

POLICY

**ASBESTOS
(MAINTENANCE)**

Wellhouse - The Place To Be

Policy Created:	February 2016
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Vision and values

Wellhouse – the Place to Be.

This simple statement is our vision of Wellhouse as an attractive place where people feel happy and safe, benefit from having a good home and an attractive environment and feel proud to be part of a vibrant community.

We believe that our values of **Trust, Honesty and Integrity, Excellence, Accountability and Sustainability** supported by a comprehensive policy framework will help make our vision a reality.

2. Governance

Wellhouse HA is a community controlled registered social landlord and is managed by a group of local people who are elected onto the Management Committee. Their role is to make sure that the Association is well run, meets the needs of the local area and is responsive to what is important to local people.

The Management Committee appoints senior staff, agrees all the Association's policies and takes all the key decisions. The Director and the senior team support the Committee in these responsibilities.

3. Policy Aims

To ensure that Wellhouse Housing Association complies with the following statutory requirements, as amended, and common law duties.

- Asbestos (Licensing) Regulations;
- Asbestos (Prohibition) Regulations
- The Control of Asbestos at Work Regulations,
- Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulation Board
- The Health and Safety at Work Act.

4. Equal Opportunities Statement

We aim to ensure that all services, including the delivery of this policy, provide equality of opportunity.

We will respond to the different needs and service requirements of individuals. We will not discriminate against any individual for any reason, including age, disability, gender re-assignment, marriage, civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or other status.

5. Introduction

Wellhouse Housing Association is under a general duty to provide a safe place of work for employees to ensure that others who carry out work activities on its behalf, along with those persons who may be in the vicinity of the work process, are not exposed to hazards that may affect their health and safety. This includes a specific duty to ensure that any work with asbestos containing materials (ACM's) is carried out in accordance with the requirements of The Control of Asbestos at Work Regulations, regarding asbestos products/materials and, to prohibit the use or installation of such throughout its premises.

We are required to ensure that a management system is established and implemented to identify the type and location of ACM's within our property in order that employees and others

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are made aware of its presence prior to carrying out any work activity. This is to reduce the probability of accidental disturbance, which could release asbestos fibres into the atmosphere. We are also required to ensure that any exposure of asbestos fibres is reduced to the lowest level, which is reasonably practicable.

Where the existence of ACM's is suspected and confirmed, Wellhouse Housing Association shall ensure that only a competent "Licensed Asbestos Contractor" is employed to work with or remove such material. There is also a specific requirement to notify the Health and Safety Executive 14 days prior to such work being carried out.

Asbestos-containing materials are required to be disposed of in accordance with the Special Waste Regulations.

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8. Additional Information

The responsibility for compiling any additional Standard Documentation required to support this policy will be that of the Senior Maintenance Officer.

OBJECTIVE

1. APPLICATION

This document applies to

- Wellhouse Housing Association properties and sites
- All properties occupied by Wellhouse Housing Association
- All construction work, including new build, refurbishment, extensions, adaptations, services, public utilities, repair and maintenance, demolition services and public utilities.

2. POLICY

General Statement

Wellhouse Housing Association will take all reasonable steps to ensure that the hazards associated with ACMs within our property are managed and controlled. To meet this objective, we will;

- have a system for managing asbestos and take all reasonably practicable steps to ensure that everyone who lives in, works in, or visits Wellhouse Housing Association properties will not be exposed to asbestos hazards.
- not knowingly specify or use ACM's in any of our properties or work activities.
- carry out a survey of all Wellhouse Housing Association properties and draw up a register listing where asbestos can be found.
- inform and consult all parties before working with ACM's.
- remove any identified ACMs from any Wellhouse Housing Association property which would create a risk due to deterioration or could be easily damaged or disturbed.
- protect by placing asbestos warning labels on all identified ACMs within Wellhouse Housing Association property which are not removed and encapsulation of such materials where practicable.
- inform and train our employees to ensure that we meet our statutory obligations.
- comply with legal requirements and guidance and carry out enforcement procedures to protect public health.
- assist the public and emergency services with any reasonable query they may have about asbestos within Wellhouse Housing Association, including access to Wellhouse Housing Association's Asbestos Register.
- Review these procedures and policy on a 3 yearly basis or a change in legislation.

(Signature) _____
Assets & Maintenance Manager , Wellhouse Housing Association.

Date of Signature:

3. ARRANGEMENTS

Arrangements for securing the health and safety of employees and others whom, through Wellhouse Housing Association’s undertakings, may inadvertently come into contact with, or disturb ACMs.

