

<b>Policy title:</b>	Asbestos Management Policy		
<b>Scope:</b>	Group - Wide		
<b>Policy owner:</b>	Executive Director Property Services		
<b>Approver:</b>	Executive Team		
<b>Date:</b>	Sept 2020	<b>Review Due Date:</b>	Sept 2023

## 1. PURPOSE

**1.1** The purpose of this policy is to set out how Aspire will manage, and control risks posed by Asbestos Containing Materials (ACMs) in locations where Aspire has a legal responsibility to comply with the Control of Asbestos Regulations 2012 (CAR 2012), the Health and Safety at Work Act etc 1974 and other associated regulations, Approved Codes of Practice and guidance pertaining to the management of ACMs.

## 2. INTRODUCTION

**2.1** Asbestos is a naturally forming mineral fibre that was commonly used in building and insulation products up until it was banned in 1999. Materials containing asbestos fibres can release these into the air, usually when the ACM is disturbed. Inhalation of airborne asbestos leads to increased risk of lung cancer and other illnesses. Therefore, it is essential that ACMs are maintained and protected from inadvertent damage and disturbance, particularly during maintenance and refurbishment work.

**2.2** The presence of an ACM does not constitute a danger. ACMs do not pose any risk unless disturbed. The potential risk to health arises if such material is disturbed and/or damaged.

**2.3** This policy is designed to provide a clear strategy to prevent the exposure to airborne asbestos fibres to any persons on any premises owned or managed by the Aspire so far as reasonably practicable.

## 3. POLICY STATEMENT

**3.1** Aspire is committed in so far as reasonably practicable to ensuring the health, safety, and welfare of persons at its premises. A reasonably foreseeable risk of exposure to asbestos fibres exists in Aspire owned and managed properties with ACMs. Aspire accepts that it is the legal Duty Holder for its premises, and has a responsibility to protect its customers, employees, those who work in Aspire premises and others from the risk of exposure to asbestos fibres. Aspire will provide resources, information, training, and supervision as is needed for this purpose.

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3.3 The Government and Financial Viability Standard of the Regulator of Social Housing (RHS) states that Registered Providers, like Aspire, shall, 'adhere to all relevant law'

3.4 The RHS's Home Standard requires Registered Providers to meet all applicable statutory requirements for the health and safety of customers in their homes, including management of asbestos

3.5 Registered providers are subject to regulatory intervention and enforcement action if found have caused 'harm or potential harm that may be caused to tenants by a breach of standards' known as 'serious detriment'

3.6 To meet its statutory duties under CAR 2012 and the Health and Safety at Work Act 1974 Aspire will:

- a) Appoint a Responsible Person and Deputy who will undertake the day to day working responsibility to ensure the management of asbestos
- b) Appoint specialist contractor(s) for surveying, remediation, and removal of ACMs
- c) Compile and maintain a record (Asbestos Register) of all known or suspected ACMs, the condition of the ACMs and the type of ACMs within all premises owned or controlled by Aspire
- d) Ensure that an Asbestos Management Plan is kept up to date and reviewed on a regular basis as in accordance with Regulation 4 of CAR 2012. Regulation 4 only applies to non-domestic properties. Aspire will ensure that appropriate asbestos surveys are carried out prior to the commencement of any work which might disturb ACMs.
- e) Assess the condition of such materials and a determination of the risk from any ACMs identified
- f) Ensure appropriate asbestos survey is carried out prior to commencement of works. This will include targeted, refurbishment or demolition surveys where applicable
- g) Record the results of the assessment and ensure residents occupying the properties have copies of those results
- h) Implement measures to control the risk from ACMs
- i) Communicate to anyone who is liable to disturb an ACM, its location and condition, including the emergency services
- j) Develop procedures and processes that will support the implementation of this policy
- k) Make this policy available to customers, staff, and partners on the Aspire website and on request
- l) Have a clear process to address any unintended release or exposure.

