

<b>Title</b>	<b>Asbestos Policy</b>
<b>Document Owner</b>	Director of Home Maintenance Services
<b>Next Review Date</b>	September 2018
<b>Corporate Aim</b>	Deliver a strong business, fit for today and prepared for tomorrow

## **1. POLICY PURPOSE AND AIMS**

- 1.1 Due to the age and design of our housing stock, it is reasonable to conclude Asbestos Containing Materials (ACMs) may exist in many of our properties.
- 1.2 whg recognises that exposure to respirable asbestos fibres has the potential to cause serious and irreversible disease and it is the objective of this Policy to ensure, so far as is reasonably practicable, that fibre release to the air is prevented. It may however, be necessary to periodically remove or maintain ACMs and whg will ensure that all reasonable systems are in place to ensure that effective control is maintained.
- 1.3 We aim to prevent the exposure of our colleagues, contractors and any other persons to asbestos fibres. Where this is not possible, for example, during removal of asbestos containing materials, then it is our policy to reduce that exposure to the lowest level that is reasonably practicable.
- 1.4 It is the responsibility of all relevant colleagues to be familiar with the procedures contained within the Asbestos Policy and Asbestos Management Manual and to comply with the relevant procedures, current legislation, official guidance and good practice. This duty will be reinforced during annual asbestos awareness training and team briefs to ensure the health and safety of all colleagues and other persons is not put at risk from exposure to asbestos fibres.
- 1.5 This Policy applies to all whg properties including domestic and non-domestic premises. It applies to all whg employees and contractors undertaking work on whg's behalf and to any other person, whether at work or not, who may be affected by the work activity carried out.

## **2 OUR POLICY**

### **2.1 Legislation**

whg's responsibilities in relation to asbestos management are set out in legislation. General responsibilities are set out under the Health & Safety at Work Act 1974 and Common Law. More specific

responsibilities are set out in the Control of Asbestos Regulations at Work 2006 (updated 2012). This legislation places an obligation on the duty holder of a non-domestic property to manage asbestos containing materials in order to prevent the exposure to asbestos of employees and anyone else entering the premises.

## **2.2 Non-Domestic Premises – Duty to Manage**

The majority of areas under the control of whg are classified as domestic properties – the homes in which our customers live. However, some buildings and parts of buildings are classified as non-domestic premises and the Control of Asbestos Regulations impose a duty to manage asbestos in these circumstances. Examples of non-domestic properties are offices, community rooms and communal areas.

## **2.3 Domestic and Non-Domestic Premises**

As an Employer we have a duty to ensure that a suitable and sufficient risk assessment is carried out for any work that may expose colleagues, contractors or any other person (whether at work or not) to asbestos. This includes work in domestic premises.

## **2.4 Our approach to managing asbestos**

2.4.1 whg will take all reasonable steps to determine the location of materials likely to contain asbestos. We will prepare a management plan to manage risk from ACMs and ensure that:

- any material known or presumed to contain asbestos is kept in a good state of repair
- any material that contains or is presumed to contain asbestos is assessed and, dependant upon the risks associated with its location or condition, repaired or if necessary removed
- information on the location and condition of the material is given to anyone potentially at risk
- due care and consideration will be given to the needs and concerns of customers at all times in line with our Customer Excellence Policy

2.4.2 whg will review the management plan at regular intervals and where there is reason to suspect that the plan is no longer valid or there has been a significant change in the premises to which the plan relates we will:

- keep an up to date record of the location and condition of ACMs

- assess the risk of anyone being exposed to asbestos fibres from ACMs
- monitor the condition of ACMs
- provide information on the location and condition of ACMs
- presume materials do contain asbestos unless there is strong evidence to suggest they do not

2.4.3 It is a regulatory requirement that any asbestos related works posing a significant hazard, risk or public concern are undertaken by a licensed contractor. whg will subcontract any such works to a reputable licensed contractor. Appropriately trained whg colleagues can undertake non licensed asbestos works but certain types of non licensed works are notifiable which means they must be reported to the Health and Safety Executive (HSE).

## 2.5 Colleague responsibilities

whg colleagues have a responsibility to:

- Wear and use all personal protective equipment, use all safety devices and conform to any safe systems of work that are provided for protection.
- Take reasonable care at all times and co-operate fully with management when they are pursuing their health and safety responsibilities.
- Report to their immediate line manager or local Health and Safety Representative any work situation involving a suspected asbestos material which might present a serious or imminent danger and any perceived shortcomings in the Health and Safety arrangements.
- Colleagues responsible for the placing of maintenance orders or supervising colleagues or contractors have a responsibility to ensure that people are not exposed to asbestos.

Colleagues have a legal duty to comply with Asbestos legislation and failure to adhere to this policy will result in disciplinary action.

## 3. PERFORMANCE MEASURES AND TARGETS

3.1 whg will undertake targeted asbestos surveys and inspections on an annual basis in line with our responsibilities under Health and Safety Executive (HSE) guidance.

3.2 The Director of Home Maintenance Services will conduct an annual

review meeting with relevant team members to review the effectiveness of asbestos management procedures. The findings of the review will be reported to the Health and Safety Committee.

#### **4. MONITORING AND REVIEW**

- 4.1 This policy will be reviewed alongside the Asbestos Management Manual every three years or sooner in the event of legislative change or a significant change to our asset base.

#### **5. ASSOCIATED DOCUMENTS**

whg Health and Safety Policy  
whg Code of Conduct  
whg Asbestos Management Manual  
Health and Safety at Work Act 1974  
Control of Asbestos Regulations 2012  
HSE Guidance on Asbestos