

# HOMES FOR LIFE HOUSING PARTNERSHIP

## Asbestos Management Policy

Date of Issue:	July 2015 (Version 3)
Date of Review	July 2020
No. of Pages	14 (including appendices 1,2 & 3)
Objective:	To effectively manage all asbestos containing materials and to reduce the asbestos related risks to as low a level as is reasonably practicable
Responsible:	Business Manager

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### 1.0 Procedures

In a case where material is suspected of containing asbestos, an external consultant having UKAS (United Kingdom Accreditation Service) accreditation for sampling and analysis, will be contacted to carry out identification.

If asbestos material is identified on any premises owned, leased or occupied by the Company, it will be examined carefully to determine its condition.

If it is observed to be damaged or cracked or if it is a 'friable' nature (liable to produce airborne fibres) then a report should be immediately made to the Business Manager.

The Business Manager will contact a competent person who will advise on the most appropriate course of action.

No Company employee will handle or remove asbestos materials.

Asbestos products such as gloves, aprons or fire blankets will not be used.

### 2.0 Asbestos Surveys and Management Plans

Where Company premises or housing stock were built or renovated prior to 2000, a 'Management Survey' (previously referred to as Type 2) has been carried out by a competent asbestos management consultant. (HSE expects that no asbestos containing materials would be in use from 2000). The surveyor should determine an appropriate strategy to cost-effectively assess relevant premises.

Where the Company is considering acquiring further properties built or renovated prior to 2000, then such surveys will be carried out and their implications considered prior to acquisition and any necessary remedial works undertaken prior to occupation.

**Appendix 1** lists the completion dates for each of the Company's developments, which have been deemed to require survey.

The findings of all surveys undertaken are used to prepare a register of asbestos containing materials (including their location and condition along with details on how best to manage/remediate the material) in all relevant premises. A summary of this

Asbestos Register is appended as **Appendix 2**.

An Asbestos Management Plan is developed and implemented, to ensure that all asbestos containing materials are properly managed. This includes procedures for inspecting materials and carrying out remedial works where necessary. This 'Asbestos Management Plan' is appended as **Appendix 3**.

The Corporate Services Officer will be designated 'Asbestos Co-ordinator' and will be responsible for maintaining registers, providing information to contractors etc.

All contractors whose work could foreseeably damage asbestos containing materials will be informed before the start of site works of the presence and type of asbestos containing materials.

### **3.0 Maintenance/Refurbishment/Demolition/Repair Works**

Prior to any work being carried out on the fabric of buildings, the asbestos register will be interrogated to determine whether asbestos may be encountered and appropriate precautions (including the use of HSE licensed contractors where necessary) will be taken. Where the works are likely you disturb material not included in the registers (e.g. behind wall panels, within voids, etc), the next point applies.

Prior to any refurbishment, demolition or repair works on building fabric which is not known to be asbestos free, a competent asbestos management consultant will be commissioned to carry out a 'Refurbishment and Demolition Survey' asbestos survey of the area to be worked upon (i.e. intrusive and previously referred to as 'Type 3'). Appropriate precautions (including the use of HSE licensed contractors where necessary) will then be taken.

### **4.0 Work with Asbestos Material**

Most work likely to disturb or remove asbestos must be carried out by an HSE licensed asbestos removal contractor and notified to the HSE 14 days prior to commencement. However, the Control of Asbestos Regulations 2012 do allow work with certain lower risk asbestos containing materials (e.g. asbestos cement and asbestos textured coatings) to be carried out by non-licensed personnel and without notification to the HSE. Advice will be sought from a competent UKAS accredited asbestos management consultancy prior to any works being carried out on asbestos containing materials.

Where work does not require to be carried out by licensed contractors and does not require notification to the HSE, it will, nevertheless, be undertaken in safe manner, by appropriately trained personnel, reducing the generation of airborne dusts to as low a level as is reasonably practicable. All method statement and risk assessments for such work will be screened by a competent person prior to work commencing.

Where licensed contractors are required to carry out asbestos works, the following documentation will be requested from the contractor prior to commissioning, and copies kept in the job file:

- Current asbestos licence (issued by the HSE)
- Insurance certificate indicating the insured is covered for asbestos work
- Representative sample of medical examination certificates of all personnel who will work on the job. These should be carried out by *Employment Medical*

*Advisory Service (EMAS) registered doctor, and should have the EMAS stamp confirming this.*

- Representative sample of relevant training records for all personnel who will work on the job - such as asbestos management handling courses *been provided by a United Kingdom Asbestos Training Association (UKATA) member.*)

In addition, evidence of the following should be seen:

- Where applicable, notification of the job to the HSE 14 days prior to commencement
- Method statement for the job

## **5.0 References**

- 1) Health and Safety at Work etc. Act 1974, and subsequent Regulations 1999
- 2) Control of Asbestos Regulations 2012
- 3) Supporting HSE Guidance, including Managing Asbestos in Buildings (INDG 223, Revision 5, 2012, and Asbestos: The Survey Guide (HSG 2642<sup>nd</sup> Edition, 2012)

## **6.0 Key Legal Requirements**

See relevant sections of the summary at (Legislation) of the Company's Health & Safety Manual Version 2

## **7.0 Review**

This policy and plan will be reviewed as necessary, but not less than once every five years. Such review will take due account of any changes to legislation, good practice guidance progress on implication and any issues arising in relation to our stock.