

Asbestos Management Policy (6)

AS WITH ALL OF THE ASSOCIATION'S POLICIES and PROCEDURES, THIS DOCUMENT, IN FULL AND IN PART, CAN BE MADE AVAILABLE IN SUMMARY, ON TAPE, IN BRAILLE, AND IN TRANSLATION INTO MOST OTHER LANGUAGES –

PLEASE ASK A MEMBER OF STAFF IF YOU WOULD LIKE A VERSION IN A DIFFERENT FORMAT

Approved By	Committee of Management at the meeting on October 2012
Last Reviewed	May 2017
Next review	June 2022

1.0 AIM OF POLICY.

- 1.1 The overall aim of this policy, and associated procedures is to ensure the effective, efficient control and management of the risks from exposure to asbestos for people living in or undertaking work activities within the Association's properties and to ensure the Association complies with its obligations under the relevant legislation.
- 1.2 This policy is intended to ensure that Whiteinch & Scotstoun Housing Association meets the statutory requirements of:
- Control of Asbestos Regulations 2012
 - The Health and Safety at Work etc Act 1974, which imposes duties on employers, the self-employed and employees.
 - The Management of Health and Safety at Work Regulations 1999 (as amended) which stipulates the requirement to carry out a suitable and sufficient assessment of the risks for all work activities to determine what measures are necessary to ensure the safety of employees and other persons who may be effected by the work.
- 1.3 This document is to be read in conjunction with the Association's Asbestos Management Plan which aims to manage, monitor and control all activities in connection with asbestos.

2.0 KEY POLICY OBJECTIVES.

- 2.1 The Association will:
- Prepare and disseminate an 'Asbestos Management Plan' and appoint a named 'Duty-holder'
 - In line with Health and Safety Executive advice deal with asbestos where located and identified by managing the material in-situ.
 - Ensure that asbestos located within non-domestic areas and communal areas are re-inspected annually
 - Maintain an 'Asbestos Register' and provide asbestos information to all contractors who may be liable to disturb it
 - Ensure contractors check the asbestos register and carry out onsite risk assessments before any work is carried out, to establish the likelihood of asbestos being disturbed. If asbestos may be disturbed then an appropriate survey is required
 - Only appoint asbestos removal contractors licensed by the HSE for licenced works
 - Only appoint asbestos survey contractors that are UKAS accredited
 - Ensure that detailed records are kept for all asbestos activities.

3.0 MANAGEMENT RESPONSIBILITIES.

3.1 Organisational Accountability.

- 3.1.1 It is the overall responsibility of the Chief Executive to ensure that the Association complies with all statutory duties placed on it by health and safety legislation. The Chief Executive retains overall accountability for the implementation of this policy and is the named Duty-holder.
- 3.1.2 The Projects Manager is responsible for the overall implementation and delivery of the asbestos policy and ensuring that adequate resources are available to enable the objectives to be met.
- 3.1.3 The Senior projects Officer (SPO) is responsible for the day to day operational delivery of asbestos management, including the management of contractors/consultants, providing asbestos information, ongoing inspections, testing, maintaining records and compliance with legislation.
- 3.1.4 Senior Repairs Officer (SRO) is responsible for ensuring that asbestos activities are managed across the day to day responsive repairs and voids contracts, including the management of contractors/consultants providing asbestos information, asbestos inspections, testing and maintaining records. The SRO will liaise and co-ordinate asbestos activities in respect of responsive repairs and voids with the SPO to ensure that the register is kept updated and compliance with the legislation is maintained across the Association.

3.2 Statutory Requirements and Guidance.

- 3.2.1 The purpose of this policy is to ensure that the Association meets its obligations under the following legislation:
- 3.2.2 Control of Asbestos Regulations 2012
- 3.2.3 HSG 264 Asbestos: The Survey Guide
- 3.2.4 HSG 227 A comprehensive guide to managing asbestos in premises.
- 3.2.5 Approved Code of Practice (ACOP) L143 2nd Edition – Managing and working with asbestos
- 3.2.6 The Management of Health and Safety at Work Regulations 1999;
- 3.2.7 Health and Safety at Work etc. Act 1974

3.3 Control of Asbestos Regulations (CAR) 2012

3.3.1 The purpose of the Control of Asbestos Regulations 2012 is the management of risks from asbestos containing materials to employees, residents and visitors to the non-domestic areas of residential properties, shop and office premises. The Regulations require duty-holders to:

- Assess whether premises contain asbestos containing materials;
- Assess the risk from any identified asbestos containing materials;
- Take appropriate action to manage the risks from asbestos containing materials.

