Asbestos Management Policy

1  Introduction
1.1  The policy sets out Medway Council’s (the Council) Housing Service’s arrangements to address and manage the potential health risks associated with asbestos containing materials (ACMs) in premises owned or controlled by Medway Council Housing Services.

2  Purpose
2.1  The purpose of this policy is to identify how Housing Services will:
2.1.1  meet the requirements of the Control of Asbestos Regulations (CAR) 2012;
2.1.2  promote an active safety culture around asbestos;
2.1.3  prevent exposure of any person to asbestos or ACM’s as a result of council operations and where this is not possible reduce the exposure to the lowest level possible.

3  Scope
3.1  This policy extends to all asbestos and ACM’s identified within Medway Council’s Housing Services premises, together with any asbestos and ACM’s to which employees, Council tenants or visitors may be exposed.
3.2  This policy applies to all tenure and occupancy types and Medway Council staff involved in gas servicing duties including contractors and sub contractors working on the Councils behalf.
3.3  Officers responsible for appointing subcontractors are required to ensure that the minimum standards set out in this policy are incorporated as an express term of such contracts.

4  Legislation and Guidance
4.1  External
4.1.1  The Health and Safety at Work Act 1974.
4.1.2  The Control of Asbestos Regulations 2012
4.1.3  The Management of Health and Safety at Work Regulations 1999
4.1.4  HSG 264 – The Survey Guide
4.1.5  Work Place (Health and Safety and Welfare) Regulations 1992
4.1.6  The Construction (Design and Management) Regulations 2007
4.1.7  The Defective Premises Act 1972
4.1.8  Environmental Protection Act 1990, S79.
4.1.9  Controlled Waste Regulations 1992
4.1.10  Managing asbestos in buildings: A brief guide – INDG 223

4.2  Internal
4.2.1  Corporate Asbestos Policy
5 The Policy

5.1 Asbestos Register
The Council use an Asbestos Register to record and manage asbestos containing materials (ACM's) identified in Medway Council premises.

5.2 The Asbestos register identifies when a premise was surveyed, the type of asbestos present and its condition.

5.3 The asbestos register is checked before any work on a premise is started and the Council provide information from the register to contractors undertaking works that may disturb the material.

5.4 Asbestos Management Plan
An Asbestos Management Plan (AMP) is used to assess the risks from the ACM's recorded on the Asbestos Register. The AMP sets out how the Council will manage the risks identified and records the actions taken.

5.5 The AMP is a controlled document with issues and amendments recorded.

5.6 The AMP is reviewed every 6 months to ensure contractors work in accordance with the Control of Asbestos at Work Regulations 2012.

5.7 Asbestos Surveys
Asbestos surveys and inspections are undertaken to determine the presence and condition of asbestos and ACM's in the Housing stock.

5.8 The Council undertake routine inspections of asbestos risks on a priority basis. Priority is given to premises where repairs or programs of upgrades are taking place.

5.9 Properties are surveyed on an individual basis and no assumptions are made based on similar property types. For example, if asbestos is detected in a property, the assumption will not be made it is present in all similar properties; or if asbestos is not detected in a property, the assumption will not be made that it is not present in similar properties.

5.10 Once an asbestos survey has been completed the results will be given to the relevant staff, contractors and sub-contractors and actions appropriate to the results will be taken.

5.11 If a premise has not been surveyed and asbestos information is not available, the repair or upgrade works can:

5.11.1 proceed on the assumption that asbestos is present.

5.11.2 a Management Survey must be undertaken with refurbishment/demolition elements included. This normally happens if new kitchens/bathrooms are installed.

5.14 If asbestos is identified in a void property it will remain void until suitable works have been completed.
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5.16 **Asbestos Containing Materials (ACM's) Identified**

5.17 For safety purposes material suspected of containing asbestos will be treated as containing asbestos and will be assessed, prioritised, controlled and managed.

5.18 Employees/contractors have a responsibility to inform the housing repairs team immediately if they notice the presence of or come into contact with asbestos. Via housingrepairs@medway.gov.uk or 01634 733499

5.19 Where ACM's are found in any properties the Council will undertake the following:

5.19.1 Complete a risk assessment in line with the requirements of the Health and Safety Executive document Asbestos Survey Guide (HSG264) in order to determine what action to take to repair or remove the asbestos.

