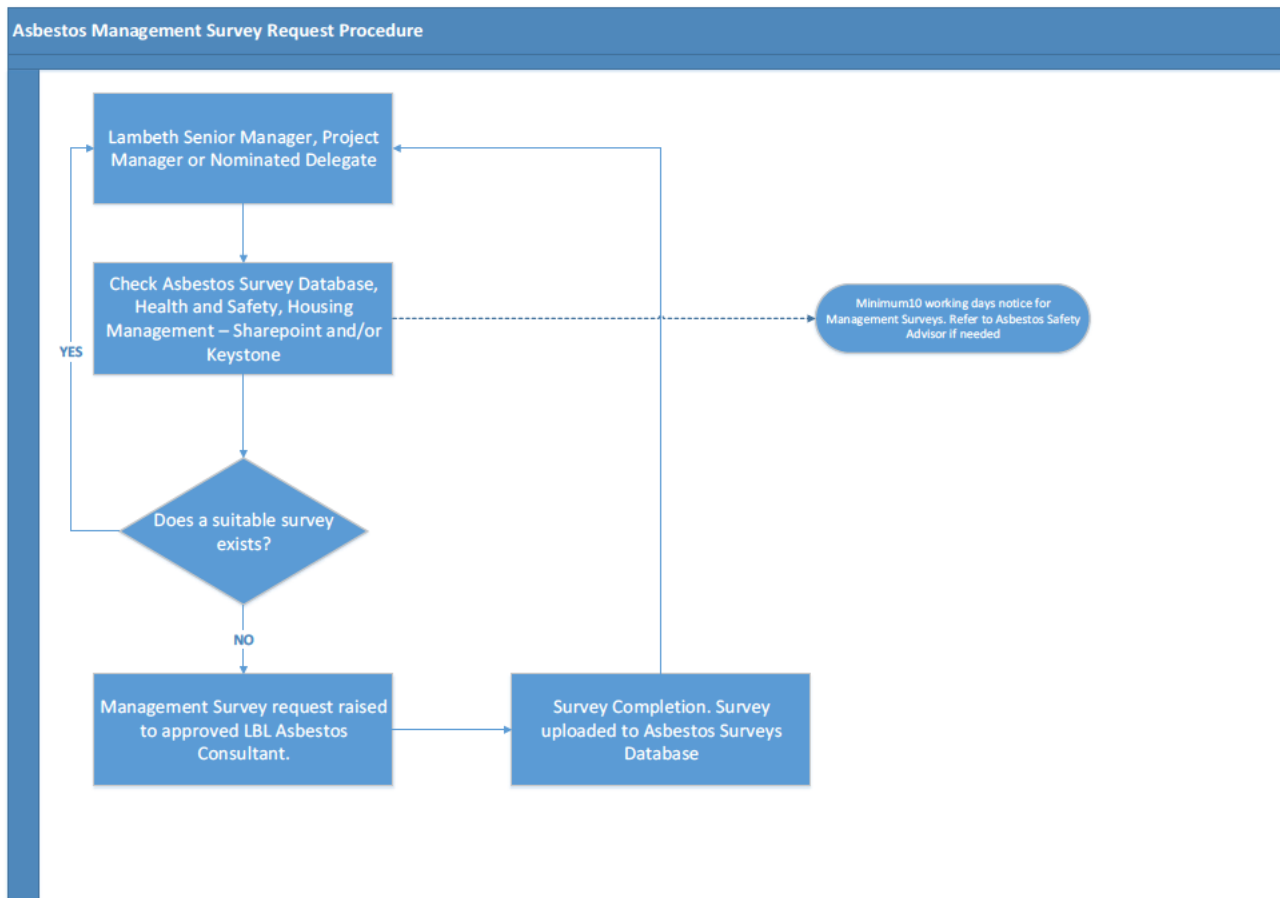
Appendix 3

## Planned maintenance excluding gas servicing to domestic boilers process flow diagram



## Appendix 4

### Management asbestos survey procedure flow diagram

