

Title: Asbestos Policy

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1.	<p>Purpose</p>
	<p>To ensure that SVHA complies with the requirements of the Control of Asbestos at Work Regulation (2006), and the Health and Safety at Work etc Act 1974. To ensure the organisation maintains a safe and healthy working environment for both staff and others with regard to potential exposure to asbestos that may arise from the activities or undertakings of the organisation. SVHA will focus specifically on compliance with Regulation 4 (The management of asbestos in non-domestic premises) of the Control of Asbestos Regulations 2006.</p> <p>To minimise the risk of exposure to asbestos by ensuring that there is an appropriate asbestos management framework in place including procedures, registers, guidance notes and training of staff and contractors.</p>
2.	<p>Scope</p>
	<p>The policy operates within the context of the legal framework for the management and control of asbestos including:</p> <ul style="list-style-type: none"> • Health and Safety at Work Act 1974. • The Control of Asbestos at Work Regulations (2006) (CAWR) and all other supporting information including all relevant guidance notes and codes of practice
3.	<p>Definitions</p>
	<p>3.1 Asbestos is a group of naturally occurring fibrous crystalline silicates found in rock. There are 3 main types of asbestos: Chrysotile Known as white Asbestos Amosite Known as brown Asbestos Crocidolite Known as blue Asbestos</p> <p>3.2 A “hazard” is anything, which has the potential to cause harm. A “risk” is the chance that someone could be harmed and how severe that harm may be. “Harm” is physical injury or ill health. “HSE” is the Health and Safety Executive.</p> <p>3.3 Major works are defined as those which require technical input/pre-assessment by a surveyor/maintenance officer, the preparation of drawings, sketch details, specifications, schedules or contract documents and should in all cases be subject to an asbestos survey.</p> <p>3.4 Minor works are defined as those which would normally be actioned</p>

by the issuing of a works order or instruction, do not normally require pre-assessment and would include emergency, re-active, routine, day-to-day or other small jobs which do not normally require preparation of specifications, schedules, drawings or other contract documents.

Note: It would not be practicable or reasonable for this type of work to be pre-surveyed for asbestos due to the numbers of orders raised because of the effects that this would have on response times, service delivery and costs

4. Key Objectives

4.1 No new asbestos materials will be used in SVHA owned premises.

4.2 Where existing installations include asbestos material, which is sound, in good condition, and not yet subject to abrasion or deterioration, the material will be generally left undisturbed and its condition monitored and periodically assessed as defined.

4.3 Existing installations containing asbestos materials damaged, deteriorating or inadequately sealed will either be removed and replaced by suitable material not containing asbestos, or encapsulated, whichever is the most practical and positive way to prevent the release of asbestos fibres. Asbestos materials likely to be disturbed by maintenance or other works will be labelled clearly.

4.4 SVHA properties will initially be surveyed for asbestos by external consultants who will be accredited by the United Kingdom Accreditation Service (UKAS) to ISO 17020 standards. Type 2 asbestos surveys will incorporate all communal parts of premises, including those premises which constitute a workplace, occupied by either SVHA employees or third party tenants. In addition approximately 10% of domestic dwellings will be surveyed in the aforementioned premises. Type 2 asbestos surveys will also be carried out on various archetypes of single domestic units on an agreed basis within the organisation. All asbestos surveys will be carried out in accordance with the Health and Safety Executive MDHS 100. The completed surveys will form the basis of an effective management system, the objectives of which are as follows:

i. To maintain an electronic asbestos register of the nature, position and extent of asbestos based materials within all premises where asbestos surveys have been carried out and update it as and when necessary.

ii. To eliminate and where necessary effectively control the risk associated with asbestos in establishments where building users, contractors, members of the public and employees are liable to be exposed.

iii. To use the register to actively advise tenants, contractors and employees of the location of asbestos based materials in establishments where asbestos surveys have been carried out, to enable them to take the necessary precautions to ensure their safety.

iv. To develop and disseminate hard copy asbestos management plans to all premises where there is a permanent management presence, including premises occupied by direct SVHA employees or third parties. This process is to assist the organisation and third parties to achieve compliance with Regulation 4.

5.5 The surveys will be carried out on premises as detailed above and a gradual picture of the extent of asbestos levels across SVHA will develop. All information collected will be disseminated to the relevant parties including:

- i. Building users, tenants, employee's etc.
- ii. Contractors working in or adjacent to the building, though the works order system or by asbestos awareness clauses in contract documentation.
- iii. Staff involved in the maintenance of SVHA premises to prevent deterioration of existing asbestos on site.
- iv. New staff.
- v. Tenants, existing and new.
- vi The Health and Safety Executive (as and when required)
- vii The CDM Co-Ordinator where CDM is involved.
- viii Visitors to SVHA premises as appropriate.

5.6 Levels of competency will be set and proof of such competency will be ascertained before any party deals with any asbestos related issue and before any works are carried out. This will apply to:

- i. Employees
- ii Contractors
- iii. Consultants

5.7 The Asbestos Register will be regularly updated from information gathered from the surveys and periodic asbestos re-assessments as and where appropriate. Information will be stored on a computer database and all entries will be accompanied by a suitable location plan where reasonably practicable.

