

Asbestos Policy



Name	Asbestos Policy
Owner	Chief Executive Officer
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Consultation Residents	TBC
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Approval	Resident Services and Well-being Committee

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1.0 Introduction and Policy Objectives

- 1.1 The key objective of this policy is to ensure our Councillors, Corporate Management Team, employees, partners and residents are clear on how we propose to comply with our legal and regulatory asbestos safety obligations. This policy provides a practical framework within which to meet these obligations
- 1.2 The policy is to be used to implement the obligations placed upon Arun to maintain a safe environment for residents and employees, within the home of each resident, and within all communal areas of buildings and other properties we own and/or manage.
- 1.3 Homes or buildings built or refurbished before the year 2000 may contain asbestos. If an asbestos containing material is disturbed or damaged it can release asbestos fibres into the air which are a danger to health if inhaled. Workers who carry out repairs and maintenance work are at particular risk, however, building occupants could also be put at risk.
- 1.4 The key objective of this policy is to ensure our Councillors, Corporate Management Team, employees, partners and residents are clear on our legal and regulatory asbestos safety obligations. This policy provides the framework our staff and partners will operate within in order to meet these obligations.
- 1.5 This policy forms part of our wider organisational commitment to driving a health and safety culture amongst staff and contractors (as detailed within our Health and Safety Policy). It will be saved on our shared drive and distributed to all relevant members of staff.

2.0 Scope

- 2.1 This policy is relevant to all our Councillors employees, residents, contractors, stakeholders and other persons who may work on, occupy, visit, or use our premises, or who may be affected by our activities or services.
- 2.2 The policy should be used by all to ensure they understand the obligations placed upon Arun to maintain a safe environment for residents and employees within the home of each resident, and within all communal areas of buildings and other properties we own and/or manage. Adherence to this policy is mandatory.

3.0 Regulatory Standards, Legislation, and Approved Codes of Practice

- 3.1 **Regulatory Standards** - We must ensure we comply with the Regulator of Social Housing's regulatory framework and consumer standards for social housing in England; the Home Standard is the primary one applicable to this policy.
- 3.2 **Legislation** - The principal legislation applicable to this policy is:
 - The Control of Asbestos Regulations 2012.

3.3 **Approved Code of Practice (ACoP)** - The principal ACoP applicable to this policy is:

- ACoP L143 - 'Managing and working with Asbestos' (Second edition December 2013).

3.4 **Guidance** - The principal guidance applicable to this policy are as follows:

- HSG264 - 'Asbestos: The survey guide' (Second edition 2012, this holds ACoP status).
- HSG248 - 'Asbestos: The analysts guide for sampling, analysis and clearance procedures' (First edition 2006).
- HSG247 - 'Asbestos: The licensed contractors' guide' (First edition 2006).
- HSG227 - 'A comprehensive guide to managing asbestos in premises' (First edition 2002).
- HSG210 - 'Asbestos Essentials - A task manual for building, maintenance and allied trades and non-licensed asbestos work' (Fourth edition 2018).

3.5 **Sanctions** - Failure to discharge our responsibilities and obligations properly could lead to sanctions, including: prosecution by the Health and Safety Executive (the HSE) under the Health and Safety at Work Act 1974; prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007; prosecution under the Control of Asbestos Regulations; and via a regulatory notice from the Regulator of Social Housing.

4.0 **Additional Legislation**

4.1 This policy also operates within the context of the following legislation:

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Hazardous Waste (England and Wales) Regulations 2005 (Amendment 2009)
- Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH)
- Construction (Design and Management) Regulations 2015
- Defective Premises Act 1972
- Landlord and Tenant Act 1985
- Data Protection Act 2018
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Homes (Fitness for Human Habitation) Act 2018
- The Asbestos (Licensing) (Amendment) Regulations 1998

5.0 **Obligations**

5.1 Under The Control of Asbestos Regulations 2012 (CAR 2012) Arun has a legal obligation under Part 2, Section 4 ‘Duty to manage asbestos in non-domestic properties’, and is the ‘Duty Holder’ for the purposes of the legislation. We are required to:

- Find out if asbestos containing materials (ACMs) are present, where we have an obligation to do so, presuming that materials contain asbestos unless we have strong evidence that they do not.
- Identify the location and condition of any ACMs.
- Assume asbestos is present if the property was built prior to the year 2000. If built after the year 2000 asbestos is unlikely to be present and no further action will be required.
- Keep an up-to-date record (an asbestos register) of the location and condition of ACMs or presumed ACMs.
- Assess the risk from any ACMs found.
- Prepare an Asbestos Management Plan that sets out how we will manage the risk from ACMs, and review and monitor its implementation.
- Set up a system to provide information on the location and condition of ACMs to anyone who is liable to work on or disturb them.
- Assess the reliability of information we receive relating to asbestos within the properties we own and manage. Anyone who has information on the whereabouts of asbestos within these properties is required to make this available to us.

6.0 Statement of Intent

6.1 We acknowledge and accept our responsibilities under CAR 2012 as outlined in Section 5, and we recognise that the main hazard in relation to asbestos is the non-identification of ACMs. As such, we will protect those persons potentially exposed to asbestos as far as is reasonably practical, through the use of appropriate control measures and working methods.

6.2 To fully comply with CAR 2012, we will have a Board approved Asbestos Policy, an Asbestos Management Plan and we will maintain an Asbestos Register.

6.3 We will carry out an intrusive refurbishment/demolition survey to domestic and non-domestic properties as and when required, as per HSG264.

6.4 We will ensure that information about ACMs (known or presumed) is provided to persons liable to disturb it, accidentally or during the course of their work. This includes employees, contractors and residents.

6.5 We will generally not use asbestos labelling in domestic premises, however, in non-domestic premises and common areas of domestic blocks, labelling will be used where practicable.

6.6 We will ensure that there is a process in place to manage immediately dangerous situations identified during asbestos related works.

- 6.7 We will operate effective contract management arrangements with the contractors responsible for delivering the service, including; ensuring contracts/service level agreements are in place, conducting client-led performance meetings, and ensuring that contractors' employee and public liability insurances are up to date on an annual basis.
- 6.8 We will use the legal remedies available within the terms of the tenancy and lease agreement should any resident, leaseholder or shared owner refuse access to carry out essential asbestos related inspection and remediation works. Where resident vulnerability issues are known or identified we will ensure we safeguard the wellbeing of the resident.
- 6.9 We will establish and maintain a risk register for asbestos management and operations, setting out our key risks from asbestos and appropriate mitigations.
- 6.10 We will ensure there is a process in place to investigate and manage all RIDDOR notifications made to the HSE in relation to asbestos safety.
- 6.11 We will assess the risk of materials and recommended actions and undertake any remedial work required to reduce the risk of an ACM to an acceptable level.

7.0 Inspection Programmes

- 7.1 **Non-domestic properties** - All non-domestic properties (communal blocks/supported schemes/offices/depots) that we own or manage, built prior to the year 2000, will have an asbestos management survey that is compliant with CAR 2012 (dated after 6 April 2012 when this legislation came into effect).
- 7.2 Thereafter, we will maintain a programme of asbestos re-inspections for all non-domestic properties that contain ACMs (known or presumed). Re-inspections will either be annual or in accordance with the risk level as identified by the previous survey. We will not re-inspect any properties where the initial asbestos management survey confirms that there are no ACMs.
- 7.3 **Domestic properties** - We currently hold asbestos survey data on approximately 25 per cent of our domestic properties. It is our intention to have survey data on 100% of our domestic properties, built prior to the year 2000, by March 31st 2028.
- 7.4 **Garages** - We own or manage garages, many of which may contain ACMs. We will carry out a risk based programme of sample inspections to assess the location and condition of ACMs within these garages and implement a programme of remedial works as necessary.
- 7.5 **Repairs / planned maintenance** - We will review existing asbestos survey information prior to carrying out any intrusive void work, day-to-day repairs, planned maintenance or refurbishment work. Where there is no asbestos information, prior to the work taking place, we will commission an refurbishment/demolition survey to the areas of the property that are likely to be disturbed as part of the proposed works. We will also undertake a management survey to the remainder of the property as part of the same refurbishment/demolition survey. Once completed, survey details will be provided to the relevant operatives or contractors.

