



Asbestos Management Policy

Date submitted to the Board:	31st May 2017
Policy to take effect from:	May 2017
To be reviewed:	March 2019
Version No.	4.0

Introduction

This policy describes how we manage the risk of stakeholders being exposed to asbestos fibres.

Aims of the Policy

1. To satisfy the legal obligations under The Control of Asbestos Regulations (CAR) 2012 by putting in place a management system for the control and management of risks associated with asbestos containing materials (ACMs).
2. To ensure, as far as it is reasonably practicable, the prevention of all stakeholders exposure to hazards associated with ACMs.

Policy Statement

The Asbestos Policy is underpinned by the key objective in the Asset Management Strategy to ensure that our services are legal and regulatory compliant.

EPIC Housing acknowledges the risk to health arising from exposure to asbestos fibres for stakeholders, which includes residents, employees and contractors. We will act reasonably in our actions and comply with all Regulations and associated Approved Codes of Practice and Guidance Notes issued by the Health and Safety Executive (HSE) in respect of controlling the risk of exposure to asbestos.

This document relates to the property portfolio of EPIC, our offices and any other buildings that we are responsible for.

Background

Asbestos is a generic term used to describe a group of mineral silicates that occur naturally as seams or veins as long thin crystalline fibres and fibre bundles. These fibres have been used in building materials and other manufacturing products as a consequence of their physical and chemical properties that make them ideal for a wide variety of uses. The fibres have high tensile strength, are flexible, have good resistance to chemical attack, high thermal stability, low thermal conductivity, and do not conduct electricity. These properties have led to the widespread uses of asbestos for thermal and acoustic insulation and fireproofing products. Other products in which asbestos is commonly found include electrical components, friction linings, flooring products such as vinyl floor tiles, structural sheets and boards including asbestos cement sheets and asbestos insulating board ceiling tiles, asbestos cement pipes, flues and water storage

tanks, roofing products including asbestos cement slates and asbestos containing roofing felts, and textile products including fire blankets and heat protective suits and oven gloves.

Provided that asbestos products in buildings are in good condition and sealed or otherwise protected and not in a position so as to be vulnerable to damage then they are unlikely to release fibres and as such are safe to leave in place. This is an issue which is recognised by EPIC and which represents a major consideration and influence in the formulation of this document. Furthermore we recognise that the unnecessary removal of asbestos that is in good condition is a misuse of financial resources and is a practice that could in fact lead to an increased risk of exposure in the short term.

The majority of the stock are blocks of flats constructed during the 1950's and are known to have been constructed using ACMs in various forms. Following various improvement programmes a number of these components have been removed. However, ACMs are identified in items such as:

- Floor tiles.
- Artex coatings on walls and ceilings.

Legal and regulatory requirements

These are set out in the following documents:

- The Management of Health and Safety at Work Regulations 1999
- Health and Safety at work Act 1974
- The Control of Asbestos Regulations 2012
- Construction (Design and Management) Regulations 2015

There are the following legal requirements:

- To collect information about the likely asbestos risk within in our stock.
- To keep appropriate records of any ACMs within our stock.
- To prepare a plan to appropriately deal with any ACMs.
- To ensure that we inform occupiers and any repair or maintenance staff about any ACMs which they may come into contact with.
- To ensure that only competent and appropriately certified staff deal with ACMs.
- Ensure we regularly inspect our stock to check on the condition of any ACMs.
- To ensure that our staff are appropriately trained in asbestos awareness.

Responsibilities

Management Board

- To approve major amendments and revisions of the Asset Management Policy.

Management Team

- To ensure that a comprehensive Asbestos Management Policy document is in place to ensure the safe management for all undertakings of the Company.
- To take responsibility for ensuring compliance with this Asbestos Management Policy.
- Ensure that the policy is reviewed every two years.
- To ensure that the expenditure in relation to Asbestos Management issues are monitored on an ongoing basis and that the Management Board are kept advised of these costs and the future budgetary requirements to ensure compliance with the requirements for the safe management of asbestos.

