



## Asbestos Management



**west  
north  
west**  
homes leeds

العربية • 中文 • فارسی • Français • كوردی • Polski  
Português • Soomaali • ភ្នំពេញ • اردو



If you would like this document in your language, **large print** or Braille, please contact your Neighbourhood Housing Office, who can do this for you free of charge.

#### Arabic / العربية

إذا كنت ترغب بالحصول على هذه الوثيقة مكتوبة ببلغتك الام او مطبوعة بأحرف كبيرة او على شكل بريل، قم بالاتصال بمكتب اسكان الاحياء. هذه خدمة مجانية نقدمها لك.

#### Cantonese / 中文

如果你需要這份文件翻譯成你的語言、或以大字體或盲人點字格式說明，請與你的鄰里房屋辦事處聯絡，他們能夠免費給你安排。

#### Farsi / فارسی

اگر شما علاقمند به داشتن این مدرک بزبان خود، بصورت بریل، خط درشت و یا بصورت نوار شنیداری می باشید لطفاً با نبرهود هاؤسنگ اوفس (Neighbourhood Housing Office) خود تماس بگیرید، اونها می توانند این کار را برای شما بصورت رایگان انجام دهند.

#### French / Français

Si vous désirez recevoir ce document dans votre propre langue, en gros caractères ou en braille, veuillez contacter votre Bureau Logement -Neighbourhood Housing Office- qui se chargera de vous l'envoyer gratuitement.

#### Kurdish / کوردی

ئەگەر دەتەوێت ئەم نووسراوەت بە زمانی خۆت یان بە چاپی پیتی گەورە یاخود بە بریل (شینۆزی نووسینی نابینا) بۆ دابین بکەیت، ئەوا تکایە پەیوەندی بە ئۆفیسێ خانووبەری ناوچەکەتەوه (نییبەرهوود هاوژین ئۆفیس) بکە و ئەوان بە خۆپرابی ئەو کارەت بۆ دەکەن.

#### Polish / Polski

W celu otrzymania niniejszego dokumentu w swoim ojczystym języku, dużą czcionką lub w języku brajla, proszę skontaktować się z Dzielnicowym Biurem Mieszkaniowym, które dostarczy tłumaczenie bezpłatnie.

#### Portuguese / Português

Se pretender obter este documento no seu idioma, impresso em letras grandes ou em Braille, contacte o Gabinete de Habitação da sua zona, que poderá fazê-lo gratuitamente.

#### Somali / Soomaali

Haddii aad ku rabto xaashaddan af-kaaga hooy, far waaweyn ama far Indhoole, markaasi fadlan la xidhiidhid Xafiiska Guriyeynta Xaafadda, kuwaas oo sidan lacag-la'aan kuugu samayn karaya.

#### Tigrinya / ትግርኛ

ነዚ ጽሑፍዚ ብቋንቋኻ ብዓብይ ጽሑፍ ወይ ብብረይል (ናይ ዓይነት-ራን ጽሑፍ) እንተደለኻ፣ ነቲ ናይ ኣካባቢኻ ናይ ኣባይቲ ቤት-ጽሕፈት ደውለሎም፣ ነዚ ብነጻ ክገብሩልኻ ኢዮም።

#### Urdu / اردو

اگر آپ کو تحریر آپ کی اپنی زبان میں، بڑے پرنٹ پر یا بریل میں درکار ہو تو براہ کرم اپنے نمبر بڈ ہاؤسنگ آفسر سے رابطہ کریں، وہ آپ کے لیے یہ کام مفت کر سکتا ہے۔

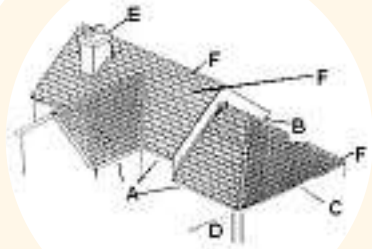
Asbestos products are found in most homes and if they are in a good state of repair and left undisturbed they present no hazard to health. This leaflet gives advice and guidance on the safe management of asbestos.

## Where is asbestos most commonly found?

**Externally** asbestos is found contained within the:

- A** eaves soffit
- B** verge under-cloak
- C** rain water gutter
- D** rain water pipe
- E** flue pipes & terminals
- F** hip, ridge and roof tiles

and in corrugated cement sheeting which is usually found on sheds and garages.



and **internally**, it is found in:

- textured coatings such as artex - usually before 1990
- fire stop panels (inside heater cupboard doors or near a heat source)
- ceiling and wall boards
- floor tiles (thermo-plastic)
- WC cisterns made from composite materials
- flue pipes (asbestos cement)
- electrical mains fuse cupboards
- inset panels, fibre gaskets to gas fires or parkray type fires
- bath panels.

