

ASBESTOS MANAGEMENT POLICY 2014

Document Control

Organisation	City Of Lincoln Council
Title	Asbestos Management Policy
Date	24/02/2014
Approval Required	Joint Consultative Committee (Health, Safety & Welfare) 4/2/2014
Approval Required	Executive 24/02/14
Distribution	See below
Revocations	Asbestos Management Policy for Corporate Buildings (October 2009), including Appendix 6: Addendum - Control of Asbestos Regulations 2012 (May 2012) Asbestos Management Policy for Hamilton House Operations 2011/12
Next Review Date	February 2016

A copy of the policy is available on City People – Safety Matters

Will be incorporated into the Responsible Officers Handbook

Hard copy information will also be issued to the following:

Hamilton House:

Assistant Director (Housing)
City Maintenance Services
Quality and Development Team
Maintenance Manager
Investment Manager
Union Health & Safety
Representatives

City Hall:

Assistant Director – Business
Development & Finance
Corporate Health & Safety Team
Property Services Manager
Housing (Tenancy Services)
Customer Services
Control Centre

Partner Organisations:

Kier Services
Aaron Services
Cory Environmental
J Tomlinson Ltd
Active Nation
Continental Landscapes

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Annex 1	Asbestos Management Policy Action Plan	Separate Document
Annex 2	Asbestos Management Procedures	Separate Document

Section 1: Introduction, Purpose & Scope

1.1 Introduction

Asbestos is a generic term for naturally occurring fibrous silicates. There are three main types of asbestos, Chrysotile (white), Amosite (brown) and Crocidolite (blue). The fibres are hazardous because they cause lung diseases. The presence of these asbestos-containing materials (**ACMs**) is not in itself dangerous unless they are disturbed or damaged. Anyone who becomes exposed to and inhales the respirable fibres released from ACMs is therefore at risk of developing the related lung diseases. Symptoms are not immediately apparent; there being a latency period between first exposure and the manifestation of symptoms.

The importation, sale and installation of products containing all types of asbestos was banned in the UK in 1999.

1.2 Purpose

The Council, in recognition of its duties under the Health & Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012 to employees, customers, contractors and members of the public undertake to manage the risks associated with asbestos containing materials responsibly.

It is our duty to prevent harmful exposure from ACMs to council's employees, contractors, tenants and the general public and others from the council's buildings both commercial and residential, allotments and open spaces.

To support and advise all employees who may come into contact with ACMs during their work and provide a consistent approach to the management of health risks associated with exposure to asbestos in properties owned, leased or managed by the City of Lincoln Council.

1.3 Scope

This policy supplements the Corporate Health & Safety Policy 2013 – Section 3 Arrangements for Health and Safety. The scope of this policy extends to:-

- those non-domestic City of Lincoln buildings owned, leased and/or managed by the Council to cover the operation of works and work programmes undertaken by contractors directly employed by the Council.
- the operation and work programmes administered and carried out from Hamilton House (City Maintenance Services). This will include repair and maintenance works as a landlord on the Council's housing stock.
- the management and maintenance of the Council's allotments and open spaces.

Section 2: Asbestos Management Policy Statement

- 2.1 The Council will take necessary steps to fulfil its statutory duties under the Health and Safety at Work etc, Act 1974, and in particular the Control of Asbestos Regulations 2012 and have regard to Approved Codes of Practice and Health & Safety Executive guidance.

The Council recognises that it has a responsibility to protect employees and others who may be affected by its operations against the risk of asbestos exposure arising from the use of equipment or work related activities, or from the deterioration of Asbestos Containing Materials (ACMs) in its houses, corporate properties, allotments and open spaces. To underpin the following policy statements Annex 1 - Asbestos Management Policy Action Plan will be in place and continually updated and monitored quarterly.