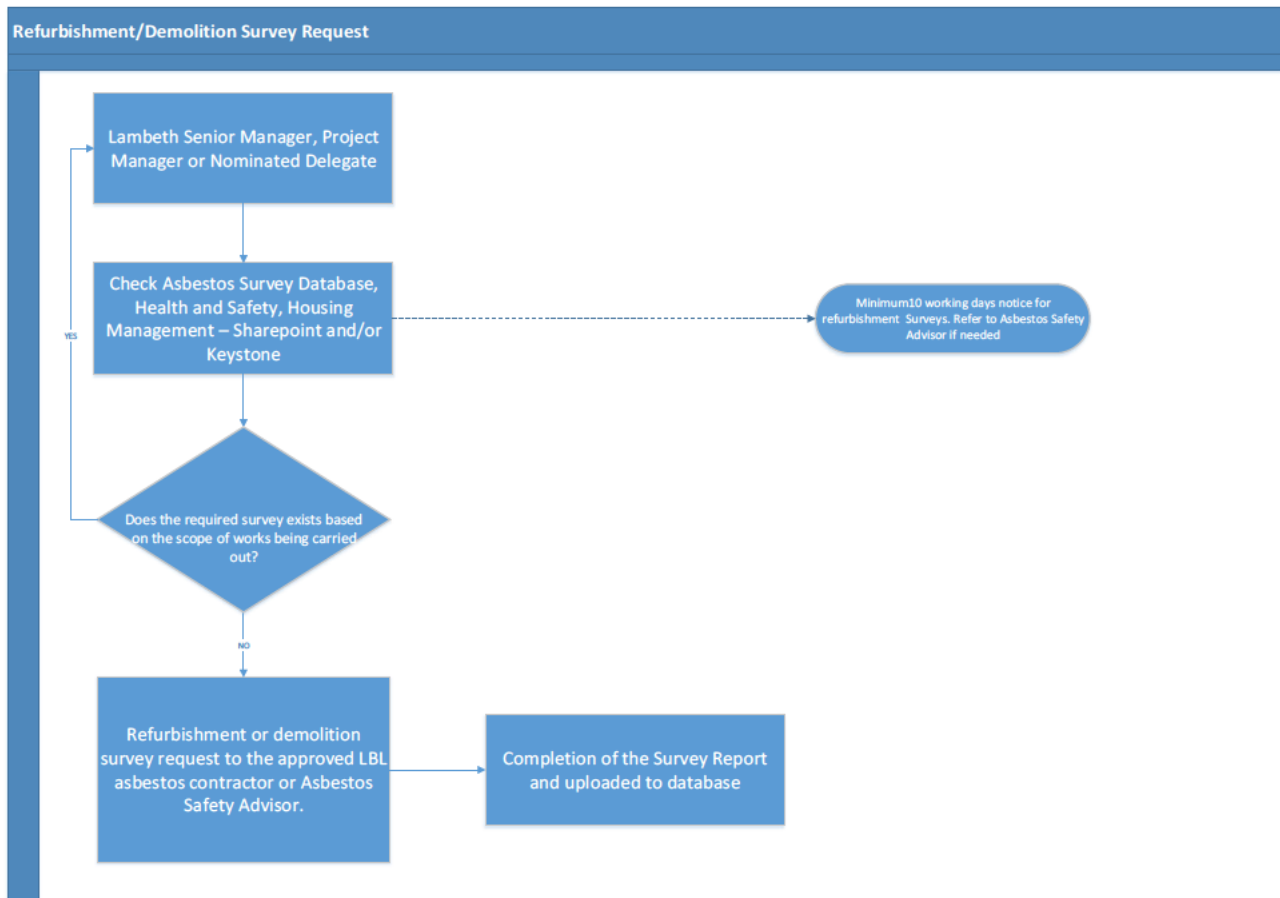


#### Note:

Lambeth Council senior manager, project manager or nominated delegate to refer to Asbestos Team for support in all cases check the survey for sufficiency against proposed

