

# Asbestos Management Policy

**Summary:**

The Asbestos Management Policy states KNH's approach to managing asbestos in all assets managed on behalf of Kirklees Council. This document should be read in conjunction with the KNH Control of Asbestos Management Plan.

**Keywords:**

Asbestos, ACMs; Health; Safety; Policy

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## **1 INTRODUCTION**

- 1.1 The aim of this document is to define the policy for Asbestos Management in compliance with statutory legislation within all properties managed by Kirklees Neighbourhood Housing (KNH) on behalf of Kirklees Council (KC).
- 1.2 This document outlines the standards required for the management of asbestos containing materials (ACMs). KNH acknowledge that health hazards may arise from exposure to asbestos containing materials and are committed to ensuring that risks are suitably assessed and effectively eliminated or managed to minimise the likelihood of asbestos related health risks to customers, employees, contractors and any other persons occupying and using its premises as far as is reasonably practicable. This includes ensuring that appropriate information is made available to any person who may disturb asbestos containing material.
- 1.3 Applicable legislation includes, but not exhaustive to, the:
- Health and Safety at Work etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Control of Asbestos Regulations 2012
  - HSE publications including the Approved Code of Practice: (L143) Managing and Working With Asbestos
  - Technical Guidance: HSG264 Asbestos: The Survey Guide
  - Hazardous Waste (England & Wales) Regulations 2005 (as amended)
  - Construction (Design and Management) Regulations 2015
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  - Control of Substances Hazardous to Health (COSHH) Regulations 2002

## **2 POLICY SCOPE**

- 2.1 This policy is aimed at all KNH employees who have responsibility for, or may come into contact with asbestos during their normal work activities. It should be read and understood by all parties who have responsibilities within and a duty of care under the Health & Safety at Work Act 1974 and Control of Asbestos Regulations 2012.

### **3 POLICY STATEMENT**

3.1 Under the Kirklees Council framework agreement, KNH is responsible for the maintenance and repair of 20,000 plus domestic and non-domestic premises owned by Kirklees Council. As responsible social landlords, KNH is committed to minimise the risks associated with the control of asbestos and in compliance with the Control of Asbestos Regulations 2012 and other regulatory requirements.

3.2 This policy aims to ensure that we meet our obligations as a landlord, and seeks to provide assurance that the control of asbestos is effectively managed to ensure the safety of our employees, contractors, tenants, leaseholders and members of the general public.

3.3 To ensure the safety of relevant persons by means of suitable management of asbestos, KNH will:

- Comply with all statutory provisions relating to the management of asbestos materials and implement effective asbestos management throughout KNH
- Take reasonable steps to find out if there are materials containing asbestos in domestic and non-domestic premises, and if so, its amount, type, location and condition
- Presume materials contain asbestos unless there is strong evidence that they do not
- Maintain up to date records of the location and condition of the asbestos containing materials, or materials presumed to contain asbestos
- Assess the risk of anyone being exposed to fibres from the materials identified
- Assess the risks presented by identified ACMs and use these assessments to prioritise any required remedial action and future monitoring schedules
- Prepare a Management Action Plan that sets out in detail how the risks from these materials will be managed by effective controls and take the necessary steps to put the Action Plan into action
- Review and monitor the plan annually, or sooner if there are any changes to legislation or working practices and act on it so that the plan remains relevant and up-to-date
- Take reasonable steps to prevent the exposure of employees, tenants and all other relevant persons, to airborne asbestos fibres whilst in KNH managed premises

- Investigate any asbestos incidents; ensuring that a root cause analysis is conducted with suitable and sufficient additional control measures identified and implemented to eliminate / reduce the likelihood of a reoccurrence to as low as is reasonably practicable
- Provide information on the location and condition of the ACMs to anyone who is liable to work on or disturb them, so that they can put appropriate controls in place while the work is being carried out
- Ensure that each individual involved in the control of asbestos is trained, competent and holds relevant industry recognised qualifications
- To provide appropriate asbestos training for staff including general awareness, managing asbestos, and working with non-licensed. To provide information and awareness to tenants and other relevant persons where required
- Undertake regular asbestos management audits
- Communicate to other persons that they have a duty to co-operate as far as is necessary to allow KNH to comply with the above requirements

#### **4 MONITORING AND REVIEW**

- 4.1 This policy will be reviewed every 3 years, or if subject to legislative changes.
- 4.2 Monitoring the condition of ACMs and updating risk assessments are an integral part of the Control of Asbestos Management Plan;
- 4.3 A system of formal audit (internal and/or external) of the Control of Asbestos Management Plan must be in place to ensure that both Policy and Procedures are being implemented.
- 4.4 The Compliance Review Group will maintain an on-going audit plan to address the management of asbestos, reporting key findings to the Chief Operating Officer and the Head of Asset Management.
- 4.5 Where the Head of Asset Management or appointed person(s) have reason to believe that the Control of Asbestos Management Plan is not achieving the aims of this Policy, the Chief Operating Officer and SHE Manager shall be notified, and a review of the Plan shall be carried out. If the review identifies deficiencies, the Head of Asset Management shall take action to amend the Plan as required.
- 4.6 Communicate and consult employee and contractors by bringing the Policy, and any subsequent amendments, to their attention through induction and training. This may be in alternate formats / languages as and when necessary.

## **5 REFERENCED DOCUMENTS AND FURTHER READING**

- The KNH Control of Asbestos Management Plan (September 2019)
- The Kirklees Council 'Corporate Asbestos Management Policy'
- Control of Asbestos Regulations 2012
- ACOP L143 'Managing and Working with Asbestos'
- HSE Guidance HSG264
- Personal Protective Equipment at Work Regulations 1992
- Hazardous Waste (England & Wales) Regulations 2005 (as amended)
- RIDDOR
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)
- Defective Premises Act
- Occupiers Liability Act