## Can I remove asbestos myself?

**No, under no circumstances should you attempt to remove it.**

Anyone who has had asbestos products identified in their property and who disturbs that product, to the extent that it releases fibres into the atmosphere, **may be at risk.**

If you carry out work which involves drilling, sawing, sanding or cutting into the fabric of any asbestos containing material, you could potentially be at risk.

**Never attempt to remove, sand, scrape, wire brush, drill any surface or item containing asbestos.**



# What should I do if I suspect I have asbestos in my home?

You must not carry out structural repairs or improvements to your home other than cleaning and basic decorating unless permission has been given by West North West Homes. You may not get permission where there is a likelihood of removing or damaging asbestos products.

**Never attempt to remove, sand, scrape, wire brush, drill any surface or item containing asbestos.**

You should report all suspected asbestos containing materials and items to your local neighbourhood housing office. If any external structural damage occurs through extreme weather conditions or general deterioration causing guttering, piping, roof tiles or corrugated sheeting to break you should also report it.

Floor tiles and WC cisterns are normally manufactured from plastic with a small amount of asbestos fibre to give additional strength. This is so well bonded that it would take drilling or mechanical grinding to release the asbestos fibres. So, generally they present no hazard.

Some textured coatings, such as artex, which are commonly used as a decorative finish to walls and ceilings, contain asbestos fibres. They are normally well bonded and the fibres are not easily released. In recent years only non-asbestos grades of textured coating have been used but both versions look identical. If it is found that the textured coating

contains asbestos, removal can only be done by licensed contractors. Cleaning and re-painting is safe as long as the surface is in good condition and not sanded down.

**Do not attempt to remove, sand, scrape, wire brush, or drill a textured coating unless it has been tested and confirmed that it does not contain asbestos.**

Insulation board which is often used internally as panelling or boxing is softer and less dense than cement products. If it is in good condition it presents no risk but it can be more easily damaged allowing fibres to be released. Where found internally, it will be given a higher priority for removal or sealing in place. Removal of insulation board containing asbestos can only be done by licensed contractors.

**Do not attempt to remove, sand, scrape, wire brush, or drill insulation board containing asbestos.**

## Asbestos waste

Asbestos cement sheets, whole or broken, are often found in gardens as debris from previous sheds or even used by some as fencing. You can have these removed on request.

**Do not place asbestos waste in “wheelie bins” - it must be disposed of in a safe manner to a licensed tip.**

The following are the service standards you can expect from us in the management of any asbestos identified in your property:

**We will:**

- on receiving a request for a survey, send a confirmation letter to you within 2 working days explaining why a survey is required and contact details, should you have any queries or concerns;
- where a repair is an emergency, test a sample of the material within 24 hours;
- inform you in writing of when a referral for asbestos removal has been received within 2 working days and provide you with our and our contractor's contact details and a copy of our Asbestos Information Leaflet;
- complete and return interim survey reports within 5 working days from receipt of referrals;
- arrange for a licensed removal contractor to remove the asbestos material within 17 working days if required.



**If you wish to contact us, please do so by visiting us at:**

Aireborough One Stop Centre

Micklefield House, New Road Side, Rawdon LS19 6DF

Armley One Stop Centre, 2 Stocks Hill, Armley, Leeds LS12 1UQ

Bramley Neighbourhood Housing Office, 202 Town Street,  
Bramley, Leeds LS13 2EP

Horsforth Neighbourhood Housing Office, The Green,  
Town Street, Leeds LS18 5JB

Kirkstall Neighbourhood Housing Office, 45 Kirkstall Lane,  
Kirkstall, Leeds LS5 3BE

Little London Neighbourhood Housing Office, Oatland Drive,  
Little London, Leeds LS7 1SH

Otley One Stop Centre, 8 Boroughgate, Otley, Leeds LS21 3AL

Pudsey One Stop Centre, Town Hall, Robin Lane, Leeds LS28 7BL

Wortley Neighbourhood Housing Office, 36 Heights Drive,  
Armley, Leeds LS12 3SU



Call us on: 0800 915 1113\*  
or Minicom: 0845 127 1113

\*standard charges apply when calling from a mobile



Email us on:  
[wnwhl.enquiries@wnwhl.org.uk](mailto:wnwhl.enquiries@wnwhl.org.uk)  
[www.wnwhl.org.uk](http://www.wnwhl.org.uk)



Visit us at:  
Neighbourhood Housing  
Offices or One Stop Centres



Write to us at:  
Westfield Chambers, Lower  
Wortley Road, Leeds LS12 4PX



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