## Appendix 5

### Refurbishment, demolition asbestos survey procedure flow diagram



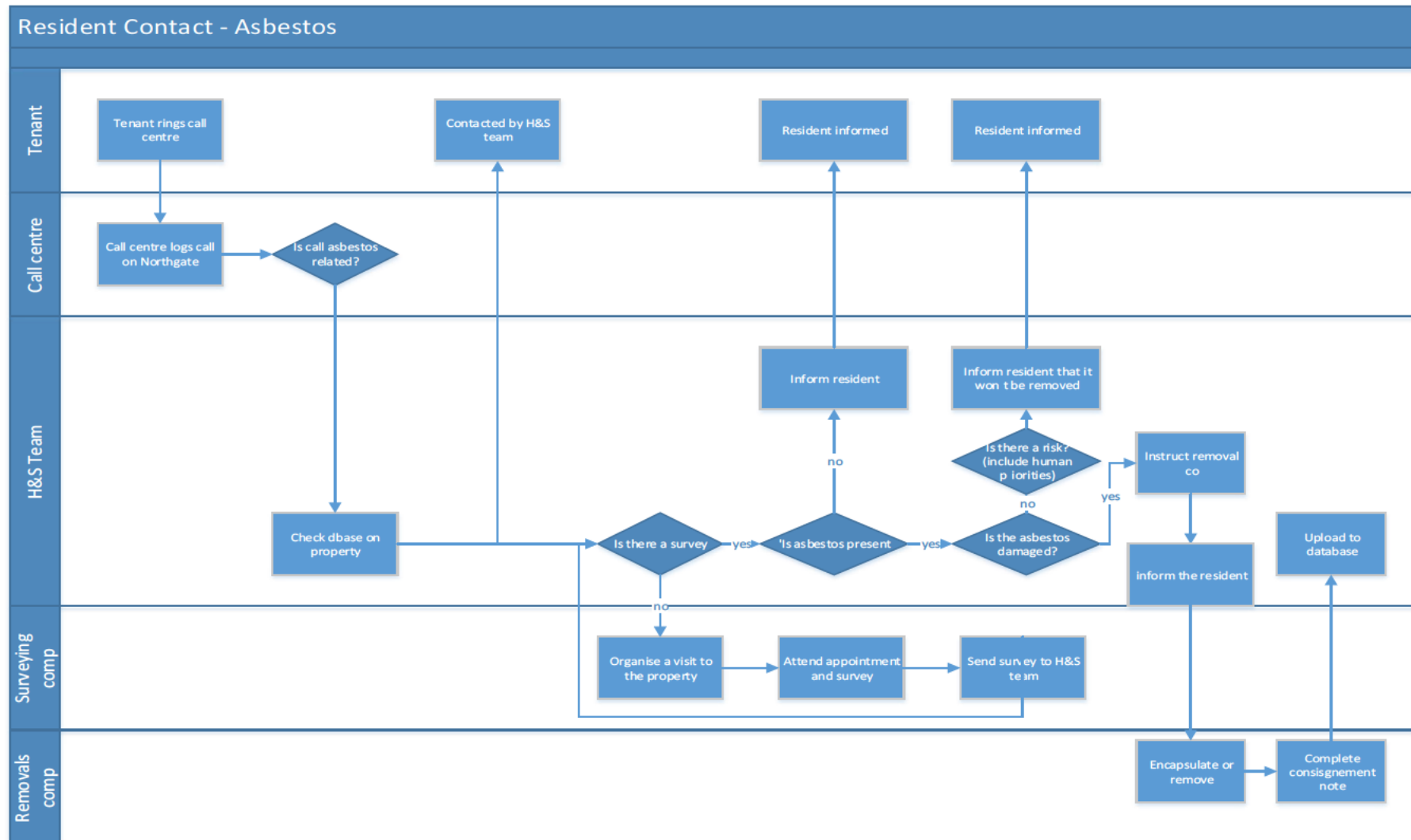
#### Note:

Lambeth Council senior manager, project manager or nominated delegate to refer to Asbestos Team for support in all cases check the survey for sufficiency against proposed works activities (e.g. maintenance).