All reasonably practicable steps will be taken to ensure that employees, contractors and other persons are not exposed to hazards associated with ACM’s as a result of Wellhouse Housing Association’s undertakings. This will be achieved by application of the Asbestos Management System (AMS).

3.1 Asbestos Management System (AMS)

- a) The Assets & Maintenance Manager shall co-ordinate all activity relating to asbestos management and will act as the contact person for all planned and reactive works.
- b) The Maintenance and Housing Management Sections shall refer all suspected discoveries of asbestos to the Maintenance Officer. Any reactive works involving the discovery of asbestos shall be overseen by the Maintenance Officer.
- c) Wellhouse Housing Association’s AMS will be reviewed by the Assets & Maintenance Manager and Housing Manager, chaired by the Director. The group will meet on an annual basis and arrange additional meetings as required.
- d) Any significant alteration to the AMS will be reported to the Committee by the Assets & Maintenance Manager
- e) Maintenance Officer shall oversee the AMS.

4. RESPONSIBILITIES

4.1 Assets & Maintenance Manager

The Assets & Maintenance Manager, as far as is reasonably practicable, will be responsible for ensuring that a system is implemented for the management of asbestos. This will be achieved by: -

- a) Co-ordination of the AMS.
- b) Ensuring the policy is reviewed 3 yearly or at the change of legislation.
- c) Developing maintenance procedures and guidelines for implementing the policy.
- d) Managing the risks associated with ACM’s found and ensuring that the appropriate control measures are implemented.

- e) Establishing a list of approved “Specialist” contractors for undertaking works in accordance with Wellhouse Housing Association’s procedure for “Managing Contractors Health and Safety.”
- f) Arranging meetings to review the Wellhouse Housing Association’s AMS as appropriate.
- g) Reporting to Director /Committee any significant amendments to the AMS.
- h) Ensuring that where ACM’s are found that the Director is notified and an assessment is carried out for similar building types.
- i) Overseeing a programme of monitoring/reviewing by appointing competent persons to survey Wellhouse Housing Association properties at appropriate intervals for asbestos materials and their condition.
- j) Arranging surveying, bulk sampling and laboratory analysis of any suspect ACMs where appropriate.
- k) Liaison with tenants/staff in the event of asbestos materials being found.
- l) Assessing the results of all sampling and deciding the appropriate action in conjunction with the CDM Co-ordinator, where appropriate.
- m) Establishing and agreeing start dates and programmes of work.
- n) Requesting, where necessary a waiver from HSE for work, which requires to proceed within 14 days.
- o) Arranging for labelling and monitoring the condition of asbestos materials that are to remain in-situ.
- p) Appointing asbestos licensed contractor and accredited laboratory to carry out the works.
- q) Reviewing the contractors assessment/method statement/proposed start date/programme and where applicable with assistance from the CDM Co-ordinator.
- r) Instructing that the works can commence.
- s) Arranging for or inspecting and monitoring asbestos operations.
- t) Co-ordinating the disposal of asbestos waste.
- u) Ensuring that an Asbestos Data Base is established for the recording of property survey details regarding the discovery or whereabouts of asbestos. The information is amended/updated accordingly.
- v) Issuing asbestos clearance indicator certificates to the Asbestos Co-ordinator and Asbestos Liaison Officer for entry in the Asbestos Register

w) Completing the Asbestos Update Register Pro-forma 4.

4.2 Instructing Officer e.g., Maintenance Officer, Maintenance Assistant or Clerk of Works and any other employee who instructs a contractor.

The Instructing Officer will, as far as is reasonably practicable, be responsible for ensuring the asbestos procedures are implemented within their area of control.

This will be achieved by: -

- a) Issuing instructions to employees and/or contractors to make safe any discovery of ACM's. Where a material may contain asbestos it will be assumed to be asbestos unless there is evidence to the contrary.
- b) Advising the Assets & Maintenance Manager of any such eventualities.
- c) Issuing formal suspension notices to contractors (Notification of Hazardous Conditions Booklet) in the event of any accidental disturbance/discovery of ACM's that may create a risk to employees, tenants and others.

5. ASBESTOS REGISTER (Electronic Data Base)

5.1 The Assets & Maintenance Manager will establish and maintain the asbestos register.

5.2 The purpose of the register will be to formally record, through systematic survey, inspection and assessment as outlined in HSG 264, Surveying, Sampling and Assessment of ACMs in Premises for Management Plans. Wellhouse Housing Association will manage the process of identifying the location, type and condition of asbestos in properties / land. Surveys and sample reports will be made available via Wellhouse Housing Association's property register. All survey information will be supplemented and amended as necessary after any subsequent survey, removal or treatment of ACMs.