## 4. RELATED DOCUMENTS

### 4.1 LEGISLATIVE

- Control of Asbestos Regulations (CAR) 2012

- Health and Safety at Work Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Housing Act 2004
- Environmental Protection Act 1990
- Personal Protective Equipment Regulations 1992
- Construction (Design and Management) Regulations 2015
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Management of Health & Safety and Welfare Regulations 1999
- Hazardous Waste Regulations, 2005.
- The Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure receptacles Regulations 1996/SI 2096.

#### 4.2 APPROVED CODES OF PRACTICE:

- Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance
- L143 Managing and Working with Asbestos

#### 4.3 GUIDANCE NOTES

- HSG 213 Introduction to asbestos essentials
- HSG 210 Asbestos essentials task manual
- HSG 227 A comprehensive guide to managing asbestos in premises.

#### 4.4 INTERNAL

- Hazards & Risks – HSMS 03
- Competency, Training & Awareness – HSMS 05
- Incidents & Emergencies – HSMS 10
- Incident Assessment – HSMS 11

### 5. SCOPE OF POLICY

5.1 This policy applies to all Aspire staff, contractors and others carrying out work of behalf of Aspire.

5.2 This policy applies to the following location: -

- Rented properties including garages
- Communal areas
- Offices and storage facilities
- Commercial leaseholders where Aspire retains the responsibility to maintain all or part of the building

- Leaseholders and shared owners, living in self-contained accommodation, where Aspire retains the responsibility to maintain all or part of the building

## 6. RESPONSIBILITIES

**6.1** The responsibility for establishing a health & safety framework for the management of risks associated with asbestos sits at Executive Level. The Executive recognises the importance that is given to the management of Aspire's assets from a health & safety and commercial perspective.

**6.2** Under this policy, Aspire has appointed appropriate persons within the organisation to manage this area of risk with the support of appointed specialist contractors

### 6.3 DUTY HOLDER FOR ASPIRE GROUP

Duty Holder	Position:	Chief Executive
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**6.4** The Chief Executive has ultimate responsibility for health and safety across the Group and will nominate appropriately qualified and suitable experienced people to discharge those duties in relation to the risk posed by ACMs.

### 6.5 COMPLIANCE DELIVERY AND ASSURANCE

Responsible Exec	Position:	Executive Director, Property	<b>CORE AREAS OF ACTIVITY</b>  Implementing, managing, and monitoring Aspire's Asbestos Policy and associated procedures
	Telephone:	01782 635200	
	Responsibilities:	Overall responsibility for the implementation of this policy and to ensure that adequate resources are made available to enable the policy objectives to be met	
Appointed Person	Name:	Paul Hare	Ensuring the asbestos management plan is relevant, current and practical  Ensure that asbestos information is available for those carrying out work in Aspire properties
	Position:	Head of Asset Management	
	Telephone:	01782 635200	
	Responsibilities:	To ensure that appropriately qualified and suitably experienced people are employed to implement this policy, that appropriate programmes of work are in place to discharge relevant duties, and to ensure compliance with CAR 2012	
Deputy Appointed Person	Name:	Abel Phiri	Implementing the management plan and any action points contained within the plan or that arise from
	Position:	Compliance Manager	
	Telephone:	01782 635200	
	Email:	aphiri@aspirehousing.co.uk	
	Responsibilities:	To ensure that all activity required for compliance with this policy is carried out	
Compliance Lead	Name:	Nina Johnson	
	Position:	Asst Compliance Delivery Officer	
	Telephone:	01782 635200 / 07799862838	