The Council will:-

- a. work towards, as far as is reasonably practicable, zero exposure to hazards associated with ACMs.
- b. before undertaking work in demolition, maintenance or any other work which is liable to expose employees to asbestos, carry out a suitable and sufficient risk assessment and determine whether asbestos is present and if so, what type, contained in what material and in what condition. (All survey work will be undertaken in accordance with HSG 264 – Asbestos The Survey Guide)
- c. approach the management of all properties on the basis that ACMs are present unless there is evidence to prove otherwise.
- d. not allow employees to undertake non licenced work on ACMs unless consultation and agreement with the appropriate employees and Joint Consultative Committee (JCC) Safety Representatives has taken place.
- e. monitor known ACMs by periodic inspections undertaken by either trained in-house staff or by a competent contractor.
- f. undertake suitable and sufficient risk assessments to protect employees from any potential risk or hazard associated with their work activity on known ACMs or from the unexpected disturbance of ACMs.
- g. ensure safe systems of work are employed so that work is carried out safely and any risk is minimised.
- h. ensure emergency procedures are in place to deal with the unexpected release or malicious disturbance of ACMs.
- i. if any employee or occupant of council controlled domestic or non-domestic premises considers that they have been exposed to asbestos fibre, this will be reported on the Council's internal incident report form. The appropriate Trade Union Health and Safety Representative(s) will be notified of the incident and an investigation will be carried out by Corporate Health & Safety.
- j. produce a resourced asbestos training matrix, the level and frequency of training delivered will be determined by roles and responsibilities.

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- k. provide the level of personal protective equipment appropriate to the task to be undertaken to every employee free of charge.
- l. maintain an Asbestos Register for all dwellings, buildings and update the Asbestos Register on the basis of any re-inspection, treatment and/or removal works undertaken.
- m. conduct ongoing surveys of residential council properties in relation to ACMs so as to reduce the number of 'cloned' properties on the Council Housing Asbestos Register year-on-year.
- n. ensure that where asbestos information has been cloned from other similar council housing archetypes to another that a risk assessment will be carried out and the appropriate survey will be undertaken dependant on the maintenance or refurbishment works required.
- o. use suitably qualified, experienced and competent contractors in accordance with HSE and CAR requirements (including UKAS accredited for sample analysis or air sampling) where it is a requirement for the work with ACMs.
- p. follow the Council's Control of Contractors procedures in assessing and monitoring the health and safety competency of contractors.
- q. ensure contractors engaged to carry out work on any of the Authority's buildings are provided with information on the location of known and cloned ACMs advised of the appropriate precautions and procedures to be followed.
- r. keep tenants, leaseholders and the like informed if asbestos is discovered in a property or if their property forms part of the asbestos survey programme. The method of communicating this information should be documented in the Asbestos Management Action Plan.
- s. where appropriate, label all known ACMs in corporate buildings and in the communal parts of council housing e.g. sheltered accommodation and tower blocks.
- t. consult with Trade Union Safety Representatives and the Corporate Health and Safety Team on policy, procedural changes and the outcome of investigations into incidents reported.
- u. advise Trade Union Safety Representatives, as soon as possible of an incident relating to employee exposure to an unexpected release of ACMs..
- v. provide information to Lincolnshire Fire & Rescue on the location and condition of any known or presumed ACM in Council managed properties.

2.2 The undersigned agree to the policy and its implementation through the procedures set out and continually developed in Annex 2 relevant to the activities being undertaken.

Signed.....

Dated ..24/4/14

Chief Executive & Town Clerk

Signed.....

Dated ..24/4/14

Director of Housing & Community Services

Signed.....

Dated ..24/4/14

Director of Resources

Signed.....

Dated ..29 April 2014

Director of Development & Environmental
Services & Corporate Health & Safety
Champion

Signed.....

Dated ..29 April 2014

Leader of the Council & Elected Member
Health & Safety Champion

Signed.....

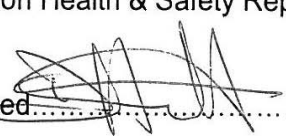
Dated ..25/3/14

Ucatt Health & Safety Representative

Signed.....

