

Derwentside Homes

Board Policy Outline

POLICY NUMBER POL

Asbestos Policy

PURPOSE OF POLICY

This Asbestos Safety Policy is a comprehensive guide to the safety procedures and practices to be adopted by all employees of Derwentside Homes.

The policy fulfils Derwentside Homes' obligations under the Control of Asbestos at Work Regulations 2006 and the Health and Safety at Work etc. Act 1974 Section 2(1) and 2(2).

POLICY STATEMENT

Derwentside Homes' asbestos policy will be implemented with the clear recognition that every employee of Derwentside Homes has a responsibility relating to asbestos awareness.

Asbestos awareness Training will be included as an element of Derwentside Homes' Training plan.

The Policy will be available on line for managers and supervisors and a handbook made available for employees who do not have electronic access.

The policy clarifies the responsibility of every employee of Derwentside Homes.

The full asbestos policy document and procedures includes the following elements.

- ❑ Types of Asbestos
- ❑ Uses of Asbestos
- ❑ Medical Effects of Inhaling Asbestos
- ❑ Legislation
- ❑ The Control of Asbestos at Work Regulations 1987 (amended) 1992
- ❑ Responsibility Under The Regulations
- ❑ Young Persons
- ❑ Inspection and Notification
- ❑ Hygiene Standards for Asbestos Dust
- ❑ Measurement of Asbestos Dust
- ❑ Probable Asbestos Dust Concentrations During Asbestos Removal
- ❑ Asbestos Sheeting and Claddings
- ❑ Stripping Asbestos Insulation

- ❑ Cleaning of Premises and Plant
- ❑ Asbestos Waste Disposal
- ❑ Use of Asbestos Free Materials
- ❑ Respiratory Protection Equipment
- ❑ Protective Clothing and Changing

PERFORMANCE MEASURES

- Annually to have zero exposure to unplanned release of asbestos in the workplace.
- To have a data base for asbestos management implemented by 2007/08

Responsible Officer:

Health and Safety Officer, Partnering and Procurement Manager

Policy Author:

Partnering and Direct Works Manager

Date Approved by the Shadow Board:

Frequency of Review:

Annually or as dictated by legislation/guidance
November 2007

Review Date:

File Reference:

Consultees:

Staff; Management Team;
Derwentside Homes Board
;

Asbestos Policy

1 Statement of Intent

- 1.1 It is Derwentside Homes' intention to provide and maintain an Asbestos Safety Policy to form a comprehensive guide on the safety procedures and practices to be adopted by all employees of Derwentside Homes. It fulfils Derwentside Homes' obligations under the Control of Asbestos at Work Regulations 2006 and the Health and Safety at Work etc. Act 1974 Sections 2(1) and 2(2)
- 1.2 The Association will ensure that each Directorate as and when needed provides sufficient resources for dealing with Asbestos management. This may take the form of equipment, information, training and supervision.
- 1.3 The risks posed by exposure to asbestos in the home are very small provided that the materials containing it are undamaged, not disturbed and are correctly managed to ensure they remain so. Derwentside Homes has a small number of property types where it is known that asbestos materials are likely to exist. Following previous surveys identifying asbestos in ceiling boards the asbestos will be removed once the property is empty.
- 1.4 The Association will ensure that employees are familiar with current legislation and codes of practice.
- 1.5 Directors are responsible for the implementation of the Asbestos policy within their particular remit, with responsibility being delegated to managers, supervisors and foremen for the co-ordination, monitoring and communication within the workforce
- 1.6 The Association seeks the support and co-operation of all employees to achieve the objectives of the policy. All employees have a legal responsibility for the safe execution of their own duties and the Association actively encourages employees to seek help and advice from their manager/supervisor, Health and Safety Officer or safety representative as and when needed
- 1.7 Consultation will take place between the Association and safety representatives both formally and informally in order to promote an effective health and safety culture.
- 1.8 It is the responsibility of the Health and Safety Officer to review the policy in light of current and impending legislation and best practice and to make recommendations to the Chief Executive and Directors regarding modifications and any improvements necessary.

- 1.9 All tenants are to be provided with information concerning areas where asbestos is commonly found within properties and guidance, including testing, if a tenant is proposing to carry out any alterations in those areas.