## Appendix 6

### Asbestos survey, removal and review process flow diagram



## Appendix 7

### Decent Homes and Capital Works Procedure Note

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| <p><b>DECENT HOMES &amp; CAPITAL WORKS<br/>PROGRAMME<br/>PROCEDURE NOTES</b></p>   |  | e   |
| <p><b>NOTES DETAILING THE PROCEDURE FOR ORDERING, ISSUING AND<br/>PAYING FOR ASBESTOS REPORTS FOR DECENT HOMES AND CAPITAL<br/>WORKS</b></p> |  | <p><b>Updated by:</b> Mohtasham Ali</p> <p><b>Updated:</b> 11/05/2017</p> |
| <b>1.0</b>   | <b>Purpose:</b>  |   |
| 1.1  | <p>The purpose of this procedure is to explain the process required in order for asbestos reports to be prepared for Decent Homes and Capital Works, for those reports to be presented to the principal contractor and Lambeth Asbestos Team before works commence on site, and for the charges relating to such reports to be correctly apportioned to the appropriate scheme code.</p>   |   |
| <b>2.0</b>   | <b>Procedure</b>   |   |
| 2.1  | <p>All works of an intrusive nature will require an asbestos survey prior to commencement of works. When a project is identified as requiring asbestos surveys, the Project Manager (PM) must first check with the Asbestos Consultant(s) and the Asbestos Team which domestic units or communal areas within the scope of the project have existing up-to-date surveys reports available and if these reports are adequate under the 'scope of works'.</p> <p>Once this is established, the PM, should complete a "Request for Pre Construction Asbestos Survey" form, covering the properties which require an asbestos survey .<b>See Appendix A &amp; Appendix B</b></p> |   |
| 2.2  | <p>The request form will have details of the project name, job code, PM, project addresses, principal contractor, description of works and any comments.</p>   |   |
| 2.3  | <p>The job code will relate to the specific scheme the properties relate to, and all correspondence, information, reports and payments which relate to the specific scheme must use this job code as a reference. Any payments presented without a specific job code and address details must be returned to the Asbestos Consultant and correctly labelled.</p>   |   |
| 2.4  | <p>Formally check the documentation before forwarding to it to the Asbestos Consultant to be actioned. The Asbestos Consultant will provide written confirmation of receipt and place on file.</p>   |   |
| 2.5  | <p>The Asbestos Consultant will then issue instruction to the appointed asbestos surveyor to carry out surveys for the requested properties.</p>   |   |
| 2.6  | <p>The Asbestos Consultant will send the asbestos survey reports on completion to the contractor, PM and Asbestos Team for inclusion on database.</p>  |   |

|     |   |
|-----|---|
| 2.7 | When invoicing for these reports, each invoice presented must have the appropriate cost code AND list of individual addresses which must match that of the original request form which should also be attached.   |
| 2.8 | The invoice must be signed by and hence presented to Finance.<br><br>Finance will only accept invoices for surveys from Project Consultants or the Senior Project Consultant and from no other source.  |
| 2.9 | By signing the invoice, the PM/SPM will be verifying the invoice as correct and sign to say that all surveys have been produced and all addresses have been listed correctly and complete with job code.<br><br>The PM is to pass to finance for payment once verified and all documentation kept on file |
|     |   |

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**Appendix 7**

Name \_\_\_\_\_ Project Manager \_\_\_\_\_

Address \_\_\_\_\_ Job Code \_\_\_\_\_

Contractor \_\_\_\_\_ *Send this completed form  
to..... Who will arrange for the  
Asbestos Survey.*

| Description of work  | Comments / Concerns  |
|--|--|
| <b>E.g. Roof replacement (pitched)</b><br>Roof replacement works will involve removal of tiles and sarking felt and may result in strengthening of structural timbers in roof space. * Please delete and replace as required | E.g. It is essential that the entire roof space is inspected and tested for asbestos. Some areas may only be accessed once scaffolding is erected. Please delete and replace as required |
|  |  |
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|  |  |
|--|--|

Name:

Signed:

Date:

|   |       |                    |       |
|---|-------|--------------------|-------|
|   |       |                    |       |
| Project name:   | _____ | Project<br>Manager | _____ |
| Project address:  | _____ | Job<br>No.         | _____ |
| Principal Contractor:   | _____ |                    |       |
| <p><i>Send this completed form<br/>to.....who will<br/>arrange for the appropriate<br/>Asbestos Survey.</i></p> |       |                    |       |



| Number  | Block             | Pitched Roof | Flat Roof | Canopies | Soffit Fascia | Finlock Gutter | Rainwater goods | Concrete Repairs | Brickwork Repairs | Door Entry Cable | Door Entry Screen Door | Front /Rear and Combo Doors | Walkways Overcoat | Walkways Surface Renewal | Walkways Up stands | Private Balcony Overcoat | Private Balcony Surface renewal | Railtrack Repairs | Staircase handrails | Staircase Handrail Adaptation | Staircase Mosaic | Communal Floorings | 1st Wash Brickwork | 1st Wash Stairs | 1st Wash Drains Down pipes | Chemically Clean Gutters | Renew Windows | Overhaul Windows | Glazing | External Cladding | Internal decoration | External decoration | Electrical Works | BT Works | Satellite Niche removal /refit | Cavity Wall | Other |
|---|-------------------|--------------|-----------|----------|---------------|----------------|-----------------|------------------|-------------------|------------------|------------------------|-----------------------------|-------------------|--------------------------|--------------------|--------------------------|---------------------------------|-------------------|---------------------|-------------------------------|------------------|--------------------|--------------------|-----------------|----------------------------|--------------------------|---------------|------------------|---------|-------------------|---------------------|---------------------|------------------|----------|--------------------------------|-------------|-------|
| e.g. 1-9 excluding flat 8 as survey was located on database | e.g. Fovant Court | Y            |           |          |               |                |                 |                  |                   |                  |                        |                             |                   |                          |                    |                          |                                 |                   |                     |                               |                  |                    |                    |                 |                            |                          |               |                  |         |                   |                     |                     |                  |          |                                |             |       |
|   |                   |              |           |          |               |                |                 |                  |                   |                  |                        |                             |                   |                          |                    |                          |                                 |                   |                     |                               |                  |                    |                    |                 |                            |                          |               |                  |         |                   |                     |                     |                  |          |                                |             |       |
|   |                   |              |           |          |               |                |                 |                  |                   |                  |                        |                             |                   |                          |                    |                          |                                 |                   |                     |                               |                  |                    |                    |                 |                            |                          |               |                  |         |                   |                     |                     |                  |          |                                |             |       |
|   |                   |              |           |          |               |                |                 |                  |                   |                  |                        |                             |                   |                          |                    |                          |                                 |                   |                     |                               |                  |                    |                    |                 |                            |                          |               |                  |         |                   |                     |                     |                  |          |                                |             |       |
|   |                   |              |           |          |               |                |                 |                  |                   |                  |                        |                             |                   |                          |                    |                          |                                 |                   |                     |                               |                  |                    |                    |                 |                            |                          |               |                  |         |                   |                     |                     |                  |          |                                |             |       |
|   |                   |              |           |          |               |                |                 |                  |                   |                  |                        |                             |                   |                          |                    |                          |                                 |                   |                     |                               |                  |                    |                    |                 |                            |                          |               |                  |         |                   |                     |                     |                  |          |                                |             |       |
|   |                   |              |           |          |               |                |                 |                  |                   |                  |                        |                             |                   |                          |                    |                          |                                 |                   |                     |                               |                  |                    |                    |                 |                            |                          |               |                  |         |                   |                     |                     |                  |          |                                |             |       |
|   |                   |              |           |          |               |                |                 |                  |                   |                  |                        |                             |                   |                          |                    |                          |                                 |                   |                     |                               |                  |                    |                    |                 |                            |                          |               |                  |         |                   |                     |                     |                  |          |                                |             |       |

Name:

Signed:

Date:

## Appendix 8

### Asbestos Training Plan

# ASBESTOS AWARENESS TRAINING PLAN

## Introduction

Lambeth Council manages nearly 29,000 tenants' and leaseholders' homes.

