

Asbestos Policy

1.0	SCOPE
1.1	Purpose
1.1.1	This document sets out whg's policy towards ensuring, so far as is reasonably practicable, that minimum standards from risks related to exposure to asbestos by our colleagues, contractors and any other persons, are met.
1.1.2	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.
1.2	Legal and regulatory framework
1.2.1	whg's responsibilities in relation to asbestos management are set out in legislation. General requirements are defined under the Health & Safety at Work Act 1974 and Common Law. Specific responsibilities are defined in the Control of Asbestos Regulations 2012.
1.2.2	The Regulations place legal duties on employers responsible for licensable and non-licensable work with asbestos. They also place a specific duty to manage asbestos (Control of Asbestos Regulations, Regulation 4: Duty to manage asbestos in non-domestic premises) on the owners and/or those responsible for maintenance in non-domestic premises.
1.2.3	The Regulations also set minimum standards for the protection of employees from risks related to exposure to asbestos. Also, an essential part of the duty to manage is making sure that information on the location and condition of the ACM is passed on to contractors and other workers who may carry out work on the fabric of the building that could damage/disturb asbestos. This allows them to put in place appropriate controls to protect themselves and others in the building.
1.2.4	Employers should also take account of people not directly employed by them but who could be affected by the work being done on asbestos (including employees of other employers, people occupying buildings, members of the public etc.).

2.0	POLICY STATEMENT
2.1	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 Asbestos Containing Materials (ACM's) and whg will ensure that all reasonable systems are in place to ensure that effective control is maintained.
2.2	Non-Domestic Premises – Duty to Manage
2.2.1	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 2012, Regulation 4: Duty to manage asbestos in non-domestic premises, impose a duty to manage asbestos in these circumstances. Examples of non-domestic properties are offices, community rooms and communal areas.
2.3	Remedial work in Domestic and Non-Domestic Premises
2.3.1	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: <ul style="list-style-type: none"> • 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 Experience Policy
2.4.2	whg will review the management plan for our non-domestic premises annually and where there is reason to suspect that the plan is no longer

	<p>valid or there has been a significant change in the premises to which the plan relates we will:</p> <ul style="list-style-type: none"> • 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	<p>It is a regulatory requirement that asbestos containing materials that have been identified as being licensable, posing a significant hazard, risk or public concern are undertaken by a licensed contractor. whg will subcontract any such works to a licensed contractor who are deemed compliant to do so in accordance with whg's procurement policy. whg colleagues deemed competent through training needs analysis can undertake notifiable non-licensed asbestos works and non notifiable asbestos works. All notifiable works must be reported to the Health and Safety Executive (HSE) in accordance with the Control of Asbestos Regulations 2012, Regulation 9: Notification of work with asbestos.</p>
2.4.4	<p>Specialist advice for our customers regarding asbestos containing materials within their home can be sought from the asbestos team via all methods of contact with whg. The asbestos team will check whg's records and inform the customer where asbestos is known to be present or arrange for someone from the specialist team to carry out a survey of the property.</p>
3.0	PERFORMANCE MEASURES
3.1	<p>As a minimum, the management plan, including records and drawings, should be reviewed and any identified or suspected ACM will be inspected and its condition assessed on non-domestic premises. This will occur every 12 months, to check that the ACM has not deteriorated or been damaged. It should also be reviewed if there is reason to believe that circumstances have changed (e.g. there is a change of use of building, work being undertaken, ACMs removed or repaired etc.). The plan, including records and drawings, should then be updated accordingly.</p>
3.2	<p>whg will undertake targeted asbestos surveys when required in accordance with the Control of Asbestos Regulations 2012 Regulation 5: Identification of the presence of asbestos. Surveys will be carried out by UKAS accredited surveyors and in accordance with Health and Safety Executive (HSE) guidance HSG264.</p>

3.3	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.
4.0	EQUALITY AND DIVERSITY
4.1	The Control of Asbestos regulations 2012 Regulation 4: Duty to manage asbestos in non-domestic premises annual inspections are carried out to determine the condition of asbestos containing materials. The inspections consider the needs of all occupants and are designed to ensure people are not treated differently or discriminated against because of their characteristics.
5.0	TRAINING AND DISSEMINATION
5.1	The Control of Asbestos regulations 2012 Regulation 10: Information, Instruction and Training, requires an employer to ensure that his or her employees are provided with adequate asbestos training relevant to their role.
5.2	Annual Regulation 4 inspections will be undertaken by a competent person with the 'training and experience or knowledge and other qualities'.
5.3	All relevant colleagues are required to complete an e-learning module on asbestos awareness. Colleagues with responsibility for specifying and carrying out remedial works associated with asbestos will receive additional bespoke training as necessary to ensure competence.
6.0	MONITOR AND REVIEW
4.1	This Policy will be monitored by the Director of Home Maintenance Services and reviewed every three years by the Policy Group.
7.0	ASSOCIATED DOCUMENTS, POLICIES AND PROCEDURES
5.1	Documents, policies and procedures associated with this policy are: <ul style="list-style-type: none"> • 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 Approved Code of Practice and guidance Asbestos

Version control

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Document owner	Director of Home Maintenance Services
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