

# Health & Safety Policy

## HSP 6

### Asbestos Management

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Key Document details:

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<b>Title:</b>	HSP 06 – Asbestos Management
<b>Author(s):</b>	David Maine
<b>Date:</b>	September 2020
<b>Review date:</b>	September 2022
<b>Application:</b>	<p>This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the ‘employer’ or is in control of the premises.</p> <p>This policy conforms to the requirements of the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations (CAR) 2012.</p>

<b>Definitions</b>	For the purpose of this policy, the following definitions apply;	
	Asbestos	A naturally occurring silicate mineral that was widely used commercially within the building industry up to 2000, for their desirable physical properties of sound absorption, tensile strength and its resistance to fire, heat, electrical and chemical damage.
	Asbestos Containing Materials (ACMs)	<p>Asbestos products widely used in the building industry because of their excellent heat resistance, chemical inertness, and mechanical strength. Examples include:</p> <ul style="list-style-type: none"> <li>• Thermal insulation - on pipes and boilers</li> <li>• Insulation boards - for fire protection, as thermal and acoustic insulation on walls, ceilings and structural steelwork</li> <li>• Sprayed coatings - for fire protection on structural steelwork</li> <li>• Ropes and yarns - as a sealing material or for filling gaps</li> </ul> <p>Asbestos cement - in wall claddings, partitions, roofing, or guttering.</p>
<b>Policy Aims</b>	<p>The main aim of this policy is to ensure that any asbestos located within TWHF properties is managed in accordance with relevant legislation.</p> <p>The specific objectives of the Asbestos Policy are:</p> <ul style="list-style-type: none"> <li>• To take steps to locate any asbestos containing material in our premises and assess their condition;</li> <li>• To maintain records of the location and condition of asbestos containing materials and assess the risk from them;</li> <li>• To provide information and advice on the location, type and condition of the material to anyone who could be in a position to disturb it;</li> <li>• To ensure that all tenants and contractors working in TWHF premises clearly understand the risks involved in disturbing asbestos containing materials;</li> <li>• To take all reasonably practicable steps to prevent our employees and others from breathing in asbestos fiber’s;</li> <li>• Produce a prioritised programme for the remediation of ACMs that, because of its location and or its condition, present an actual perceived risk to health, and to remove such risk as soon as possible;</li> </ul>	

	<ul style="list-style-type: none"> <li>To monitor and maintain the condition of identified ACMs that are assessed as being able to leave in situ;</li> </ul>
<b>Policy</b>	It is the policy of TWHF to ensure that as far as is reasonably practicable that no persons are exposed to risks to their health due to exposure to any asbestos containing materials that may be present in any of the properties that it owns or occupies.
<b>Risk</b>	Exposure to asbestos fibres which can result in chronic diseases such as asbestosis, mesothelioma, and lung cancer.
<b>Responsibility</b>	The Chief Executive Officer (CEO) is considered to be the duty holder under the Control of Asbestos Regulations 2012. The duty to manage Asbestos within TWHF has been delegated by the CEO to the Director of Estates and Facilities. This responsibility is discharged primarily at the line management/operational level.
	<b>Roles &amp; Responsibilities</b>
1.	<p>Roles and responsibilities are defined in HSP 2 Organisation.</p> <p>Any specific actions are detailed in the arrangements section below.</p>
	<b>Arrangements</b>
1.	<p><b>Property Maintenance</b></p> <ul style="list-style-type: none"> <li>All property maintenance work must be risk assessed and asbestos where present taken into consideration.</li> <li>All asbestos identified as posing unacceptable risks to health and safety is removed or treated as appropriate to eliminate the risk, or reduce to an acceptable level.</li> <li>All asbestos identified as safe to leave undisturbed is properly labelled where appropriate, and subjected to periodic inspection and re-assessment at regular intervals;</li> <li>All contractors working for TWHF are made aware of the presence of asbestos and can refer to the registers at any time during the normal working hours;</li> <li>Contractors shall comply with TWHF with regard to Asbestos Management and ensure they work within this regulations.</li> <li>No work shall commence on site before the contractor has taken full consideration of the Asbestos Register and is 100% sure that no ACM's will be disturbed as a result of their work.</li> <li>Information regarding the presence of asbestos is conveyed in tender documentation as appropriate and that contractors have a Health and Safety Plan including a method statement for its treatment or removal. The plan will be submitted by the contractor prior to commencement of works on site and will be subject to approval of the Regional Estates Manager or Director of Estates and Facilities;</li> <li>Some asbestos can be removed without the requirement of a licence but only within the strict guidance outlined by the HSE. The type of asbestos and approved removal methods are detailed in the HSE Asbestos Essentials Guide (HSG 210). Authorisation must always be obtained from the Director of Estates and Facilities before any asbestos can be touched or removed.</li> </ul>
2.	<p><b>Surveys to Properties</b></p> <p>Surveying, sampling and assessment of asbestos-containing materials will be undertaken for all THWF premises. <b>(Built pre-2000; i.e. before asbestos use was banned in the UK as a building material at the end of 1999.</b></p> <p>This will either be:</p> <ol style="list-style-type: none"> <li>Management Survey undertaken to identify any suspected asbestos containing materials or</li> </ol>