	Email:	njohnson@aspirehousing.co.uk	the systems outlined in the plan
	Responsibilities:	Administer associated contracts, management of associated dashboards and first point of contact for asbestos related queries.	
Appointed Inspection Body and Laboratory	Name:	SGS DMW	Liaise between the Operations Director, management, employees, contractors, asbestos professionals, and residents about matters pertaining to all ACMs in properties belonging to or managed by Aspire
	Telephone:	01902 797950	
	Email:	hub@dmwsafety.co.uk	
	Responsibilities:	Ensure SGS DMW's responsibilities are carried out in line with statutory and best practice requirements	
Appointed Licensed Asbestos Removal Contractor	Name:	Axiom	Reviewing the management plan every 12 months with all relevant parties to ensure the systems outlined in the plan are working Ensure a regular (at least every 6 months) meeting takes place between all relevant staff to highlight action points and ensure their adequate follow through (the minutes to be contained in the management plan)
	Telephone:	01902 728289	
	Email:	office@axiom-asbestos.co.uk	
	Responsibilities:	Ensure Axiom's responsibilities are carried out in line with statutory and best practice requirements	

## 7. OPTIONS FOR DEALING WITH ASBESTOS

**7.1** When an ACM, or a presumed ACM, is located within a building and assessed, a decision will be made as part as to the most appropriate way to deal with it. This decision will be based on a material assessment made by the surveyor and by a priority assessment made by the management team. The following three options must be considered in the first place:

- Leave the ACM in place and manage it
- Leave Repair, seal or enclose the material and then manage it
- Removal of the ACM

7.2 The following measures must be implemented whenever an ACM is located:

- Enter the location and other necessary details onto the asbestos register
- Communicate the relevant information to all maintenance workers, contractors, and other relevant people
- Assess the ACM and decide on a course of action (as above)
- Put a safe system of work into place
- Update the asbestos register with work completed

## 8. THE ASBESTOS REGISTER

8.1 A register will be kept of all identified ACMs within Aspire properties. The register will be kept electronically and managed by the Compliance team.

8.2 The Appointed Person is responsible for ensuring that the asbestos register is maintained, kept up to-date and conforms to industry standards.

8.3 The asbestos register will be continually updated reflecting changes to ACMs. This will reflect information gathered from asbestos surveys, sampling reports, reinspection surveys and any asbestos removal works undertaken.

## 9. MONITORING ACMS

9.1 It is Aspire policy that where ACMs are in good condition, sealed and/or repaired, and unlikely to be disturbed, they will generally be left in place.

9.2 In line with regulation 4 of the CAR 2012 all ACMs in non-domestic buildings or areas should be re-inspected for changes in their condition perhaps due to damage or deterioration. The period of re-inspection would generally not be longer than 12 months, however in some cases and in consultation with the Approved Specialist this period may be shortened or extended. ACMs in locations with little or no routine activity, or of very low risk may be inspected less frequently.

## 10. REMOVAL AND REPAIR OF ASBESTOS

10.1 Where a decision is made to remove or repair ACM, an assessment will be made, with consultation, as to whether the work required is licensed work, notifiable non-licensed work or non-licensed work.

10.2 A specialist licensed asbestos removal contractor shall be appointed to undertake any works that require a license or are notifiable non-licensed work. Non-licensed work maybe be undertaken by Aspire Maintenance.

10.3 All work with ACMs whether Licensed or not will be undertaken in strict accordance with the CAR 2012.

## 11. ASBESTOS WASTE

11.1 Any asbestos waste produced by contractors, including licensed removers and contractors working on non-licensed materials, must be arranged to be removed from the premises on that day; following the "Hazardous Waste Regulations 2005", and is the responsibility of the contractor. This situation should be fully covered in a contractor's plan of work prior to his undertaking any work for Aspire.

11.2 When employees produce asbestos waste, it should be double bagged in UN approved package, preferably a UN approved red bag firstly, and then a UN approved clear bag for the outside. Arrangements must be made for the waste to be taken promptly off site by an approved Waste Carrier in a designated receptacle used to transport asbestos waste preventing the bags getting damaged or otherwise being opened in a way that may release fibres.

11.3 Aspire will require a Hazardous Waste Consignment Note for any Hazardous Waste removed from their properties. This will be retained for 3 years.

## 12. COMMUNICATION

12.1 Aspire will provide clear, effective, and unambiguous communication with regard to the location of ACMs within premises, to customer, leaseholder, all those who have to carry out works on that property or those who have the responsibility to manage that property.