Asset Manager (Duty Holder)

- To ensure that the staff resources required achieving the safe management of asbestos are in place and will make appropriate recommendations to the Management Team to ensure that this is the case.
- To ensure that a suitable and sufficient assessment has been carried out as to whether asbestos is present in the properties in the ownership or management of the Company.
- To ensure that within the assessment account has been taken of the available building plans or other relevant information and of the age of the building.
- To ensure that the Management Board are, on an ongoing basis, kept apprised as necessary in relation to the Legislative requirements and associated HSE Guidance.
- To ensure that an inspection has been undertaken for a reasonable cross section of the buildings so that the information may be utilised to define with a high degree of confidence the presence of ACMs across the whole property portfolio.
- To determine the risk arising from the asbestos identified in any dwelling.
- Only employ reputable, suitably qualified licenced asbestos contractors.
- To ensure that reasonable measures are taken to manage the asbestos which includes:
 - The arrangements for monitoring the condition of the ACMs or materials suspected of containing the asbestos.
 - The arrangements for ensuring that these or any such substance is properly maintained or where necessary safely removed.
 - The arrangements to ensure that information about the location and condition of any asbestos or any such substance is provided to every person who is liable to disturb it and made available to the emergency services.
- Where asbestos containing material is discovered that was not evident during the refurbishment survey, the works are stopped in accordance with the HSE Guidance Note em1, attached in Appendix 1 and access to the property denied.
- To ensure that a written guidance note is included in the Tenant Handbook advising tenants that there may be ACMs within our properties.
- To ensure that whenever any remedial or preventative building maintenance works, or any building alteration or refurbishment works are undertaken in dwellings or other premises in the ownership of the Company that the contracting company procured to undertake the works is provided with the following information:
 - All available information in relation to the occurrence, location, extent and condition of any ACMs or suspected ACMs in the building in question
 - The results of the additional type 3 destructive surveys which must be commissioned prior to the implementation of any major refurbishment or demolition works.
 - Where there are no records for the property ACM's are to be assumed and works completed accordingly.

The Asset Manager must also ensure that contractors comply with the following requirements:

- They have ensured the preparation of the necessary risk assessment for the works by a competent person
- They have in place detailed method statements that fully address all requirements for the safe conduct of the work
- They put in place all measures necessary to protect the Health, Safety and Welfare of all persons who may be affected by the said works
- They have all necessary equipment to undertake the works in a safe manner.
- Where necessary, for work involving asbestos insulation, asbestos coatings and asbestos insulating board, hold the appropriate Licence for conducting the works and has provided the necessary Notification for the works to the Health and Safety Executive.

- Undertakes all works in accordance with all legislative requirements and specific guidance issued by the Health and Safety Executive by virtue of Approved Codes of Practice and Guidance Notes.
- Ensures that all Operatives, Supervisors and Managers involved in the conduct of the works have received appropriate training necessary to ensure the safe conduct of the works.
- Ensures that all asbestos waste generated during the course of the works is disposed of in accordance with the Hazardous Waste Regulations 2005 and that copies of the Consignment notes are provided to EPIC to ensure that Duty of Care responsibilities are fulfilled.
- That information relating to any removal, alteration, repair or change in condition of any ACMs or suspected ACMs occurring as a consequence of works is passed to EPIC and is entered onto the appropriate maintenance records.
- To undertake regular compliance auditing.

Equality and Diversity Statement

We will provide details of the locations of ACMs upon customer request and offer assistance so that the risks are fully understood.

Monitoring and Reporting

The Asset Manager will keep accurate records of all Asbestos related works and ensure that the relevant information is stored on the Housing Database and within the individual electronic property folders.