	<p>II. Refurbishment and Demolition Survey where any refurbishment or improvement works involving demolitions or alterations to the fabric of a building is proposed.</p> <p>Asbestos surveys will be carried out by experienced qualified asbestos surveyors engaged by the Regional Estates Manager or Director of Estates and Facilities. The frequency of inspection will be determined according to building use and occupancy and the amount and type of asbestos present.</p> <p>Surveys will be carried out every 2 years.</p> <p>Even the most comprehensive survey may not identify all the locations where asbestos maybe located. It is therefore essential that worked is stopped immediately and the area closed off if suspected Asbestos materials are disturbed or uncovered.</p>
3.	<p><b>Asbestos Registers</b></p> <p>The Asbestos Register will be maintained and updated on a regular basis as and when further surveys are completed. Contractors who may be carrying out works in area where asbestos may be present will be provided with the information detailed in the Asbestos Register when works instructions are issued.</p> <p>It is essential that this information is available to all Contractors prior to carrying out work within premises, therefore all contactors must sign in via the Asbestos Management File completing a contractor signing in sheet.</p>
4.	<p><b>Asbestos Management Plan</b></p> <p>The Control of Asbestos Regulations 2012 requires managers of premises to prepare a written Asbestos Management Plan. The plan should set out how the risks from asbestos are to be managed and the procedure for ensuring that employees or others do not disturb asbestos containing materials. The amount of information that needs to be provided in the plan will vary considerably depending on the size and complexity of the building.</p> <p>Site Managers shall ensure regular and routine inspections of ACMs identified in the Asbestos Management Plan are undertaken, at least on an annual basis and more frequently for higher risk items.</p> <p>The Regional Estates Manager or Director of Estates and Facilities will review the plan annually in conjunction with the Site Manager.</p>
5.	<p><b>Training</b></p> <p>Training to support Site Managers will be provided by a suitable contractor and refreshed every 2 years.</p> <p>All persons responsible for the administration of either the registers or any asbestos works programmes have undertaken appropriate training relating to the use of asbestos material in building and construction engineering;</p> <p>All existing or newly appointed staff who may be at risk of occupational exposure to asbestos fibres have training on the hazards of asbestos and appropriate precautions to be taken;</p>

	<p>The Regional Estates Manager or Director of Estates and Facilities will ensure that records of all training and instruction are maintained on file.</p>
6.	<p><b>Use of Licenced Asbestos Contractors</b></p> <p>The Control of Asbestos Regulations 2012 requires contractors to be licensed by the HSE if they undertake work with asbestos. This applies in all instances other than where;</p> <ul style="list-style-type: none"> <li>• the exposure of employees to asbestos fibres is sporadic and of low intensity;</li> <li>• it is clear from the risk assessment that the exposure of any employee to asbestos will not exceed the control limit; and</li> <li>• the work involves             <ol style="list-style-type: none"> <li>I. short, non-continuous maintenance activities,</li> <li>II. encapsulation or sealing of ACMs which are in good condition, or</li> <li>III. air monitoring and control, and the collection and analysis of samples to ascertain whether a specific material contains asbestos</li> </ol> </li> </ul> <p>Subject to the exceptions listed above, the Regional Estates Manager or Director of Estates and Facilities will ensure that only contractors in possession of a valid HSE licence for work with asbestos are appointed to undertake such works. The licence must be valid for the whole of the period when the work is carried out.</p>
7.	<p><b>Emergency Procedure for Suspected Asbestos Disturbance/Discovery</b></p> <p>In the event of suspected asbestos material being discovered or disturbed, employees must immediately:</p> <ul style="list-style-type: none"> <li>• Leave/evacuate the area.</li> <li>• Secure all windows and doors, if possible, on the way to the nearest exit.</li> <li>• Go outside away from other people and remove outer layers of clothing that may have been contaminated.</li> <li>• Wash off any contamination where possible.</li> <li>• Prevent access to the contaminated area and inform the Principal and Director of Estates and Facilities.</li> <li>• Ensure the area is secured and re-entry is prohibited.</li> </ul> <p>A licenced asbestos removal or testing contractor must be contacted immediately in order to arrange for immediate samples to be taken for analysis.</p> <p>Where asbestos fibres are confirmed by analysis, a licenced specialist contractor will be instructed to make the disturbance safe, or remove the contamination. This will be followed by reassurance air testing.</p> <p>An incident and investigation report must be carried out by the Health and Safety Manager and the HSE informed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.</p>

8.	<p><b>Limitations of this Policy</b></p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>
9.	<p><b>Appendices</b></p> <p>1. HSF 6.1 Asbestos Management Plan 2. GRA 6.1 Asbestos Risk Assessment</p>
<p><a href="http://www.hse.gov.uk/asbestos/hiddenkiller/index.htm">http://www.hse.gov.uk/asbestos/hiddenkiller/index.htm</a></p>	

Date	Issue	Section	Changes
September 2020	1.4	-	No significant changes