2 Outline of Service

- 2.1 Derwentside Homes' Asbestos Policy is designed to serve as a reference document for all matters relating to Asbestos Awareness within the Association.
- 2.2 The policy contains the Chief Executive's statement of intent, management structure, responsibilities and operating arrangements, covering aspects of current legislation and approved codes of practice.
- 2.3 The policy in its entirety is available on the intranet and replacement sections will be placed on-line as, and when legislation or circumstances dictate to ensure the policy remains up-to-date.
- 2.4 All employees are welcome to comment freely on its contents either through their line manager, Health and Safety Officer or their safety representative.
- 2.5 Derwentside Homes records and monitors the presence, extent and condition of asbestos in its housing stock
- 2.6 In house teams and Contractors are to be informed of any known or suspected asbestos materials prior to carrying out any work which may result in any damage and or fibre release. If there is any concern as to the presence of asbestos work is to cease immediately in that area until an asbestos survey can be carried out by an approved consultant hygienist and the material is sent to a UKAS accredited laboratory for analysis.
- 2.7 It is intended that the policy contributes towards:
- Valuing staff commitment - by ensuring training for employees for a safe and healthy workplace and working environment is provided for all employees;
 - Fulfilling customer expectations – by ensuring that all activities are carried out in a manner that does not compromise customers' health, safety and welfare;
 - Delivering through partnership – where services are delivered through partnership all necessary steps will be taken to ensure that partners' Asbestos policies are equal to those of Derwentside Homes and that they comply with all legal requirements.

3 Implementation

3.1 Responsibility for approval of this policy lies with the Board of Derwentside Homes. Commitment by the Chief Executive is outlined within section 3.2.

Responsibility for formulating, maintaining and reviewing this policy lies with the Partnering and Procurement Manager.

Responsibility for the implementation of this policy lies with the Chief Executive, Directors, Managers and Staff of Derwentside Homes.

3.2 The Chief Executive

The Chief Executive will:-

- Monitor through Directors and the Health and Safety Officer, the implementation and effectiveness of the Asbestos Policy;
- Confirm or amend annually the objectives of the Asbestos Policy;

3.3 Directors

The Directors will: -

- Promote an interest and enthusiasm for Asbestos Awareness throughout their respective Directorates;
- Ensure managers are aware of their responsibilities within the requirements of the Asbestos Policy and that it is being implemented and administered as intended;
- Ensure that managers have communicated the requirements of the policy to all of their employees and that where any uncertainty exists, clarification is available and training provided;
- Ensure that where audits and/or monitoring functions identify shortcomings, these are addressed at the earliest opportunity;
- Ensure that any Asbestos awareness query raised through line management which cannot be resolved in-house is communicated to the Health and Safety Officer;
- Ensure through line management that all employees receive adequate asbestos awareness training and are encouraged to develop and promote safe working practices and attitudes;

3.4 Managers

The Managers will: -

- Ensure that the Asbestos Policy is available to everyone, either by access through the intranet, or as a service specific, printed copy;
- Ensure that all foreseeable risks are adequately controlled through the use of written risk assessments/method statements as outlined within the Management of Health and Safety at Work Regulations 1999, and any other specific legislation, (Manual Handling, COSHH, Display Screen Equipment);
- Ensure that employees have received adequate training to carry out their duties;
- Ensure that employees new to the organisation have received adequate induction training to carry out their duties;
- Ensure that the Health and Safety Officer is made aware of all contracts of work involving sub-contractors;
- Ensure foremen/supervisors have sufficient knowledge and understanding to assess on-site hazards/risks;
- Ensure that where exposure has occurred remedial measures have been implemented to prevent a reoccurrence;
- Reprimand/discipline any individuals failing to discharge their responsibilities as required in the interests of Asbestos awareness;
- Set a personal example at all times.

