

**Partners For Improvement In Islington
4-6 Colebrook Place
London N1 8HZ**

ASBESTOS MANAGEMENT POLICY

**Revision 1
February 2017**

CONTROL SHEET

Issue No.	Revision	Date Issued	Description of Revision		Reviewed by:
			Page No	Comment	
1	1	27/09/17		New Version	JV, MC

1 POLICY STATEMENT & ASBESTOS MANAGEMENT PLAN

1.1 As Duty Holder, Partners (hereinafter known as (The SPV) will take all reasonably practicable steps to prevent and control the risk from exposure to asbestos in all properties that it manages.

- The SPV will maintain an open information policy and will work with tenants, residents, staff groups, Main Sub-Contractors, Sub-Contractors and statutory bodies to agree and deliver solutions to asbestos management issues.
- The SPV will implement its management strategy by empowering all staff with the appropriate training, skills and resources needed to safely manage asbestos management.
- The SPV shall ensure that prompt remedial action shall be taken to safeguard persons in properties where there is a serious risk from asbestos exposure.
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1.2 As an overview, the duties include:

- Arranging management surveys to identify asbestos containing materials
- Compiling an Asbestos Register, contents in accordance with HSE guidance
- Developing this Asbestos Management Policy/Plan, including procedures for working on ACMs, the schedule for monitoring the materials' condition; and how relevant persons will be informed about location of these procedures and contents of the Asbestos Register
- Where no information is provided, it will be assumed, unless there is strong evidence to the contrary (e.g. age of building) that the material contains asbestos
- Prior to maintenance or refurbishment of properties, a demolition and refurbishment survey will be commissioned
- Where Main Sub-Contractors commission an asbestos survey, or any remediation/removal works, they will submit said survey/information to the SPV Asset Manager within 5 working days of receipt, for inclusion/update on the Asbestos Register
- All Main Sub-Contractors, Sub-Contractors and employees will comply with the Partners' Asbestos Management Policy, including arrangements for:
 - materials assessment via surveying

- Asbestos remediation
 - Controlling accidental exposure
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- No contractors will work with asbestos-containing materials
 - All contractor operatives will receive, as a minimum, asbestos awareness training that satisfies the requirements of Regulation 10 of the Control of Asbestos Regulations 2012 and the supporting Approved Code of Practice L143 'Managing and working with asbestos'.
 - All contractors are responsible for ensuring those working in areas containing ACMs have access to, and consult the asbestos database, which is updated by the SPV's Lead Contract Administrator within five working days of new information submitted
 - All asbestos incidents must be immediately reported to the SPV Asset Manager – see accident reporting procedures for further details

2 OUR COMMITMENT

2.1 The SPV are committed to ensuring the safety of all staff, contractors, tenants and other relevant persons in relation to the safe management of asbestos containing materials (ACM's).

- The SPV are committed to continual improvement to our asbestos management process
- We are committed to comply with legislation and to base management of risk on best practice guidance
- We will document, implement and maintain our policy
- We will communicate our policy to all relevant employees
- We will make our policy available to all interested parties including: residents, employees, enforcing authorities and other social housing providers
- We will review our policy periodically

3 CONTINUAL IMPROVEMENT

3.1 The SPV will work with asbestos management professionals in the public and private sector to keep informed of emerging issues that could affect our employees, contractors, tenants and other persons legitimately on our properties.

3.2 The SPV will provide and maintain a suite of supporting guidance documents and information papers that will inform and direct our stakeholders.

3.3 The SPV will review existing guidance annually. Where new guidance is issued or there are asbestos exposure or management issues identified in our properties, we will use

information gained to identify any implications for The SPV and, where deficiencies are apparent, existing guidance will be amended accordingly.

4 COMPLIANCE with LEGISLATION

4.1 This Policy will assist The SPV in complying with its duties under:

- The Control of Asbestos Regulations 2012
- The Management of Health and Safety at Work Regulations 1999
- The general requirements of the Health and Safety at Work Etc. Act 1974
- Defective Premises Act 1972

4.2 The SPV Board of Directors will support the SPV Asset Manager to address all asbestos management controls as outlined in this policy

4.3 In order to best meet the requirements of legislation, The SPV will maintain a series of Guidance Notes and Procedures (Appendix 1) that will outline, in detail, the methodology to be adopted to meet the standards outlined in relevant legislation and Health and Safety Executive (HSE) guidance (Appendix 2)

4.4 The SPV Responsibilities – Landlord Areas

In order to achieve compliance with Regulation 4 of the Control of Asbestos Regulations and the 'Duty to Manage Asbestos in Non-Domestic Premises', The SPV will hold a management survey to HSG264 'The Survey Guide' for all properties under management. The SPV will establish and maintain a bespoke property asbestos register and management plan based upon risk assessment principles for any ACM's identified as part of the above surveys. The SPV will ensure Asbestos Registers are updated within 5 working days of receipt of new information

4.5 The SPV Responsibilities – Tenanted Areas

Although the Control of Asbestos Regulations 2012 do not apply to domestic premises, The SPV are obliged through other legislation (Health and safety at Work Act, Defective Premises Act and Construction Design and Management Regulations) to ensure that they manage any activities associated with their tenants' demised areas, including refurbishment programs, in a safe manner. This will require effective communication with tenants and contractors and where necessary the instruction of refurbishment and demolition asbestos surveys as per HSG264. The SPV will ensure Asbestos Registers are updated within 5 working days of receipt of new information

4.6 The SPV will ensure that condition reviews are undertaken on identified ACMs in order to minimise the risk of asbestos exposure.