Dated ..25/3/14

Unison Health & Safety Representative

Signed.....

Dated ..25-03-14

Unite Health & Safety Representative

Signed.....

Dated ..25.3.2014

GMB Health & Safety Representative

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Section 3: Roles & Responsibilities

- 3.1 The Corporate Health & Safety Policy 2013 Section 2 - Organisation for Health & Safety & Appendix 1 the Tree of Responsibility sets out the general roles and responsibilities for managing health and safety.

In addition to the above the following will assist in ensuring that the Asbestos Management Policy and procedures are implemented.

3.2 **Directorate of Housing & Community Services (DHCS) – Management of Asbestos**

Director of Housing and Community Services

- To chair the Asbestos Compliance Team and any satellite groups.
- To agree and sign the Asbestos Management Policy.

3.2.1 **Management of Asbestos – Council Housing**

Assistant Director (Housing)

- To chair the Asbestos Compliance Team and any satellite groups in the absence of the Director of Housing and Community.
- Taking responsibility for ensuring that Asbestos Containing Materials (ACMs) in the council housing stock are managed in accordance with published policies and procedures.

Maintenance Manager & Investment Manager (2 posts)

- To take all reasonable steps to ensure that proposed work would not involve unintended disturbance of ACMs by identifying the presence of asbestos through the asbestos register.
- To ensure that asbestos register is reviewed prior to carrying out any planned works.
- To ensure all maintenance operatives, team leaders and property inspectors are given asbestos awareness training, training on emergency procedures and risk assessments/safe systems of work for the eventuality of an unintended disturbance of an ACM.
- To liaise with the Quality and Development team on maintenance and refurbishment works.

Quality and Development Team Leader

- Ensure that any proposed major refurbishment work will have an asbestos survey carried out by a competent person prior to work commencing.
- To ensure all building maintenance employees and contractors have suitable information, instruction, training and supervision in relation to the works they carry out.
- To appoint an independent UKAS accredited laboratory to carry out site

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audits, sampling, analysis or air sampling tests and keep records of all documentation. All records to be discussed with the Property Standards Officer.

- To appoint a suitably licensed contractor to undertake licensed, notifiable non-licensed work on ACMs and non licensed work on ACMs where there is no agreement to undertake such work in house.
- To authorise risk assessments relating to asbestos in council housing properties.
- To provide support for the Customer Services Team and Estate Officers for asbestos enquiries from tenants.

Property Standards Officer (The Property Standards Assistant will act as deputy.)

- To act as responsible person for any asbestos related incident relating to the City Maintenance Services or Investments project activities..
- To carry out risk assessments relating to asbestos in council housing properties.
- To monitor and record incidents and risk in relation to unplanned disturbance of ACMs.
- To manage referrals of suspected ACMs.
- To support the work of the Q & D Team Leader and the Training Co-ordinator in the training and awareness of staff and tenants/members of the public in relation to asbestos.
- Ensure all inspections, surveys, sampling, site audits, encapsulation and possible removal and safe disposal of ACM waste, identified by the maintenance / investment section or contractors, is in accordance with all the relevant legislation.
- To attend site and assess, monitor and action works in respect of an incident resulting from the unplanned or planned disturbance of ACMs.
- To ensure that the asbestos register relating to council housing properties is maintained and kept up to date and issued to all appropriate employees, contractors and partners.
- To advise tenants of any future planned asbestos surveys.
- To provide support for the Customer Services Team and Estate Officers for asbestos enquiries from tenants.

Tenancy Services Manager

- Issue a tenancy pack to all new tenants
- Issue to all tenants the Homelink publication

3.2.2 Directorate of Housing & Community Services - Management of Asbestos – Allotments & Open Spaces

Assistant Director (Community Services & Street Scene)

- Taking responsibility for ensuring that Asbestos Containing Materials (ACMs) on open land and allotments are managed in accordance with the policy and procedures.