We provide:

- housing and estate management
- rent collection and arrears management
- repairs and maintenance
- planned repairs and major works
- leasehold management,

In order for Lambeth Council to achieve many of its long term goals and to provide a safe working environment not just for its employees but also for residents, contractors, visitors and all other people entering our premises it is essential that all staff are able to carry out the duties of their roles competently and safely. In order to meet our obligations as outlined in the Health & Safety At Work Act 1974 “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees by the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees”. In order to meet our obligations under The Health & Safety at Work Act 1974 Lambeth Council has devised a robust training regime in order to comply with the legislation.

### **The three main drivers for improving safety performance are:**

**Legal** - The law says that we must. A company and its personnel can face prosecution if and when things go wrong.

**Business**- Accidents and incidents cost money and can damage a company’s reputation. Every employee has a personal responsibility for, and derives benefit from, a company’s successful performance.

**Humanitarian**-Physical pain and hardship resulting from death and disability is impossible to measure. An incident can affect a huge number of people both at work and at home.

### **Training Objectives**

- Ensure the requirements of Control of Asbestos at Work Regulations 2012 (CAR 2012) and

Lambeth Council's Asbestos Management Plan are met and that the organisation meets all its legislative requirements.

- Provide a safe working environment for all Lambeth Council staff and for all individuals affected by the activities of our employees.
- Identify all roles which require awareness training so that employees have been provided the tools to carry out their duties in an efficient and consistent manner.
- Ensure Senior Managers have the necessary expertise and knowledge to advise staff and provide a consistent approach
- Ensure all aspects of health & safety are embedded within the core values of Lambeth Council by developing knowledge and understanding of staff

### **Procedure**

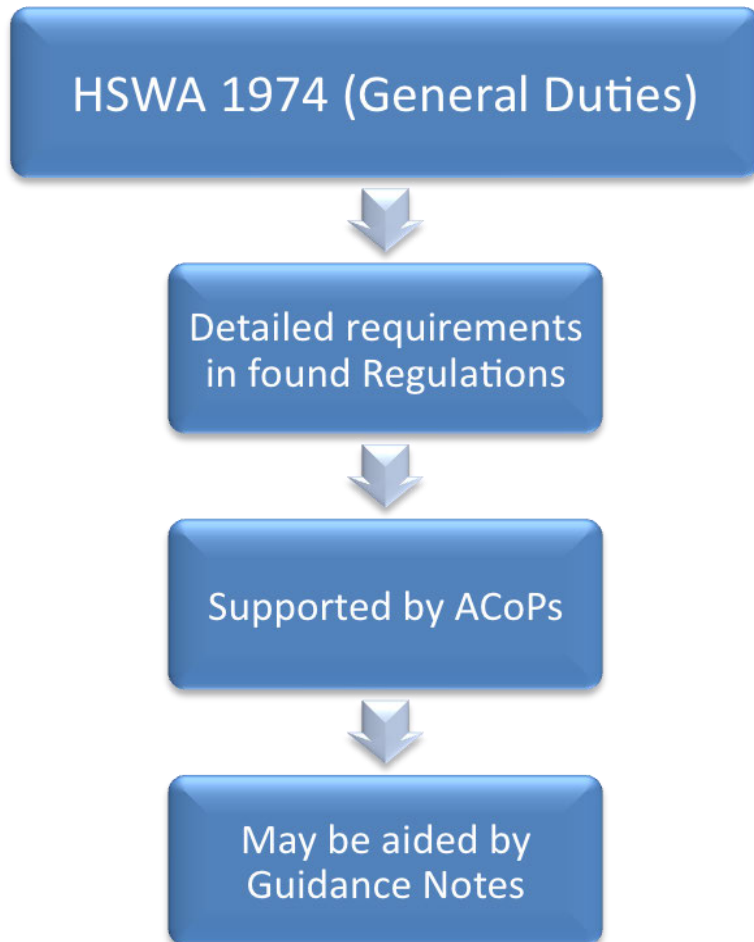
- HR to ideally provide quarterly staff organisation structure chart to Asbestos Team
- Asbestos Advisor would assess asbestos training needs for those new and existing staff and arrange suitable internal training. Training is mandatory for all identified staff
- All staff re-structure consultations to assess any potential changes in job roles or creation of new roles and administer training as required
- Arrange refresher training regularly
- Arrange training following changes in legislation as required.
- Arrange bespoke staff re-training following lapses or breaches in procedures or any other serious incidents.
- All relevant documentation available on [http://sharepoint.lambeth.gov.uk/sites/II/programme/health\\_safety/Asbestos/Forms/AllItems.aspx](http://sharepoint.lambeth.gov.uk/sites/II/programme/health_safety/Asbestos/Forms/AllItems.aspx) for all staff to have read-only access. All delegates to receive all relevant documentation via e mail following course including Lambeth Councils' Asbestos Procedure Document and training presentation.