4.7 Main Subcontractor Responsibilities

Main Sub-Contractors must:

- consult the Asbestos Registers prior to commencement of any works
- Provide similar access/information to their Sub-Contractors
- Submit the following to the SPV Contract Administrator within five working days of receipt:
 - any refurbishment and demolition surveys ordered by themselves
 - details of any asbestos removals ordered by themselves

5 POLICY DOCUMENTATION, IMPLEMENTATION and MAINTENANCE

5.1 This policy will form the basis for the documentation of The SPV commitment to asbestos management. The framework for the practical implementation of this policy will be underpinned (or supported) by Guidance documents and operational procedures that are listed in the Appendices to this policy.

5.2 All relevant property specific data in relation to the SPV asbestos management program will be posted to the appropriate SPV Asbestos Register. This will include information relating to landlord and tenanted areas and must include surveys report information, management strategies, condition survey information, laboratory results etc

5.3 The SPV, under the leadership of the SPV Asset Manager, undertake to review and amend where necessary the contents of this policy on an annual basis

5.4 The SPV Asset Manager is responsible to the SPV Board of Directors for the implementation of this policy.

5.5 The Board of Directors is responsible for ensuring:

- that suitable resources are made available to manage asbestos management across all The SPV properties
- that compliance with relevant legislation is achieved
- that suitable Guidance Notes and Procedures to achieve compliance with legislation and good practice are produced

5.6 The SPV Asset Manager is responsible for ensuring that progress towards the SPV commitments is reported at each Board Meeting

6 STAFF COMMUNICATIONS

6.1 The Managing Director is to ensure that all staff are provided with the necessary information, instruction and training to fulfill their roles and responsibilities as identified in the relevant asbestos management legislation and guidance.

6.2 In discharging their duties to staff, the SPV will provide suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employees in order to safeguard themselves and other relevant persons on the premises.

6.3 The training provided will cover the contents of any guidance notes which are identified in the Appendices to this policy

7 INFORMATION TO TENANTS and other INTERESTED PARTIES

7.1 The policy will be made freely available to all persons with a legitimate interest in its contents.

7.2 General information about asbestos management will be provided where appropriate to residents through the SPV's resident newsletter and website.

7.3 Any copies of asbestos surveys for demised areas will be supplied to residents at the discretion of management. All health and safety information of relevance to residents must be communicated to them without delay, and this includes information relating to ACM's located in their demise.

7.4 The SPV will ensure that suitable asbestos management information is provided to all relevant persons, prior to commencement of any works on The SPV properties.

8 POLICY AVAILABILITY

8.1 The SPV confirm that this policy is inclusive. The SPV undertake to publish the policy in appropriate formats in line with the SPV diversity policy. The policy will be made available to all interested parties by publication on the SPV website. The SPV confirm that the policy compliments the SPV Diversity Plan concepts

9 REVIEW of POLICY

9.1 This policy and associated Appendices will be reviewed annually and immediately following major changes to the SPV constitution or Board personnel. This policy will also be reviewed following changes to legislation, the issuing of new national asbestos management guidance and on receipt of enforcement notices from enforcing authorities.

9.2 The Appendices to this policy may be updated at any time, but any changes should only be formally reflected in the policy at the point of annual review

APPENDIX I: The SPV Related Management Procedures

APPENDIX II: Relevant Legislation and HSE Guidance

APPENDIX I

The SPV Asbestos Management Procedures:

- Arrangements for
 - Materials assessment via surveying
 - Remediation
 - Exposure Control

APPENDIX II

Relevant Legislation

- Control of Asbestos Regulations 2012
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work Etc. Act 1974
- The Construction, Design and Management Regulations 2007
- Defective Premises Act 1972

HSE Guidance

- HSG 264 Asbestos – The Survey Guide
- L143 ACoP Managing and Working with Asbestos
- INDG 223 Managing Asbestos in Buildings – A brief Guide
- HSE Asbestos Essentials i.e. 48 guidance documents for non-licensed work e.g. A1 'Drilling holes in asbestos insulating board' and A38 'Making safe and collecting fly tipped asbestos waste'
- AO Advice on Non-Licensed work with Asbestos
- Asbestos Licence Assessment Amendment and Revocation Guide (ALAARG)