Review Mechanism

This policy will be reviewed every 2 years.



em1 asbestos essentials

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause lung cancer and lung diseases.
- Check it out before you start work.
- Read the safety checklist on the task sheet.



Don't assume there will always be warning signs. There could be undiscovered asbestos in buildings you work on.



Asbestos lagging on an old tank



Asbestos insulating board (AIB) fire surround



These asbestos cement pipes are labelled, so are the tiles, but you might not know until you start to lift them.



There could be sprayed limpet under this asbestos cement (AC) sheeting

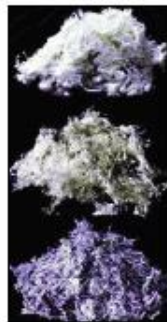
What to do if you uncover or damage materials that may contain asbestos

Equipment and method sheet

What this sheet covers

This sheet shows some examples of where asbestos can be found. A chart describes what to do if you find asbestos materials during a job.

It also applies where asbestos materials get damaged by accident.



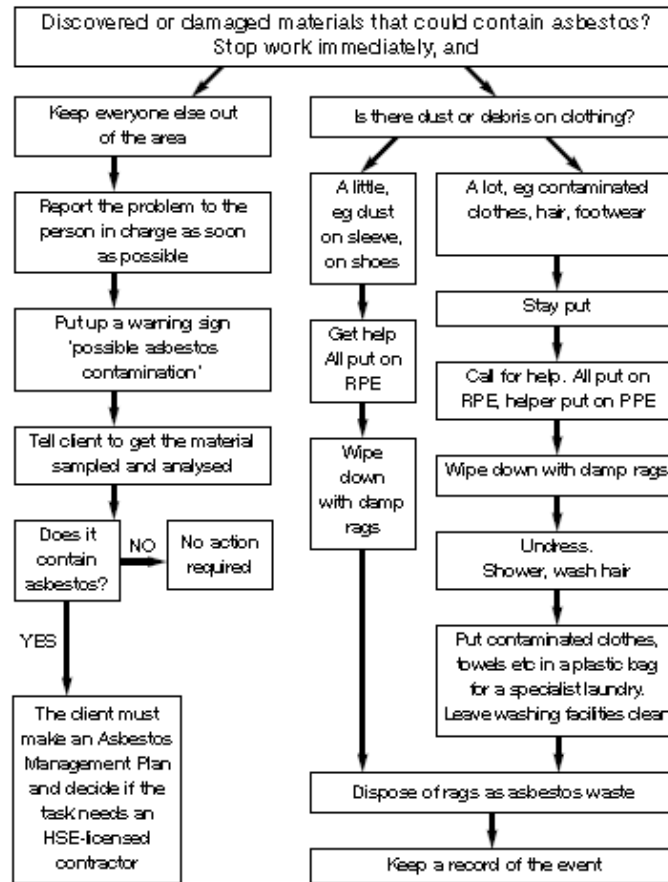
There are three 'colours' of asbestos, but you can't tell just by the colour what you have found; it could be mixed with other ingredients which change the appearance.



Asbestos isn't always obvious. Would you spot an asbestos gasket on an old engine, asbestos cement pipes or an asbestos-containing fuse-board? If you're not sure, the premises owner needs to get it checked out!

MORE HELP

- More asbestos pictures - www.hse.gov.uk/asbestos/gallery.htm
- Help to decide if work is licensed - www.hse.gov.uk/asbestos/licensing/index.htm
- For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online or order priced publications from the website. HSE priced publications are also available from bookshops.
- These equipment and method (em) sheets and task (a) sheets can be downloaded free from www.hse.gov.uk/asbestos/essentials/index.htm
- See sheet a0 for details of more guidance.



Procedures

- Stop this work immediately.
- Follow the chart above or do a risk assessment to decide who must do the work - you may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as you can.
- Clean up the contamination.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

This document is available at www.hse.gov.uk/asbestos/essentials/index.htm

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Published by the Health and Safety Executive 04/12