### **Key Roles**

The aim of the training is to ensure all employees who may come into contact with asbestos as part of their roles have received adequate awareness training. This can be either as raising a works order for a small leak in a premises as part of the day-to-day repairs to major window refurbishment projects within the Capital Teams. Hence this training is geared towards many in Property Services and Housing Management Departments including Capital Delivery Team, Technical Services and the District Housing Offices. In addition, the training will include many in the estate services responsible for maintaining our estates and certain key personnel who have interaction with Lambeth residents in order to give advice on various repair issues.

| <b>Training</b>    | <b>Delivery</b>          | <b>Learning Objectives</b>  | <b>Method/Materials</b>  | <b>Resources</b>  |
|--------------------|--------------------------|---|--|---|
| Asbestos Awareness | Asbestos team (internal) | Provide Information, Instruction & Training to all identified employees | <ul style="list-style-type: none"> <li>• Hand-outs</li> <li>• PowerPoint presentation</li> <li>• internal policy</li> <li>• UK legislation,</li> <li>• reference samples</li> <li>• practical exercise</li> <li>• discussion</li> <li>• where to access information</li> </ul> | Half day training with minimum of 4 delegates bi-monthly unless bespoke training arranged |

# The Main UK Health and Safety Legislation



This Act of Parliament was created to replace existing legislation e.g. the Factories Act 1961 and the Office Shops and Railways Act 1963 that focused on the physical aspects of work. The 1974 Act addressed behavioural aspects of work and introduced the concept of self-regulation.

The Health and Safety at Work etc. Act imposed general duties that could be applied to all workplaces. However detailed requirements to cover specific aspects of work e.g. work with hazardous substances, electricity, manual handling etc. can be found in Regulations made under the act.

Guidance on the application of Regulations is given in various supporting Approved Codes of Practice (ACoPs) and HSE Guidance notes. These are not Law in their own right but provide the basis of judgment as to whether the requirements of legislation have been met.

## **The key Duties under the Health and Safety at Work etc. Act 1974**

### **Employer's Duties to Employees**

Every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all their employees including:

- The provision and maintenance of plant and systems of work that are, as far as is reasonably practicable, safe and without risks to health.
- arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all employees.
- All places of work under the employer's control must be maintained, so far as is reasonably practicable, in a condition that is safe and without risks to health, and provide and maintain safe access and egress.
- The provision and maintenance of a working environment that is, as far as is reasonably practicable, safe and without risks to health, and adequate as regards facilities and arrangements for welfare at work.

### **Duties to Non-Employees**

Ensure, as far as is reasonably practicable, persons not in Lambeth employment e.g. contractors, members of the public, trespassers, residents, etc. who may be affected by the Lambeth activities, are not exposed to risks to their health or safety. Residents whose individual properties have had ACM material identified via an Asbestos Survey will receive written communication and advice.

### **Duties of Employees**

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer to enable the employer to comply with all relevant legislation.

No person (whether they be connected with work or not) shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.