12.2 Aspire staff managing contracts on behalf of Aspire will ensure that appropriate Asbestos information is provided to contractors prior to commencement of works.

12.3 Aspire will ensure that information regarding the presence of asbestos is contained in tender documentation as may be appropriate

## 13. EMERGENCY PROCEDURES

13.1 The following procedure should be followed whenever suspected ACMs are found during maintenance or refurbishment works

- 1) Stop work immediately
- 2) Isolate the area, i.e. shut doors and windows etc.
- 3) Post warning notices and inform people in the immediate area and request that everyone move away
- 4) If there is little debris or dust on clothing e.g. shoes and sleeves, get help, all parties should put on RPE and wipe down the dust with damp rags

- 5) If there is a lot of debris/dust on clothing e.g. contaminated clothes, hair and footwear, stay put, call for help, all parties should put on RPE, wipe down with damp rags, undress and shower, put contaminated clothes including towels in contaminated waste bag and dispose of contaminated waste as asbestos waste, leave washing facilities clean
- 6) Contact the Compliance Team or the Appointed specialist contractor(s) for guidance and instruction
- 7) Appropriate risk assessments and control procedures shall be agreed following consultation with Compliance team and Appointed specialist contractor(s) and implemented to avoid exposure of ACMs to building users
- 8) Encapsulation, treatment, or removal of the disturbed ACMs shall be carried out in accordance with current legislation before areas are re-occupied

13.2 Damage to ACMs may also be discovered during routine monitoring and re-inspection, or may be discovered by employees, or possibly reported by a resident. The defined emergency procedure will be followed in all instances. Suspect materials should be presumed to be asbestos unless there is strong evidence to prove otherwise.

13.3 If the damage is minor, the repair and clean up may be completed in-house by trained staff, in consultation with the Appointed Specialist. The work should be assessed by a competent person and a site-specific plan of work written and followed with suitable control measures including PPE and RPE.

13.4 Where damage is more significant or the nature of the material dictates a licensed contractor, the appropriate section of the management plan will be implemented. In some cases, it may be economically advantageous to remove the material rather than repair, or knowledge of future works may dictate the course of action to some degree.

## **14. REPORTING TO RIDDOR**

14.1 Exposure to asbestos is reportable under RIDDOR when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. Such situations are likely to arise when work is carried out without suitable controls, or where implemented controls fail. Anyone aware of an accidental release of asbestos must report this to the Compliance Team.

## **15. NON-LICENSED WORK WITH ASBESTOS**



15.1 Aspire maintenance personnel or approved contractors may undertake work with ACM if it is established that a license is not required for the nature of the work, and that the work can be carried out by those who have received the "Notifiable Non-Licensed Work" training course.

15.2 A written plan of work and risk assessment will be produced prior to work commencing.

15.3 "Non-licensed work" undertaken by Aspire employees will only include:

- Any work with asbestos cement
- Any work with materials of bitumen, plastic, resins or rubber which contains asbestos, e.g. floor tiles and toilet cisterns
- Minor work (drilling or removing screws) with textured coatings and paints which contain asbestos.

15.4 Whenever work is undertaken on asbestos by an Aspire employee the EM10 document shall be completed and handed to the Compliance team to allow the asbestos register to be updated.

## 16. SPECIALIST EQUIPMENT USED IN WORK WITH ASBESTOS

16.1 Aspire recognises that the equipment that is used during maintenance operations involving asbestos containing materials must be of suitable quality and must be maintained to a high level to ensure that no asbestos fibres escape into the atmosphere during maintenance operations.

16.2 The following equipment will be kept by Aspire Response for use with planned asbestos work and for emergency use:

- Type 5 disposable coveralls
- Disposable over boots/ wellingtons
- FFP3 disposable mask
- Two large UN approved asbestos bags
- Asbestos warning tape

16.3 It is a requirement of Aspire that facemasks must fit properly and therefore it is a requirement for all maintenance personnel working with ACMs and wearing tight fitting respirators to be clean shaven and have a qualitative fit test for the type of mask being worn to ensure that these masks fit tightly thus ensuring no asbestos fibres enter the body. In some cases, loose fitting positive pressure masks are used for those with beards or facial hair, in such cases these masks do not require face fit testing, however those using such mask should be suitably trained to do so.