8.0 Follow-up Work

8.1 Where asbestos is positively identified and removal, sealing or encapsulation is recommended by the competent person, this will be carried out as follows:

- **Non-licensed works** (as defined in regulation 2 of CAR 2012) - will be undertaken by a Licensed Asbestos Removal Contractor (LARC) licensed by the Health and Safety Executive in compliance with CAR 2012.
- **Notifiable non-licensed works** (as defined in regulation 2 of the CAR 2012) - will be undertaken by a LARC.
- **Licensed works** (as defined in regulation 2 of CAR 2012) - will be undertaken by a LARC.

9.0 Data and Record Keeping

9.1 We will maintain a core asset register of all properties we own or manage, setting out which properties are and are not required to be included on the asbestos re-inspection programme.

9.2 We will operate a robust process to manage all changes to stock, including property acquisitions and disposals, to ensure that properties are not omitted from asbestos programmes and the programme remains up-to-date.

9.3 We will keep an asbestos register in the Geometra system. The asbestos register will include: details of ACMs in the properties we own or manage, with information on the type, address, location and condition. We will hold inspection dates, asbestos surveys, and details of remediation works and evidence of completion of these works in the Geometra system.

9.4 We will keep all asbestos records generated, and have robust processes and controls in place to maintain appropriate levels of security for all asbestos related data.

10.0 Resident Involvement and Engagement

10.1 We consider good communication essential in the effective delivery of asbestos safety, therefore we will establish a resident engagement strategy and communication programme. This will support residents in their understanding of asbestos, advise them of how they can manage any risk if there is asbestos within their property, and encourage them to report any asbestos safety concerns.

10.2 We also aim to successfully engage with vulnerable and hard to reach residents. We will share information clearly and transparently and will ensure that information is available to residents via regular publications and information on our website.

10.3 We will provide residents with a copy of the asbestos survey for their property, upon request.

11.0 Key Roles and Responsibilities

- 11.1 The Chief Executive has overall governance responsibility for ensuring this policy is fully implemented in order to ensure full compliance with legislation and regulatory standards. The Chief Executive will recommend this policy to the Residential and Wellbeing Committee for formal approval and adoption. This policy will be reviewed every two years (or sooner if there is a change in legislation or regulation).
- 11.2 For assurance that this policy is operating effectively in practice, the Residential and Wellbeing Committee will receive regular updates on its implementation, asbestos safety performance and non-compliance.
- 11.3 The Director of Services will receive monthly performance reports in respect of asbestos safety and ensure compliance is being achieved. They will also be notified of any non-compliance issue identified.
- 11.4 The Group Head of Residential Services has strategic responsibility for the management of asbestos safety, and ensuring compliance is achieved and maintained. They will oversee the implementation of this policy.
- 11.5 The Interim Asset Manager has operational responsibility for the management of asbestos safety and will be responsible for overseeing the delivery of these programmes. The Interim Asset Manager will fulfil the role of the appointed Duty Holder and will be the overall Responsible Person on behalf of Arun.
- 11.6 Neighbourhood Housing Services will provide support where gaining access to properties is difficult.