*Dear Resident,*

*As part of our duty to manage asbestos in Lambeth Council managed housing stock, we have provided you with guidance and information as part of your tenancy agreement in your Tenancy Handbook and Repairs Manual.*

*Asbestos was used extensively in the 1950s to the mid-1980s and does not pose a risk to health as long as it's not damaged or disturbed eg by drilling, sanding or abrading the surface of the asbestos product.*

*Please contact Lambeth Council prior to carrying out any renovation or redecorations within your home as you may place yourself at risk if you do not first get permission for any alterations. This can include renewing vinyl flooring, drilling or painting artex textured coatings on walls or ceilings, opening up panels in order to locate a water leak amongst others.*

*If you contact us on the telephone numbers provided in this letter below we will supply you with any survey information we have on our system. Alternatively if there is no information on your dwelling we will carry out an asbestos survey by a suitably UKAS accredited company.*

*The asbestos team will need to review the survey report accordingly and remove any asbestos materials (under controlled conditions) before allowing you to drill, cut, disturb or demolish any materials in the property.*

*If you would like more information or would like to discuss the survey results with us, then please don't hesitate to contact us using the details below:*

Asbestos Advisor: 0207 926 2060  
Contact Centre: 0207 926 6000  
Email: [HMasbestossafety@lambeth.gov.uk](mailto:HMasbestossafety@lambeth.gov.uk)

*Best regards*

*Mohtasham Ali  
Asbestos Safety Advisor  
Civic Centre  
6 Brixton Hill  
SW2 1EG*



All Residents

Central Hill Estate,

SE19

Dear Resident

We are writing to you to inform you of the possible asbestos related products which may be present in your property.

Asbestos is a naturally occurring substance mined very much like coal and is found in rocks. Provided it is in good condition, it is not considered to pose a health risk apart from when it is disturbed eg drilling, sanding sawing, or putting a nail in the wall to putting a picture up. If you require to carry out any renovations then we would recommend that you contact the Lambeth Council Asbestos Safety Team on the contact details below.

**Please note: asbestos in good condition does not pose a potential risk**

In order for us to assess where asbestos may be present within your property then we will require to an asbestos survey. If it is damaged then we can arrange removals/encapsulations by an asbestos licensed company following the survey.

Here are **some** of the likely areas where asbestos may be present within your property:

- Artex textured ceilings
- Floor tiles
- Commonly 'Shires Lynx' toilet cisterns
- Eternite window sills
- Partition walls
- Infill panels above and below doors
- Boxing, riser and ceiling panels

For information and advice contact:

Asbestos Safety Team

Lambeth Council

Civic Centre

6 Brixton Hill

SW2 1EG

Contact Phone no: 0207 926 2060

## Appendix 11

*Dear Resident,*

*As part of our duty to inspect, maintain and assess homes in Lambeth, we have carried out an Asbestos Survey in your home; and as such have identified asbestos-containing materials in your home. You would have been informed of the likelihood of Asbestos Containing Materials being located in your home when you began the tenancy, as well as in your Tenancy Handbook and Repairs Manual. As the substance was used extensively in British construction from the 1950s to the mid-1980s, it does not pose any risk to health as long as it's not damaged or disturbed.*

*The asbestos survey was conducted by a UKAS Accredited surveying company, whom have identified the materials to be in good condition, and hence it can remain in place, as per regulatory guidance. Please contact Lambeth Council before carrying out any renovation, redecoration or any form of intrusive penetrations into substrate surfaces within your home. As you will place yourself at risk if you do not first get permission for any alterations, the asbestos team will need to review survey advice and accordingly remove any asbestos materials (under controlled conditions) before allowing you to drill, cut, disturb or demolish any materials in the property.*

*If you would like more information, you are worried about the condition of asbestos materials in your home or would like to discuss the survey results with us, then please don't hesitate to contact us using the details below:*

*Asbestos Advisor:       0207 926 2060  
Contact Centre:       0207 926 6000  
Email:                    [HMasbestossafety@lambeth.gov.uk](mailto:HMasbestossafety@lambeth.gov.uk)*

*Best regards*

*Mohtasham Ali  
Asbestos Safety Advisor  
Civic Centre  
6 Brixton Hill  
SW2 1EG*