5.8 Information contained in the Asbestos Register will be available to all SVHA staff, who, in turn will ensure that all necessary information is brought to the attention of all contractors prior to the commencement of any building related works, where such information can be provided and is relevant.

5.9 Where remedial measures are necessary for dealing with asbestos material, the consultant or contractor employed by SVHA must comply with all relevant current legislation. Such remedial measures will be recorded and the Asbestos Register updated accordingly. All associated parties must be able to differentiate between asbestos works requiring the use of a licensed asbestos contractor and where they do not.

5.10 Should SVHA employees become directly involved in asbestos inspections, a system for health surveillance will be established. Similarly, procedures for monitoring the health of any person who has been exposed to asbestos fibres above the action levels detailed in the Control of Asbestos Regulations 2006 will be established. Health Surveillance Records will be kept for a period of 40 years after the last entry.

5.11 No major works, as previously defined, may be undertaken without first carrying out an asbestos survey prior to the preparation of contract documents. This may involve type 3 asbestos surveys prior to major refurbishment or demolition works.

5.12 No minor works, as previously defined, may be undertaken unless the person intending to carry out his work has received appropriate instruction in asbestos awareness, which includes all contractors as engaged by SVHA.

5.13 SVHA will annually make financial provision for the inspection, removal or treatment of asbestos products.

6. MONITORING AND REVIEW

6.1 The Asbestos Register will be regularly updated and made available to staff, contractors and external agencies.

6.2 The policy will be monitored by the Operations Committee and reviewed every three years.

6.3 In the event that legislative changes affect the policy it will be reviewed in advance of the scheduled review date.

6.4 Detailed guidelines and process maps will be held on the Shared Drive under Policies & Procedures

6.4.1 The Corporate Training Programme will include a general asbestos awareness training course for relevant staff, to be determined by the Operations Committee

	<p>6.4.2 Technical staff involved in the management of asbestos removal contracts will be required to attend additional training.</p> <p>6.4.3 All approved contractors working on behalf of SVHA will be able to demonstrate competency on asbestos related works. This will include asbestos awareness training for all employees working on SVHA premises together with provision of asbestos policies and procedures indicating evidence of employees training, equipment records (if the company works directly with asbestos materials) and appropriate certification.</p> <p>Other Arrangements</p> <p>The Asbestos Management Procedure and Guidance document identifies all the key areas in relation to asbestos.</p> <p>The procedure considers the specific risks and implications regarding asbestos, the procedures will be maintained to cover specific areas including the following:</p> <ul style="list-style-type: none"> i. Acquisition and disposal of properties. ii. Derelict and abandoned properties. iii. Void properties. iv. Equipment containing asbestos. v. Workplace surveys (including residential schemes). vi. Domestic dwellings.
5.	Customer Involvement
	None required at this time
6.	Monitoring against the Customer Top 10
	<p>Improving your home</p> <p>Good communication</p> <p>Getting the basics right and going the extra mile.</p>
7.	The Policy
	<p>4.1 Policy Statement</p> <p>4.1.1 SVHA acknowledges and accepts its responsibilities under the Health and Safety at Work Act 1974 and the Control of Asbestos Regulation 2006, including Regulation 4 (The management of asbestos in non-domestic premises).</p>

4.1.2 SVHA will comply with all codes of practice and guidance issued by the HSE in respect of the exposure of its employees and others to asbestos arising from the activities or undertakings of the Group.

4.1.3 SVHA will do all that is reasonable to protect all such persons from risk to health from exposure to asbestos although it is recognised that there is no commitment to remove asbestos in existing buildings where it does not constitute a risk to health.

4.1.4 The regulations referred to above require a sound management strategy to ensure that everyone who either works for or on behalf of the organisation, lives in an SVHA property, or who may use a facility provided by the organisation, is not exposed to asbestos materials in a condition that may expose them to asbestos fibres.

4.1.5 In order to reduce the risk of exposure to asbestos fibres SVHA will undertake the following priority actions:

i. Ensure that employees are made aware of locations where asbestos is present in their work place, so far as is reasonably practicable.

ii. Ensure that persons other than employees who have to work or occupy SVHA premises are made aware of known asbestos locations, where this is reasonable and practicable to do so.

iii. Promote a culture, which respects both the presence of asbestos and the danger of exposure to asbestos fibres. This will involve relevant SVHA personnel and approved contractors undergoing suitable asbestos awareness training

iv. Ensure that an asbestos management system, to include regular monitoring is implemented in all premises controlled by SVHA, in particular those premises under which SVHA has a direct responsibility under Regulation.

v. Introduce a permit to work system by use of asbestos survey reports and asbestos management plans on premises where this is possible to do so.

4.1.6 Monitoring, Measurement and Review of Performance in relation to the Control of Asbestos Regulations 2006 Regulations

Management plans will be developed from the result of surveys and actions being Prioritised in relation to premises where this may be applicable under Regulation 4.

Arrangements for proactive and reactive monitoring and review of the action plans will be documented in the Procedure.

8.	Appendices
A	<ul style="list-style-type: none">• Asbestos Register
B	<ul style="list-style-type: none">• Asbestos Management Procedure