12.0 Competent Persons

- 12.1 The operational lead will hold a qualification relevant to the effective delivery of asbestos management. Examples include the asbestos specific P405, P402, P407 or W504 qualifications or the Level 4 VRQ Diploma in Asset and Building Management Compliance. If they do not have one of these, they will obtain this within 12 months of the approval of this policy.
- 12.2 Only competent contractors (as per HSG264) will carry out asbestos management surveys (including refurbishment and demolition surveys). They will be UKAS accredited for surveying services and analytical services.
- 12.3 Only competent Licensed Asbestos Removal Contractors will carry out all work on asbestos, including non-notifiable non-licensed work, notifiable non-licensed work or licensed works.
- 12.4 Suitably competent persons will undertake asbestos re-inspections, under the supervision of persons who are suitably trained and competent to manage this work.
- 12.5 Only suitably competent asbestos consultants and contractors will provide third party technical quality assurance checks.
- 12.6 All contractor checks will be undertaken during procurement and then on an annual basis and evidenced appropriately.
- 12.7 All contractors in the supply chain will be expected to provide asbestos awareness training to their operatives.

13.0 Training

- 13.1 We will deliver training on this policy and the procedures that support it, including team briefings; basic asbestos awareness training; and on the job training for those delivering the asbestos programme, planned maintenance and repair works as part of their daily job. All training undertaken by staff will be formally recorded.

14.0 Performance Reporting

- 14.1 We will report robust key performance indicator (KPI) measures for asbestos safety. These will be provided to Director of Services on a monthly basis and to the Residential Services and Wellbeing Committee on a quarterly basis. As a minimum, we will report:

Data - the total number of:

- Properties - communal blocks and other properties;
- Properties on the asbestos management/re-inspection programme;
- Properties not on the asbestos management/re-inspection programme;
- Properties with a valid and in date survey/re-inspection;
- Properties without a valid and in date survey/re-inspection;
- Properties due to be surveyed/re-inspected within the next 90 days; and
- Completed, in-time and overdue follow-up works/actions arising from the surveys.

Narrative - an explanation of the:

- Current position;
- Corrective action required;
- Anticipated impact of corrective action; and
- Progress with completion of follow-up works.

In addition:

- The percentage of domestic properties with full asbestos data;
- The number of RIDDOR notifications to the HSE with regards to asbestos safety.
- The number of asbestos related incidents/near misses/non-conformities in addition to RIDDOR reportable incidents

15.0 Quality Assurance

- 15.1 We will require external contractors to provide the results of their own five per cent quality assurance audit checks, as required by UKAS, on request.

- 15.2 We will commission 5 per cent third party audits of asbestos surveys and post inspect asbestos removals works.
- 15.3 We will commission an independent audit of asbestos management at least once every two years, to specifically test for compliance with legal and regulatory obligations and to identify any non-compliance issues for correction.

16.0 Non-Compliance/Escalation Process

- 16.1 Our definition of non-compliance is any incident which has the potential to result in a potential breach of legislation or regulatory standard, or which causes a risk to health or safety. All non-compliance issues will be reported and escalated as soon as possible, and no later than 24 hours after the incident occurred or becoming aware of it.
- 16.2 Any non-compliance issue identified at an operational level will be formally reported to the Group Head of Residential Services in the first instance, who will agree an appropriate course of corrective action with the Director of Services Officer and report details of the same to the Chief Executive.
- 16.3 In cases of serious non-compliance, Chief Executive will consider whether it is necessary to disclose the issue to the Regulator of Social Housing as required by the regulatory framework, or any other relevant organisation such as the Health and Safety Executive.

17.0 Glossary

17.1 This glossary defines key terms used throughout this policy:

- **Duty Holder:** The owner of the non-domestic premises or the person or organisation that has clear responsibility for the maintenance or repair of non-domestic premises, for example through an explicit agreement such as a tenancy agreement or contract.
- **Management survey:** A survey to enable the management of asbestos-containing materials during the normal occupation and use of premises.
- **Refurbishment/demolition survey:** A refurbishment/demolition survey is a survey which is necessary prior to any works which may affect the fabric of a building, and which is used to locate (as far as reasonably practicable) asbestos-containing materials. The survey may be within a localised area or cover the whole building.
- **UKAS:** The appointed national accreditation body for asbestos surveyors. Accreditation is a means of assessing, in the public interest, the technical competence and integrity of organisations offering evaluation services.