3.5 Responsibilities of Foremen/Supervisors

Foremen and Supervisors will: -

- Have an understanding of the Asbestos Policy and appreciate the responsibilities of each individual;
- Check over working methods and precautions where necessary with senior management before work commences as changes at this stage may prove vital;
- Ensure that work, once started, is carried out as planned through active monitoring and that any personal protective equipment (PPE) required is worn as intended;

- Ensure that any requirements outlined within risk assessments/method statements to minimize hazards/risks are communicated to the workforce **before** work begins;
- Be aware of the limited nature of generic risk assessments and where necessary formulate specific risk assessments where unplanned changes occur or new hazards present themselves;
- Ensure that employees do not carry out any work for which they have not been suitably trained;
- Ensure that **all incidents** are promptly and fully reported to the Health and Safety Officer, especially those reportable under RIDDOR;
- Ensure that all employees under their control are adequately informed, trained, instructed and supervised, especially young people, trainees, new employees, those inexperienced or those with special needs;
- Ensure that any sub-contractor who works for the Association on a self-employed basis observes the requirements of the Association's policy at all times;
- Ensure that all employees have a copy of asbestos Policy booklet and that it has been signed for.

3.6 Responsibilities of the Health and Safety Officer

The Health and Safety Officer will: -

- As the competent person under the Management of Health and Safety Regulations 1999 (revised), advise the Association and its personnel on all matters relating to health safety and welfare;
- Formulate policies and procedures which enable the Association to provide safe systems of work and to meet its obligations under health and safety legislation;
- Monitor Asbestos policies and procedures to ensure compliance and report through line management any inconsistencies which raise serious concerns;
- Work closely with Directors and heads of department to ensure that departmental working practices are safe and in accordance with current legislation;
- Keep up-to-date with current and proposed Asbestos legislation;

- Advise on safe systems of work, suitability of personal protective equipment, safety appliances and plant and equipment;
- Investigate causes of Exposure to asbestos and compile/maintain appropriate records;
- Liaise with the Health and Safety Executive, the Association's Insurers, Trade Unions and other organisations on Asbestos issues;
- Review the Asbestos policies and procedures of other organisations tendering for contracts of work with Derwentside Homes;
- Prepare and present training courses on Asbestos awareness to ensure that all employees understand their responsibilities and are competent to carry them out;
- Set a personal example;

3.7 Employee Responsibilities

Specific legal duties are contained within Sections 7 & 8 of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. In summary, it is the duty of all employees at all levels including management to observe the following arrangements and procedures:

- To take reasonable care for their own safety and that of other persons who may be affected by their acts or omission;
- To help the employer fulfil its legal obligations by giving them adequate co-operation in all aspects of asbestos awareness;
- To wear appropriate safety gloves when carrying out tasks involving risk of injury or irritation to the hands, (excluding working on machinery);
- To wear other protective clothing when requested by management;
- To prevent visitors from gaining access to sites without appropriate clothing or protective wear;
- To ensure that all employees and non-employees proposing to access a site area notify the site manager/supervisor before doing so;

- Not to intentionally misuse or interfere with safety equipment or protective clothing;

4 Consultation

- 4.1 Derwentside Homes will seek the views of staff, tenants and Board Members on this policy in a variety of different ways including service review groups.

5 Monitoring

- 5.1 The Chief Executive will present an annual report to the Board of Derwentside Homes detailing the Health and Safety record of the association, including any breaches relating to Asbestos exposure.
- 5.2 The Association records and monitors the presence; extent and condition of asbestos building materials as part of its ongoing asbestos register and makes the register available to all staff either on the intranet or in a hard copy.

6 Review

- 6.1 This policy and its procedures will be regularly reviewed to ensure that Derwentside Homes is providing effective Asbestos Management. A review will be undertaken during 2007/8.

7 Legislation and Guidance

Derwentside Homes will ensure that its approach to Asbestos Awareness is in line with the Housing Corporation's Regulatory Code and Guidance, Guidance for Charitable Registered Social Landlords – the Joint Guidance – the Charity Commission and the Housing Corporation. It will ensure that this policy is compatible with the obligations of existing legislation including but not limited to:

- The Management of Health and Safety at Work Regulations 1999
- Health and Safety at work act 1974
- Control of Asbestos at Work Regulation 2006
- Approved Code of Practice 128 - Work with Asbestos Insulation, Asbestos ceilings and major works with Asbestos Insulating Board
- Approved Code of Practice 127 – Control of asbestos at work Regulations.
- Approved Code of Practice 128 - Work with Asbestos Insulation, Asbestos ceilings and major works with asbestos insulating Board.

- Relevant Health and Safety Executive Guidance Notes (e.g. EH10, EH71)
- Display Screen Equipment Regulations 1992
- Construction (Design and Management) Regulations 1994
- Workplace (Health Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002