

**Asbestos Management Policy (7)**

**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 meeting in February 2014
Reviewed	February 2017
Last review	February 2022
Next Review	February 2027

## **Asbestos Management Policy.**

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### **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 affected 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 guidance establish if asbestos is present or presumed to be present, it is appropriately managed to keep risks to a minimum.
  - Assess the risk from the materials
  - Prepare a plan that sets out in detail how to manage the risk from this material and implement said plan
  - Ensure that asbestos located within non-domestic areas and communal areas are re-inspected annually and logged.
  - Maintain an 'Asbestos Register' and provide asbestos information to all contractors who may be liable to disturb it.
  - Establish a system for providing information on the location and condition of the material to anyone who is liable to work on or disturb it.

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- 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 Director of Property Services 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.

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3.2.5 Approved Code of Practice (ACOP) L143 2<sup>nd</sup> 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'.

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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

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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**

**Director of Property Services.  
Senior Projects Officer.  
Senior Repairs Officer.**

**APPENDIX 2 Emergency Procedure.**

**EMERGENCY PROCEDURE FOR CONTROLLING AN ACCIDENTAL RELEASE  
OF ASBESTOS CONTAINING MATERIAL**

1. Purpose
  - 1.1 This procedure describes Whiteinch and Scotstoun Housing Association's arrangements to ensure that the risk to health posed by accidental or malicious fibre release from AsbestosContaining Materials (ACMs) in our day-to-day business is prevented, minimised and controlled.
2. Scope
  - 2.1 Implementation of Whiteinch and Scotstoun Housing Association's Policy for the management of ACMs ensures they are effectively managed in a manner that will prevent risk of harm to health. However, from time to time, we recognize that accidental damage to building fixtures and fittings such as pipe boxing may occur and this may result in a risk of the release of asbestos fibres where ACMs are present. Damage to previously assessed 'very low risk or low risk' asbestos containing materials may also be caused indirectly by disturbance to the materials due to fire, flood, vandalism or severe weather. ACMs may also, on occasion, be encountered by maintenance colleagues in areas of our buildings that were up until then 'hidden' (e.g. behind sealed ducts and voids) and may suffer some damage during that initial discovery.
  - 2.2 Although this procedure may contain information of relevance to such incidents, it is not intended to be directly applied to incidents of a more

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'catastrophic' or serious nature, such as large fires or structural collapse.

### 3. Procedure

#### 3.1 Emergency Contact

The person discovering the accidental release or damage (for maintenance and building works, this will usually be the person who has caused the damage).

In the first instance the procedure is as follows:

Stop work immediately

Where suspected asbestos has been discovered after work has commenced:

- If the material is undamaged, no further work should be undertaken that could cause disturbance or deterioration of the asbestos. You should contact your supervisor immediately to notify them.
- If the asbestos materials has been damaged, the working area where the ACMs is located should be evacuated and sealed as effectively as possible by closing windows, doors and switching off any ventilation equipment. The area should be made secure to help prevent any exposure to the asbestos materials.
- **Do not** attempt to sweep up or remove any debris if the nature of the materials is unknown. As this may cause dust formation of the potentially harmful asbestos fibres.
- Leave all tools behind that were used in the area.
- Evacuate the working area and inform the evacuees that Asbestos Containing Materials may have been damaged in the local vicinity and that the area is being evacuated as a precaution.
- Take appropriate action to secure the area to prevent unauthorised access to the area. Look to cordon off the area with suitable signage e.g. 'Possible asbestos contamination'
- Contact one of the following:

Title
Director of Property Services
Senior Projects Officer
Chief Executive Officer

#### 3.2 The colleague taking the call shall record the following details of the incident:

- location of the accidental release
- circumstances of the release



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- person reporting the release and their contact number
- date and time of the release
- date and time of the report of the release
- confirm whether or not an adequate temporary repair has been made.

3.3 Where it has not been possible to affect a temporary repair to prevent release of fibres, instruct the person reporting the release to:

- upon notification of the discovery or disturbance of suspected asbestos material, check the asbestos register for the existence of any known ACMs.
- if we have an Asbestos report and the report states that the material is negative for asbestos content. Then inform colleague on site to carry on with the repair works.
- if the Asbestos report states that the material contains Asbestos. Then inform colleague and put Asbestos Emergency procedure in place. Also contact our asbestos specialist (details below) about an Asbestos exposure for them to attend as a matter of urgency.
- if we do not have any asbestos report either for the area or the house. Then, until we know, all suspect material shall be treated as positive (i.e. containing asbestos) inform the colleague.
- contact our asbestos point of contact to plan for samples to be taken of any unknown/suspect materials and await results. If results return as negative, inform colleague on site to continue with the repair works. If results are positive, inform colleague and put Asbestos Emergency Procedure in place.

### 3.4 Procedure for Personal Decontamination

Once the exposure to an asbestos containing material has been suspected:

- Colleagues should retrieve the emergency asbestos kit from their vehicle.
- If minor dust particles exists e.g. on sleeves and shoes then wipe down with a damp rag/cloth and dispose of the rags/cloths as asbestos waste and keep a record of the event. The materials may need to be disposed by a licensed contractor.
- If there is a larger suspected disturbance the employees who are covered in potential asbestos fibres/dust have to stay put and avoid inhalation, they may need to put on appropriate respirator protective equipment(RPE) to prevent exposure (if possible).
- Damp wipe with a rag or cloth the outer clothing if possible avoiding the dust becoming airborne.
- Once clean the colleague must remove all work clothing and footwear.
- Clothing should be removed by turning inside out so as to avoid liberating

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- any suspected attached fibres.
- All contaminated items of clothing should be sealed in polythene bags for disposal and bags marked accordingly.
- Damp wipe all items as necessary: clothing, footwear, skin/hair until visibly clean.
- Wash thoroughly at the nearest facility. Have a shower where the facility exists.
- Ensure that the wash facility is thoroughly cleaned and rinsed after use.
- Dispose any contaminated clothing and towels as asbestos waste.
- The event should be logged and records retained.

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Health and Safety Executive

em1 – What to do if you discover or accidentally disturb asbestos during your work

## Flow chart