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Community Services Team

- Community Services Manager (CSM) or their nominated substitute to represent Community Services at ACT meetings.
- CSM to ensure that relevant staff (Community Contracts Officers and their Team Leaders) are trained in Asbestos Awareness and undertaking risk assessments.
- CSM to ensure that contractors who may come in to contact with asbestos are aware of the Council's policy, and to agree appropriate policy and protocols with contractors.
- CSM to ensure that any changes to legislation / procedure are communicated to relevant staff promptly, and that any advice / procedure documents are updated.
- CSM to ensure that Responsible Officers with responsibility for buildings are aware of the need to refer to the asbestos register prior to them arranging any works within buildings, and that asbestos surveys are completed prior to any major works they are leading on.
- Open Spaces Officer / Community Contracts Officer to deal with (attending site where further details are required) reports of asbestos on allotment sites, passing these immediately to Property Standards Officer / Quality and Development Team Leader or their nominated substitutes for removal, all in accordance with the agreed procedure for dealing with fly tipped asbestos.
- Open Spaces Officer / Community Contracts Officer with responsibility for allotments to ensure that tenancy agreements make clear that tenants will not bring asbestos on to allotment sites, and that tenants are asked not to disturb asbestos but to report it promptly via the allotments service.
- Cleansing Services Officer / Community Contracts Officer to deal with (attending site where further details are required) reports of asbestos fly tipped on public open spaces, passing these immediately to Property Standards Officer / Quality and Development Team Leader or their nominated substitutes for removal, all in accordance with the agreed procedure for dealing with fly tipped asbestos.

3.3 Directorate of Resources - Management of Asbestos – Corporate Assets

Director of Resources

- To agree and sign the Asbestos Management Policy.

Assistant Director (Business Development & Finance)

- Taking responsibility for ensuring that ACMs in corporate assets are managed in accordance with published policies and procedures.

Property Services Manager

- Responsible for ensuring the implementation of the Asbestos Management Plan and Asbestos Register for corporate property and reviewing policy and procedures relating to asbestos in corporate buildings.

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- To ensure all building Property Services/ Facilities Management employees along with RO/ ROSS are given asbestos awareness training.

Corporate Facilities Management Officer

- Responsible for the implementation of the Asbestos Management Plan and Asbestos Register for corporate property and reviewing policy and procedures relating to asbestos in corporate buildings.
- Ensure Risk Assessments and periodic re inspections of known ACM's are carried out by a suitably trained person in relation to asbestos in corporate property.
- To ensure that the asbestos register related to corporate property is maintained and kept up to date and issued to all appropriate employees, contractors and partners.
- Advise RO/ ROSS of any future planned asbestos surveys/ work or removals.
- To liaise support and work with the Corporate Health and Safety and HR in training and awareness of staff in relation to asbestos.
- To use a suitably qualified contractor to carry out removal works.
- To manage referrals of suspected ACM's.
- Ensure all inspections, surveys, sampling, site audits, encapsulations and possible removal and safe disposal of ACM waste, identified by the RO/ ROSS or contractors, is in accordance with all relevant legislation.
- To attend site and assess, monitor and action works in respect of an incident resulting from unplanned or planned disturbances of ACM's.

Corporate Property Maintenance Officer

- Upload all asbestos register, and other information such as removal paperwork etc on to the P2 system as instructed by the Corporate Facilities Management Officer.
- To use a suitably qualified contractor to carry out removal works.

Corporate property Projects Officer

- Ensure that any proposed major refurbishment work will have an asbestos survey carried out by a competent person prior to work commencing.
- To use a suitably qualified contractor to carry out removal works.

