

Women's Pioneer Housing

Title	The Management of Asbestos Policy
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Related corporate policy objectives	Objective 1: Providing high quality homes and services Objective 2: Supporting our residents' independence and well-being

1. Introduction

- 1.1 Women's Pioneer Housing (WPH) acknowledges that it has a duty of care to all residents, visitors, staff and contractors living or working within its buildings. This policy outlines our approach to the management of asbestos within the buildings that WPH owns and manages, together with those owned by Women's Pioneer Homes.
- 1.2 This policy compliments the WPH Health and Safety Policy.
- 1.3 Asbestos is a silicate mineral, which occurs in nature as long thin crystalline fibres. The fibres have good tensile strength, flexibility, chemical resistance, heat resistance, thermal insulation and electrical insulation properties. Consequently, asbestos has been widely used in many building materials. The period between 1950-1999 covered the most extensive use of asbestos containing materials (ACMs) in buildings because it was cost effective and there was not wide spread appreciation of the risks it posed to health.
- 1.4 The risk to health from asbestos occurs when the material is damaged and the fibres are released into the air and then breathed in. Provided that ACMs are intact and in a position where they will not be damaged they will not pose a risk to health.
- 1.5 Where the presence of asbestos containing materials has been identified, we will record the type, location and condition. A risk assessment will be carried out to determine whether it should be removed or remain in place and be monitored.
- 1.6 Where there is any statutory obligation, WPH will endeavour to comply with all the requirements.
- 1.7 This policy is supported by the Asbestos Management Plan and contributes to Objectives 1 and 2 of the corporate Plan.

2. Legislation

2.1 The following legislation and guidance was referred to in preparing this policy:

- The Health and safety at Work Act (1974)
- The Management of Health and Safety at Work Regulations (1999).
- The Control of Asbestos Regulations (2012)
- The Asbestos (Licensing) (Amendment) Regulations (1998)
- The Hazardous Waste (England and Wales) (Amendment) Regulations 2009.
- Construction (Design and Management) Regulations 2015.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- The Regulator of Social housing Home Standard.

3. The Duty Holder.

3.1 Duty Holder

The duty holder for the management of asbestos is the owner of the premises. Within WPH, this is considered to be the Chief Executive.

Day to day responsibility is delegated to the Head of Contracts Compliance and Property Services who will nominate the Health, Safety and Compliance Manager to be the 'responsible person'.

3.2 Health, Safety and Compliance Manager

- Ensure all properties constructed prior to 2000 are subject to a management survey.
- Ensure a record of all identified and/or presumed ACM is maintained and is available for inspection as and when required.
- Ensure all ACM identified within management surveys is risk assessed in accordance with HSE approved methods. This will include consideration of the type, location, condition and extent of any ACM and the likelihood and severity of any potential disturbance and uncontrolled release of fibres.
- Ensure control measures identified by ACM risk assessments are implemented, as appropriate.
- Ensure a suitable and sufficient "Refurbishment and Demolition" survey is carried out, as part of the project planning process for all invasive works on relevant building fabric, services and infrastructure.

3.3 All WPH Staff

- Cooperate with the Health, Safety & Compliance Manager to enable them to meet their responsibilities under this policy.
- Not permit alterations, additions or other works on building fabric, services or infrastructure to be carried out by contractors without first ensuring that

presence of ACM's (Asbestos Containing Materials) is confirmed by consulting the Asbestos Register.

- Report any asbestos management issues or concerns to the Health, Safety & Compliance Manager as soon as is reasonably practicable.

3.4 All Residents

- Cooperate with WPH to enable them to meet their responsibilities under this policy.
- Not permit alterations, additions or other works on building fabric, services or infrastructure to be carried out by contractors without first ensuring that presence of ACM's (Asbestos Containing Materials) is confirmed by WPH.
- Report any asbestos issues or concerns to WPH as soon as is reasonably practicable

4. Policy

4.1 Policy statement.

WPH acknowledges the health hazards associated with asbestos and will reduce the risk to tenants, visitors, contractor's and staff of exposure, through the use of proper control measures and work methods.

WPH recognises its responsibilities under the Control of Asbestos Regulations (2012).

4.2 Categorisation by buildings

No new buildings or extensions to existing buildings will use asbestos containing materials (ACM's) in the construction.

ACMs in existing buildings shall be managed in accordance with their risk assessment rating as stated in the asbestos survey information. The rating has been determined in accordance with HSG264 'Asbestos: The Survey Guide', Surveying, sampling and assessment of asbestos-containing materials.

4.3 Surveys and inspections.

Two types of surveys can be carried out.

Management Surveys will be carried out by a United Kingdom Accreditation Service (UKAS) accredited laboratory in the common areas of all buildings together with a sample of tenanted dwellings. It will not include leasehold properties as this is the responsibility of the leaseholder.

Refurbishment and Demolition (R&D) Surveys will be carried out by a UKAS accredited laboratory prior to the start of any major or intrusive works in either flats or communal areas.

An annual inspection of any ACM's remaining within a building, will be carried out by WPH staff following appropriate training or approved qualified contractor. Any change in the condition of the material will then be recorded and re-assessed.

The two-weekly inspection of the communal areas will also incorporate an inspection of the condition of any ACM's within these areas.

4.4 The Asbestos Register.

An asbestos register will be maintained and include relevant information such as:

- Site name
- Survey date
- Item number
- Location of ACMs
- Accessibility
- Installation type
- Asbestos type
- Condition
- Surface treatment
- Risk assessment
- Remedial Actions / dates
- Extent

4.5 Working with asbestos

Any work with asbestos containing materials will be done in accordance with the Control of Asbestos Regulations (2012). Only contractors licensed under the Asbestos (Licensing) (Amendment) Regulation (1998) will be engaged to work with insulation, spray coatings and Asbestos insulating board (AIB's) (Licensed materials).

4.6 Minimising the risk of exposure to asbestos

To minimise the risk of exposure to asbestos for residents, visitors, staff and contractors, all licensed ACMs within dwellings will be labelled and the tenant advised. In common areas, all ACM's will be labelled.

Any actions required as identified in the surveys will be carried out in accordance with the required timescales and recorded on an action tracker. In cases where an ACM has been found to have been damaged, access to the area will be restricted and remedial action undertaken immediately.

5. Communication

Communication with residents

- 5.1 Where asbestos containing materials are found within properties, the tenants will be advised in writing. They will be advised of the location of the ACM and whether it is practicable to remove or manage in place. Any licensed materials left in place will be labelled.

Communication with contractors

- 5.2 Contractors will be advised of the location of ACM's where known. Access will be provided for them view the surveys online.

6. Training

- 6.1 The person responsible for the management of asbestos will be trained to a minimum of the British Occupational Hygiene Society (BOHS) P405: 'The Management of Asbestos in Buildings'.
- 6.2 Asbestos awareness training will be provided for all staff involved with the management of asbestos. This training will be repeated periodically. All contractors will be required to have received asbestos awareness training.

7. Contact

For any queries related to this policy, please contact Kathleen Henriques-Brown (Health & Safety and Compliance Manager): Kathleen.Henriques-Brown@womenspioneer.co.uk