5.19.2 Implement an action plan (AMP) based on the Material Assessment and Priority Assessment rating scores that specifies the priority and action required.

5.19.3 Where appropriate, remove ACMs using a competent contractor and take precautions in line with the Control of Asbestos Regulations 2012.

5.19.4 Consult affected occupants (e.g. employees, tenants, etc.) on any work to be undertaken to remove ACM's, including the duration and method of work.

5.19.5 Check the condition of ACM’s intended to remain in communal areas at intervals of no greater than 12 months (unless risk assessment determines otherwise) to ensure they are in a good state of repair.

5.19.6 Inspect external ACMs in domestic premises a minimum of every five years as part of the Planned Maintenance External Repair and Painting pre contract surveys.

5.19.7 Inspect internal ACMs in domestic premises at intervals based on a scoring matrix and known condition. High scoring elements are re-inspected at appropriate intervals. The initial inspection is carried out during the void process, prior to repair and refurbishment work.

5.19.8 Where ACMs must be disturbed due to works or repairs, the ACMs will be removed subject to approval from the Head of Housing Management.

5.19.9 Remove and replace ACMs found to be broken, crumbling, damaged, or in poor condition with non asbestos based materials. Alternative remedial action, such as encapsulation may be considered where practical reasons mean removal is not a suitable option. In these circumstances the Council may offer affected households a decant in accordance with the Councils Decant Policy.

5.19.10 Where ACMs are found in good condition and their presence does not affect works, repairs or pose a danger to residents, the asbestos based materials will be left in place and recorded in the asbestos
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register. In the event of a dispute, Housing Services will appoint an independent adviser to provide an expert opinion.

5.19.11 Provide clear advice and information to residents in properties where ACMs are known or thought to exist.

5.19.12 Provide information upon request to the emergency services of properties that contain ACMs to enable them to deal with any incident safely and without risk to health.

5.19.13 Store information on Homes for Independent Living properties containing ACMs in the Fire Safety/ Emergency Incident Folders at the schemes.

5.20 Contractors and sub-contractors

5.21 Contractors/consultants carrying out remedial work to highly friable (tendency of a solid substance to break into smaller pieces) AMC’s must be approved by the Health and Safety Executive unless the ACM in question is asbestos cement or a decorative coating (non-licensed work).

5.22 Any contractors used must be on the council’s current Approved List of Contractors (except where the contractor is a sub-contractor working directly for a contractor that is approved).

5.23 Planned work on any premise will not be undertaken or ‘contracted out’ without adequate information on the nature, condition and extent of any ACM present in the building that may be disturbed.

5.24 Contractors will undertake an adequate risk assessment and method statement for the work that they proposes to undertake prior to it starting.

5.25 Contractors working on ACM’s will have an adequate AMP and all contractors must submit their AMP to it’s agents for scrutiny before they are allowed to work on a Council property.

5.26 Senior management will give issues relating to asbestos management urgent attention and address any issues relating to asbestos management at Contract monitoring meetings.

5.27 Training

5.28 Staff that are authorised to instruct work that may disturb ACMs will be trained by a UKATA accredited training provider to ensure that the appropriate technical expertise is available.

5.29 Training is provided to all those staff who may encounter asbestos during their work and refresher training will be provided annually to ensure that the awareness of the risks from the asbestos is reinforced.

6 Roles, Responsibilities and Authority

6.1 The Assistant Director of Physical and Cultural Regeneration retains the overall responsibility for the implementation of this policy.

6.2 The Head of Housing Management is responsible for ensuring operational delivery of this policy and associated procedure and that Medway/the Council comply with Regulatory and Legislative requirements.
6.3 All employees that have dealings with asbestos are responsible for implementing this policy.

7 Monitoring, Review and Evaluation
7.1 Senior management will monitor the effectiveness of this policy in addition to forums and focus groups that consult our residents.

7.2 This policy will be reviewed every year or in line with legislative or regulatory changes.

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This Version: January 2020 – Refresh of policy wording – no major changes made to policy content.