5.3 The register will form a database for the purposes of identifying, assessing, recording, reporting on and deciding the priorities for programmed works. The document will be in electronic format supplemented by paper systems, including the Maintenance File.

5.4 Wellhouse Housing Association will implement a programme for monitoring, assessment and review to ensure currency of register. The Assets & Maintenance Manager will carry this out at appropriate intervals.

5.5 Asbestos register Modus

<https://wellhouseha.modusaims.net>

Username Repairs

Password on request

6. ASBESTOS PROCEDURES

- 6.1 All work activities involving ACMs will be carried out in accordance with this policy, statutory requirements, codes of practice and guidance notes, HS (G) 123 "Introduction to Asbestos" and "Task Manual" issued by the Health and Safety Executive and other documentation from authoritative sources.
- 6.2 Where asbestos is to be encapsulated an ACM's warning notice shall be displayed in a prominent position, e.g., service cupboard, next to the gas or electricity meter, fire alarm panel, office reception area, manager's office and any other surface to highlight its presence. Where practicable the hazard-warning label shall be placed on the asbestos and encapsulation material.
- 6.3 Notification of all work involving asbestos will be progressed in accordance with the procedures set out in Appendices. Job specific assessments and safe systems of work will require to be produced for all work with ACMs. However, where the work is of a repetitive nature, a single assessment and safe system of work may be suitable. New risk assessments (written) will be required should changes in the work occur or air monitoring results prove deficiency(s) in the existing process.

7. SPECIFICATION / PURCHASE

- 7.1 Wellhouse Housing Association will not knowingly specify, purchase or use ACMs in any properties or work activities.
- 7.2 Clauses to this effect will be included in all tender documents by Instructing Officer / Purchasing Officer.

8. CONTRACTORS

- 8.1 All work activities, including removal or encapsulation involving ACMs will be carried out by an approved "Licensed Asbestos Contractor," being a member of "ARCA" or "ACAD."
- 8.2 Only those contractors renewing their license on an annual basis with the Health and Safety Executive will be permitted to work with asbestos.
- 8.3 Contractors will be responsible for informing the Maintenance Officer of any work with ACM's, which may be necessary to commence within a 14-day period. This will allow the Senior Maintenance Officer or nominated officer to apply for the necessary waiver from HSE (see Section 5, 5.2 g).
- 8.4 Work will not commence until the Maintenance Officer has assessed and approved the written risk assessment, method statement and plan of work submitted by Contractor, which will specify in detail the control measures for the work. It is recognised the Maintenance Officer, where appropriate, may have to seek guidance on such matters from the CDM Co-ordinator.
- 8.5 The Maintenance Officer assisted by the Senior Maintenance Officer will monitor the performance of contractors.
- 8.6 The Maintenance Officer and where appropriate the CDM Co-ordinator will oversee the implementation of the AMS and audit contractors work methods.
- 8.7 Contractors will be required to reduce the number of workers exposed to asbestos to a minimum. Confirm that all relevant training has been given and to send those employees

who work with ACM's for a medical examination every two years in accordance with the Control of Asbestos at Work Regulations.

- 8.8 Contractors carrying out work will be required to confirm that immediate steps are taken to reduce exposure to asbestos where the control level or action limit is exceeded.
- 8.9 Contractors carrying out the work with the approval of the producer of the waste will ensure that minimum amounts of waste are held on site in a suitable locked container and that it is disposed of safely. All Asbestos Waste will be disposed of in a registered land fill site in accordance with the requirements of the Hazardous Waste Regulations and the disposal notice issued to Instructing Officer.
- 8.10 The Maintenance Officer will retain in the maintenance house file a copy of the Waste Consignment Note for the Disposal and Carriage of Hazardous Waste.
- 8.11 Records will be retained on site detailing that equipment and PPE has been maintained and inspected in accordance with statutory requirements.
- 8.12 Where appropriate, all asbestos removal will be done using hygiene/decontamination units, lockable waste skips, tent enclosures, signage to demarcate the working area to ensure other persons are not exposed to any risk to their health and safety.
- 8.13 Works will be required to be carried out in accordance with the findings of the risk assessment and control measures.
- 8.14 All sites shall be left safe, clean, free from asbestos (unless encapsulated or sealed), including debris and any other materials used. Air clearance indicator sampling will be carried out and satisfactory results obtained prior to the removal of any tented enclosures.

