

***Paragon Housing Association Limited***

<b>POLICY:</b>	<b>ASBESTOS MANAGEMENT POLICY</b>
<b>POLICY AREA:</b>	<b>FINANCE AND INVESTMENT</b>
<b>DATE APPROVED:</b>	<b>21<sup>st</sup> AUGUST 2013</b>
<b>DATE NEXT REVIEW:</b>	<b>AUGUST 2018</b>

**Contents**

- 1. Introduction**
- 2. Objectives**
- 3. Definition**
- 4. Legislation**
- 5. Asbestos Management Plan**
- 6. Register**
- 7. Use of Licensed Contractors**
- 8. Procedures**
- 9. Equal Opportunities**
- 10. Training**
- 11. Policy Review**

**1. Introduction**

As set out in the Health and Safety Policy statement the Association will seek to comply fully with the general requirements of the Control of Asbestos Regulations 2012 (CAR 2012).

**2. Objectives**

The objectives of this policy are:

- To effectively manage all asbestos containing materials and to reduce the asbestos related risks to as low a level as is reasonably practicable.
- To take steps to locate asbestos containing material in Association properties and assess their condition;
- To maintain records of the location and condition of asbestos containing materials found and assess the risk from them;
- 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;
- To ensure that all residents and contractors working in tenants homes clearly understand the risks involved in disturbing asbestos containing materials.

### **3. Definition**

Asbestos is the general name for a class of materials comprised of silicate fibers. The material is known for its resistance to heat, fire, electrical resistance and corrosive chemicals.

There are three main types:

- Crocidolite (blue)
- Amosite (brown)
- Chrysotile (white)

Asbestos fibres are hazardous, and principally cause harm to the lining of the lungs when inhaled. As Asbestos ages, weathers or is worked upon, it becomes more “friable” and fibres may be released more easily.

### **4. Legislation**

The main relevant pieces of legislation governing asbestos in the UK are:

- The Health and Safety at Work Act 1974 which imposes general duties on employers to ensure the health, safety and welfare of employees and others who may be affected by an organisation’s undertakings.
- The Construction (Design and Management) Regulations 2007 The Construction (Design and Management) Regulations were introduced in 1994 and were revised in 2007. This regulation places duties on clients, planning supervisors, principal contractors, designers and contractors to plan, co-ordinate and manage health and safety on construction sites. The regulations do not apply to construction work if the work will last for 30 days or less, or involve four or less people on site at any time. The regulations specifically require the client to provide relevant health and safety information to the planning supervisor appointed to oversee the project. This information might include, for example, previous asbestos surveys of buildings.
- The Control of Asbestos Regulations 2012. These regulations came into force on 6<sup>th</sup> April 2012 updating previous asbestos regulations to take account of the European Commission’s view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

### **5. Asbestos Management Plan**

It is important that an effective Management Plan is prepared to comply with the Control of Asbestos Regulations. The Management Plan will address the following items relating to asbestos management:

An Asbestos Co-ordinator must be appointed to control the management process. For the Association the Asbestos Co-ordinator will be the

Programme & Regeneration Manager.

All staff responsible for ordering works will be responsible for complying with the Association's Asbestos Management Policy.

## **6. Registers**

The Association will hold an "Asbestos Register" for all property it owns.

The purpose of the Register is to formally record, through either Management or Refurbishment & Demolition survey's, the location and condition of asbestos in Association properties.

The Asbestos Register will be held by the Programme & Regeneration Manager.

The register will be used to forewarn employees, outside contractors and lessees of the presence of asbestos. The register will be continuously updated.

The content of the Asbestos Register will be brought to the attention of any contractor or consultant carry out any work on the Association owned premises.

## **7. Use of Licensed Contractors**

The Association will ensure that any work on asbestos contained materials, including sealing and removal, will be undertaken by a Contractor licensed by the Health and Safety Executive (HSE) irrespective of the expected duration of the work and the nature and size of asbestos material involved.

## **8. Procedures**

Systems and procedures will be put in place to deal with handling and safe disposal of asbestos found in Association properties in accordance with the new guidance on CAR 2012.

## **9. Equal Opportunities**

The Association aims to promote equal opportunities and will ensure that its staff act in a manner which will not discriminate against any individual, household or group on the grounds of any the nine protected characteristics as set out in the Equality Act 2010. These are:

- Age
- Disability
- Gender Reassignment
- Marriage and civil partnership
- Pregnancy and maternity

- Race
- Religion and belief
- Sex
- Sexual orientation

## **10. Training**

Staff with direct responsibility for the inspection and management of asbestos will receive adequate asbestos training through approved UKATA (United Kingdom Asbestos Training Association) organisation.

All staff who may foreseeably encounter asbestos during their working day will be trained to an appropriate level to ensure, as far as reasonably practicable, their health, safety and welfare and that of others.

## **11. Policy Review**

This policy will be reviewed no later than 5 years from the date of approval. However, if there are any changes in legislation, good practice or operational changes which may affect the content then the review may be undertaken earlier