3.3.2 The Association will ensure the above requirements will be met by the implementation of the following actions:

- Identification of the hazards present in relation to Asbestos Containing Materials (ACM's) by instructing Asbestos Surveys where appropriate;
- Assessment of the risks associated with any identified ACM's;
- Identifying and implementation of suitable management systems to control the risks presented by ACM'S;
- Ongoing monitoring to ensure that ACM's remain in good condition;
- Assumption of the presence of asbestos until proven otherwise;
- Developing and updating a register of known ACM's, including the location and condition of ACM's and making the information from the Asbestos Register available to all parties who may disturb ACM's;
- Assess the risk for all identified locations where ACM's are known to be present;
- Develop a detailed management plan of safe procedures in relation to ACM's;
- Review and monitor the management plan to ensure it remains appropriate.

3.4 HSG264 – Asbestos: The Survey Guide

3.4.1 The HSE have issued HSG264: The Surveying Guide this guidance replaces the former MDHS 100. HSG264 provides a more detailed and clearer form of guidance on asbestos surveying requirements. While there are no major changes to the previous guidance the classification of Asbestos Surveys has been revised. The former Type 1 & Type 2 Surveys are now simply designated as a 'Management Survey' and the former Type 3 Survey is now termed a 'Refurbishment and Demolition Survey'.

3.4.2 It is also designed to provide guidance in situations where surveys may be carried out for other purposes, e.g. for 'managing' asbestos in domestic premises under wider health and safety legislation and for meeting the requirements of the Construction (Design and Management) Regulations 2007 (CDM). It complements and supports other guidance on managing asbestos.

3.5 HSG227 A Comprehensive Guide to Managing Asbestos in Premises.

3.5.1 This guidance is aimed at people who have a duty to manage the risks from asbestos-containing materials in the premises, i.e. building owners, tenants and anyone else who has any legal responsibilities for workplaces.

3.6 Approved Code of Practice (ACOP) L143 – Managing and Working with Asbestos

3.6.1 Approved Code of Practice and guidance for employers about work which disturbs, or is likely to disturb, asbestos, asbestos sampling and laboratory analysis. The Regulations set out your legal duties and the ACOP and guidance give practical advice on how to comply with those requirements. The Regulations give minimum standards for protecting employees from risks associated with exposure to asbestos.

3.7 Management of Health and Safety at Work Regulations 1999

3.7.1 The Health and Safety at Work Regulations 1999 require the Association to carry out suitable and sufficient assessments of the significant risks for all work activities undertaken by its employees and to decide what, if any, control measures are necessary to ensure their health and safety.

3.8 Health and Safety at Work etc. Act 1974.

3.8.1 Primary legislation to secure, as far as reasonably practicable, the health and safety and welfare of its employees, tenants, and visitors to its premises.

3.9 Asbestos Management Team

3.9.1 The Chief Executive will establish an Asbestos Management Team. The identified members of this Team will be outlined in Appendix 1 to this document.

3.9.2 The Asbestos Management Team will have day-to-day responsibility for the management and control of risks from any asbestos containing materials within the Association's properties.

3.9.3 The Chief Executive will ensure that those persons charged with responsibilities under the Asbestos Management Policy and Asbestos Management Plan will be competent to undertake the tasks involved in the safe management of asbestos within the Association. They will therefore be given appropriate information, instruction and training to enable them to understand and carry out their duties in a safe and competent manner and in accordance with Association's policies, procedures and with current legislation.

3.9.4 The Association will provide training on asbestos awareness for relevant members of staff. Information and guidance will be cascaded from the Asbestos Management Team through to individual staff as required.

4.0 EQUAL OPPORTUNITIES TESTING.

4.1 In accordance with the Association's Equality & Diversity Policy, this Policy has been consciously considered to judge whether there is any likelihood that its presentation or operation could in any way lead, no matter how inadvertently, to discrimination. The conclusion of this exercise is that it is believed that the Policy should operate in a non-discriminatory way.

5.0 POLICY REVIEW.

5.1 This policy will be reviewed in five years' time or sooner if legislative, regulatory or best practice changes require this.

APPENDIX 1.

Asbestos Management Team

**Projects Manager.
Senior Projects Officer.
Senior Repairs Officer.**