

ASBESTOS POLICY



MONITORING INFORMATION:

POLICY/PROCEDURE/STRATEGY:

ASBESTOS POLICY

DATE APPROVED:

JULY 2021

EXPIRY DATE:

JULY 2024

OWNER:

HEALTH AND SAFETY MANAGER

APPROVAL ROUTE:

EXECUTIVE MANAGEMENT TEAM

Asbestos Policy

Introduction:

This policy sets out the key principles to be followed when managing asbestos containing materials (ACM) within Teign Housing's properties. It applies to all domestic and non-domestic properties owned or managed by Teign Housing. In leasehold premises, Teign Housing will only have liability for the management of ACMs which form part of the structure of the building or as set out in the lease.

The related procedures will detail the process for action in dealing with and managing asbestos.

Policy:

Teign Housing recognises its duties under the legislation detailed in Appendix 1 towards its customers, employees, contractors, private owners and third parties. Teign Housing's goal is to identify and manage all ACM responsibly in order to manage and minimise risk.

Teign Housing believes that the best way to prevent unnecessary worry and risk for those who live and work in our properties is to minimise the potential exposure to asbestos and to make information freely available. Teign Housing will therefore:

- Comply with all relevant regulations, legal requirements and approved codes of practice (ACOP) relating to asbestos.
- Take all reasonable steps to prevent its customers, employees, contractors, private owners and third parties being exposed to asbestos fibres.
- Provide appropriate training to Teign Housing staff and contractors (who may work on behalf of Teign Housing on the fabric of our buildings or directly be involved/or have responsibilities under the management plan) and provide periodic training in asbestos awareness.
- Advise our customers, contractors, private owners, third parties and employees about the nature and location of ACM in any of the properties we own or manage.
- Undertake a range of asbestos related surveys of properties (including void, planned and responsive) to which this policy applies to determine the presence and condition of ACM.

- Maintain and keep up to date an Asbestos Register for all property owned or managed by Teign Housing.
- Implement and maintain an Asbestos Procedure/Management Plan.
- Ensure that Licensed Asbestos Removal Contractors will be used, where required by the Control of Asbestos Regulations 2012.
- Ensure that contractors provide Teign Housing with proof of asbestos awareness training for staff in accordance with Regulation 10 (CAR 2012)
- Ensure that Teign Housing maintains a record of any employee (within their employment file) who may have been exposed to asbestos fibres during his or her employment with the company.
- Regularly review this Asbestos Policy along with the Asbestos Register, and Asbestos Procedure/Management Plan.
- Maintain a minimum of one Asset Management Manager / Surveyor with current BOHS P405 Management of Asbestos in Buildings qualification.
- The 'Appointed Person' is the Trained Asset Management Surveyor who will need adequate resources, skills, training and authority to complete the role. With support and guidance from the Health and Safety Manager.

Performance Reporting:

- Compliance with this policy and associated procedure to be reported as part of the corporate Health and Safety Compliance scorecard by Teign Housing's 'Appointed Person' at each Health & Safety Committee meeting and quarterly to the Board. Any breaches of the agreed policy and procedures, incidents of asbestos exposure or related diseases will be reported immediately to the Health and Safety Manager and **Head of Asset Management and Development** and where appropriate, the HSE.
- The **Head of Asset Management and Development** will be responsible for delivering this policy, ensuring the management and control of asbestos meets the Asbestos Regulations.
- The **Head of Asset Management and Development** will be responsible for ensuring that this policy and associated procedures are fully implemented and adhered to and that the asbestos register is accurately and fully updated and maintained.

Review:

- The Health and Safety manager will work closely with the Appointed Person and review the Asbestos Policy and Asbestos Procedure/Management Plan on a 3 year basis or earlier if required due to any changes in legislation, Asbestos incidents and to meet good practice. Recommendations or amendments to this policy will be reported to the Executive and Board for approval.

APPENDIX 1: Main Legislation and Guidance Relating to Asbestos Management

The Health and Safety at Work Act 1974

- Requires Teign Housing to conduct its work in such a way that their employees or others who could be affected by their activities, will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety.

The Management of Health and Safety at Work Regulations (As amended 2006)

- Requires Teign Housing and self-employed people to make an assessment of the risk to the health and safety of themselves, employees and people not in their employment arising out of or in connection with the conduct of their business and to make appropriate arrangements for protecting these people's health and safety.

The Control of Asbestos Regulations 2012

- Requires Teign Housing to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. It includes a regulation placing a duty on those who have repair and maintenance responsibilities for premises, because of a contract or tenancy, to manage the risk from asbestos in those premises. Where there is no contract or tenancy the person in control will be the duty holder. There is also a duty of cooperation on other parties. The regulations also include a mandatory duty to train those who may become exposed to asbestos fibres.

The Construction [Design and Management] Regulations 2015

- Requires the client (Teign Housing) to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to any contractor or third party involved before any work begins and to ensure that the health and safety file (if appropriate) or the Asbestos Register is available for inspection by any person who needs the information.

The Occupiers Liabilities Act 1984

- This requires property owners and occupiers (Teign Housing) to be aware of potential significant hazards to health and safety within the properties that they own and use.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- This requires employers, the self-employed and people in control of work premises to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences.

Hazardous Waste Regulations 2005

- This requires any organisation involved in the transfer of hazardous waste must ensure the transfer of hazardous waste is covered by a consignment note.

HSE ACoP L143 Managing and Working with Asbestos

- The publication is the Approved Code of Practice for managing and working with asbestos.

Health and Safety Guidance:

HSG264: Asbestos: The Survey Guide

HSG247: Asbestos: The Licensed Contractors Guide

HSG227: A Comprehensive Guide to Managing Asbestos in Premises

HSG248: The Analysts Guide for Sampling, Analysis and Clearance Procedures

HSG210: Asbestos Essentials Task Manual.