16.4 All equipment issued, used, and maintained by Aspire will be done so in line with appropriate regulations and guidance.

## 17. QUALITY ASSURANCE

17.1 The asbestos appointed person or someone appointed by him will periodically oversee the quality and accuracy of entries made into the management plan and asbestos register. An audit of this should take place every 3 years by an independent 3<sup>rd</sup> party specialist appointed by Aspire.

17.2 The individual commissioning each survey, upon receiving the report will make sure it is logical, consistent and has all the key information in the line with the scope of the survey requested.

17.3 Quality control checks will take place on work with asbestos carried out by maintenance personnel and sub-contractors, and will be carried out by Trade Team Managers

17.4 Where any doubts exist over the correct classification or scope of asbestos works, advice will be sought from a competent accredited asbestos management consultancy prior to any works being carried out on asbestos containing material.

## 18. APPOINTINMENT OF ASBESTOS INSPECTION BODY AND ANALYSTS

18.1 Appointed Inspection Bodies (surveyors and surveying organisations) will be required to:

- Provide a written declaration stating that the surveyor and organisation can operate with independence, impartiality, and integrity.
- Be accredited to ISO/IEC 17020 by the United Kingdom Accreditation Service (UKAS)
- Written confirmation that the personnel undertaking the surveys are authorised, adequately trained and have appropriate experience
- Be expected to provide evidence of Quality Control in line with HSG 264 and UKAS accreditation, including signed Quality Assurance by a second party on each survey report.
- All asbestos surveys will require a written scope of works prior to work the survey starting. A written agreement from the surveyor/ surveying company should be obtained before work commences.
- Laboratories employed to identify ACMs through analysis should be accredited by UKAS under BS EN ISO 17025. Aspire will directly employ laboratories to undertake clearance work following licensed asbestos removal and air tests.

## 19. APPOINTINMENT OF LICENSED ASBESTOS REMOVAL CONTRACTORS

19.1 Asbestos removal contractors will be appointed by Aspire Housing as approved contractors following suitable compliance and procurement procedures. The following information is required from prospective removal contractors:

- A copy of their license
- Details of public and employer liability
- Training records for employees
- References from recently completed contracts
- Details of any action taken against contractors by HSE or Local Authorities

## 20. RECORD KEEPING

20.1 In order to demonstrate compliance with Regulations and provide evidence to enforcing authorities it is Aspire's policy that notwithstanding legal requirements all records pertaining to asbestos must be retained centrally for 40 years.

20.2 Aspire will retain the following records

- a) A register of all asbestos surveys of premises
- b) Amendments of the asbestos register
- c) Advice given on asbestos to staff, tenants, and contractors
- d) Advice received from consultants and HSE
- e) Air monitoring reports – Audit records
- f) Details of inspections of asbestos containing materials
- g) Details of all asbestos removal or encapsulation work
- h) Incident reports
- i) Method statements for work involving asbestos containing materials
- j) Notifications to the enforcement agency
- k) Waste disposal certificates

## 21. TRAINING

21.1 Aspire will promote awareness of the risks from asbestos containing materials through training and induction of relevant staff. The training will be designed to fit the needs and roles of the employees being trained.

21.2 To ensure that appropriate and suitable training is provide to staff, Aspire will carry out training needs where appropriate.

21.3 Unless properly trained to do so, no Aspire staff will be permitted to handle or work with asbestos containing materials (ACMs)

21.4 All non – licensed Aspire personnel carrying out Asbestos Minor Works will be trained in safe working procedure

## 22. INSURANCE

22.1 Aspire will ensure that parties carrying out work (planned and reactive) or surveys have appropriate insurance cover

### APPENDIX 1 – EMERGENCY PROCEDURE FOLLOWING DAMAGE TO KNOWN OR SUSPECTED ACMs