Responsible Officers and Support Staff

- Responsible for ensure they are familiar with the Corporate Asbestos Policy.
- To ensure they are familiar with the Asbestos Register/ Survey for their designated corporate property.
- To contact Property Services to clarify any doubts or concerns regarding asbestos in their designated property.
- Attend an Asbestos Awareness Training/ Refresher Training (as required).
- Ensure that there is minimal disruption during works and that communications are sent out to stakeholders and customers.

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- Report any concerns regarding contractors to Property Services as soon as they occur.

3.4 **The Corporate Health and Safety Team - DDES**

- To be part of The Asbestos Compliance Team and to carry out periodic validation checking of the Asbestos Management Policy.
- To oversee the Asbestos Management Policy is compliant with current legislation and adhered too.
- To pass on any new legislation or guidance, updated asbestos information to relevant departments.
- To advise and give guidance on asbestos related matters.
- To appoint an independent consultancy to perform periodic audits on the councils asbestos policy and procedures.
- Investigate incidents recorded on the internal Incident report form involving the accidental release of asbestos fibre and determine if the release is reportable as a Dangerous Occurrence under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012) and if so report to the HSE.

3.5 **Asbestos Compliance Team (ACT)**

- To be chaired by the Director of Housing and Community Services or by the Assistant Director of Housing.
- Membership will include representatives from DHCS, DOR, Corporate Health & Safety and Trade Unions.
- The team will monitor the implementation of the asbestos management policy and produce, agree and update an asbestos management policy action plan (Annex 1).

3.6 **Health & Safety Representatives (JCC)**

- To sign and agree the policy.
- To provide a representative to attend the Asbestos Compliance Team
- To negotiate with management to ensure that work with ACMs when carried out by employees can be carried out safely.

Section 4: Implementation, Monitoring and Review

4.1 **Implementation**

The policy has identified roles and responsibilities and will be implemented by following the procedures contained within Annex 2 – Asbestos Management Procedures.

4.2 **Monitoring**

The Asbestos Compliance Team will meet on a regular basis and monitor the implementation of the policy and will update the Asbestos Management Policy Action Plan.

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Asbestos consultants will be appointed periodically by Corporate Health & Safety to independently audit the policy and procedures. To ensure impartiality the auditing will be undertaken by a company that is not engaged by the Council as a Licenced Asbestos Contractor.

Site audits are to be carried out by a specialist and appropriately trained personnel to include licensed (UKAS accredited) consultants to carry out periodic monitoring of the Councils Asbestos Removal Contractors.

4.3 Review

This safety policy will be reviewed every 2 years, and when agreed, added to or modified as necessary within that period.

Section 5: References

5.1 Acts and Regulations

- Health and Safety at Work, etc Act 1974.
- Control of Asbestos Regulations 2012.
- Construction (Design and Management) Regulations 2007.
- The Safety Representatives and Safety Committee Regulations 1977.
- Environmental Protection Act 1990.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- PPE at Work Regulations 1992
- Health and Safety (Consultation with Employees) Regulations 1996.
- Management of Health and Safety at Work Regulations 1999.
- Hazardous Waste (England and Wales) Regulations 2005.
- Defective Premises Act 1972.
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2005.

5.2 Approved Codes of Practice

- L127– The management of asbestos in non-domestic premises
- L143 – Work with materials containing asbestos
- L144 – Managing health and safety in construction

5.3 Guidance Notes

- HSG 247 – Asbestos: The licensed contractor's guide
- HSG 248 – Asbestos: The analysts' guide for sampling, analysis and clearance procedures
- HSG 210 – Asbestos Essentials
- HSG 264 - Asbestos: The Survey Guide

Annex 1: Management of Asbestos Policy Action Plan

An Asbestos Compliance team has been set up to consider the ongoing response to the issue of asbestos in the City of Lincoln Council's in its houses, corporate properties, allotments and open spaces.

Annex 2: Management of Asbestos Procedures

Procedures have been developed and implemented to ensure that there are arrangements in place to manage the risk of ACMs in its houses, corporate properties, allotments and open spaces. These procedures are reviewed and updated on as business needs basis.