9. SURVEYING SAMPLING AND AIR MONITORING

Only UKAS accredited organisations will carry out surveying, sampling and air monitoring and indicator clearance monitoring. In certain circumstances an accredited laboratory will be appointed to undertake an assessment of the contractor's methods of work. A licensed asbestos removal contractor shall not be permitted to take bulk samples of ACMs.

10. TRAINING

Wellhouse Housing Association will ensure that the appropriate level of training is provided for all employees dealing with asbestos. Assistance and guidance on these matters will be provided by the Occupational Health & Safety provider.

11. CONSULTATION

Wellhouse Housing Association will, as appropriate, through the Senior Maintenance Officer consult employees, and appropriate groups before any projects involving the removal of asbestos based materials are carried out.

12. SHARING INFORMATION

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12.1 Tenants

Wellhouse Housing Association will notify tenants of information available on the asbestos register relating to their home.

12.2 Property Users / Employees

Wellhouse Housing Association shall regularly assess the requirement for employee health and safety awareness training and ensure that, where appropriate, arrangements are made for suitable training to be carried out. Employees coming into contact with asbestos should not be exposed to asbestos fibre levels in excess of those control limits specified in the HSE publication Guidance Note EH 10 Asbestos: exposure limits and measurement of airborne dust concentrations.

Information regarding our policy on asbestos related matters, where appropriate, will be made available to employees, contractors and other persons who may be affected by our undertakings.

Wellhouse Housing Association will provide reasonable access to the Asbestos Data Base System for those persons seeking information regarding its properties. Modus

login for

Contractors <https://wellhouseha.modusaims.net>

Username Contractor

Password on request

12.3 Contractors

Wellhouse Housing Association will notify Contractors of information, where available, on the asbestos register relating to the specific properties to be worked on as part of its instruction of works process. Contractors will also be informed to proceed with caution when carrying out work in the event there is doubt as to whether ACMs may be present within housing association property.

12.4 Emergency Services

Wellhouse Housing Association will, as appropriate, ensure that information on the location of asbestos is made available to the emergency services.

13. THE PROCESS

A works flow chart is detailed in Appendix 3 (A) and (B) covering the various stages in the process from review of register to 'on site' discovery, to completion of works and updating of register.

13.1 The Extent

The extent of the works carried out will be in line with Wellhouse Housing Association's Asbestos Policy and be based on the assessment of risk with consideration given to potential fibre release / condition / occupancy / accessibility / future work / social factors / temporary works and will range from removal to encapsulation to leaving in place and labelling.

13.2 'On Site' Discovery

There is provision in the procedure for 'on site' discovery when unforeseen suspect asbestos materials are discovered. Appendix 5 details the steps to be taken when this occurs.

13.3 Fire Risk

If removal of asbestos will take more than one day and the method of stripping causes an additional fire risk (access area tented or boarded off) the local fire station will be informed of works in progress.

13.4 After an Emergency

Appendix 6 details the steps to be taken. This procedure will apply after an emergency situation has occurred e.g., fire, flood, collapse etc. to a property, which is known to contain asbestos, or suspected asbestos materials.

14. RECORD KEEPING

Records will be kept of the following:

- a) All premises which contain ACM's.
- b) The location within each premise (exact area).
- c) Where possible the type of ACM and its density
- d) A copy of the assessment relating to the decision whether to encapsulate or remove.
- e) Any work activity involving ACMs.
- f) The contractor(s) carrying out work with ACM's.
- g) The disposal of ACM's to a licensed landfill site
- h) Sampling and clearance indicator levels on completion of the work
- i) The commencement and completion date of all such works.

15. SUSPECT ASBESTOS EXPOSURE (EMPLOYEE DE-BRIEFING)

It is important that Wellhouse Housing Association has procedures in place to assess and manage any suspect asbestos exposure reported by employees.

In the event of such an incident management shall ensure that an investigation is carried out if there has been a suspect exposure to ACM's (determined by laboratory results). The facts must be presented to those concerned as soon as possible. This is critical for employee morale and their health, safety and welfare. Therefore, as part of the Asbestos Management System a de-briefing meeting/discussion with the employee(s) must take place as soon as practicable after such an incident and the findings recorded on Asbestos Pro-forma ASB 5. Where appropriate, and after any confirmed exposure the employee(s) should be referred to Wellhouse Housing Association's Occupational Health Provider.

The record shall contain the following information:

- topics covered
- name and position of manager carrying out the de-briefing
- signature
- date
- names of employees in attendance
- comments or points raised during discussion