

ASBESTOS PROCEDURE

December 2016

Purpose and Scope:

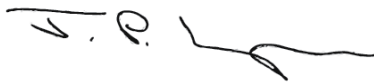
Tai Calon Community Housing is committed to ensuring that safety of our tenants, staff and others. We will do this by minimising any risk to health from asbestos in our homes. We will meet our legal duties and ensure that so far as is reasonably practical we manage all materials containing asbestos responsibly.

Responsibility (Manager/Team):

Property Services Compliance Manager

Chief Executive/Director Approval:

Signature:



Date:

24th January 2017**Executive Approval Date:****Review Date:****24th January 2017****November 2018****Reference Documents:**

Legislation on Asbestos
The Control Of Asbestos Regulation 2012

Procedure Statement

Tai Calon Community Housing (TCCH) is committed to ensuring the safety of our tenants, staff and others. We will do this by minimising any risk to health from asbestos in our homes. We will meet our legal duties and ensure that so far as is reasonably practical we manage all materials containing asbestos responsibly.

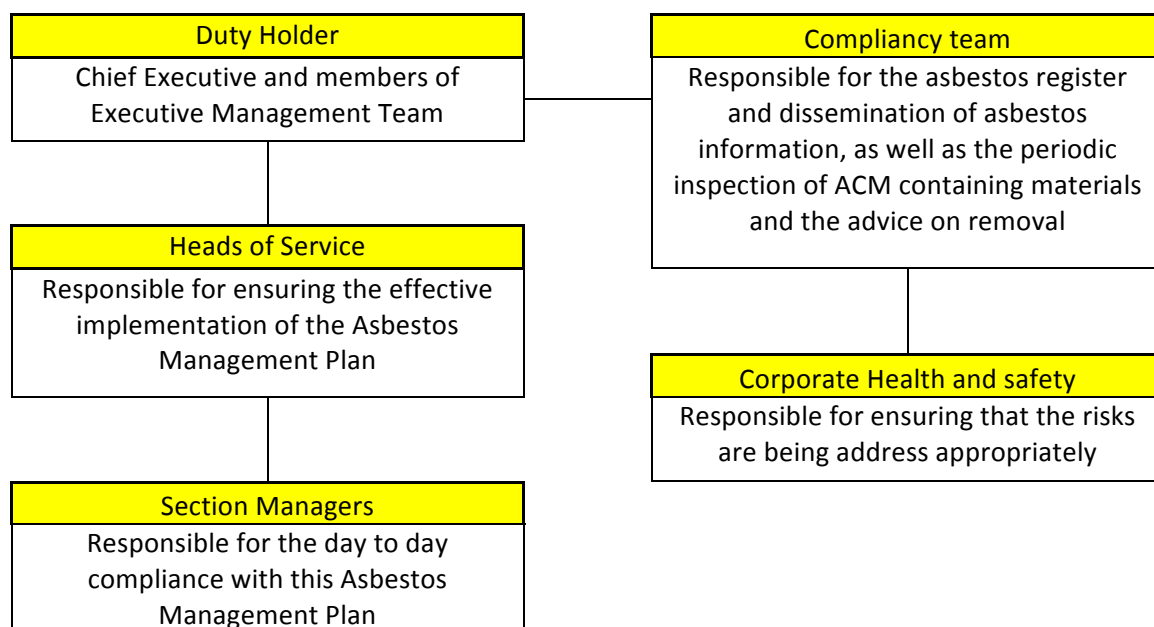
Objectives

Our objective is to:

- Ensure we have adequate arrangements in place to comply with our legal duties with respect to asbestos containing materials (ACM's) and minimise any risk to our tenants.
- Ensure that all asbestos information is provided to all staff and contractors who may potentially disturb ACM's during their activities.
- Ensure that staff and contractors are trained to ensure that they are competent to carry out their duties safely.
- Ensure tenants are informed about the possible presence of asbestos within their homes.
- Operate an effective and efficient process across teams in Tai Calon that is consistently delivered in a tenant focussed way.
- Regularly review and improve our approach to the management of asbestos, taking into account our own learning, tenant feedback and knowledge of best practice.

Management Arrangements;

Tai Calon Community Housing's management arrangements are underpinned by its Asbestos Management Plan.



Executive Team

The Chief Executive and Directors will be ultimately responsible and act as the Duty Holders for ensuring adequate management arrangements are in place. However, responsibility will cascade through the ranks leaving duties on all members of staff to abide by the relevant procedures laid down in this procedure.

Senior Management Team

Heads of Service will be responsible for ensuring the effective implementation of this Asbestos Procedure, via Property Services Managers (Property Services Department), Technical Services Managers (Assets Department) or Valley Managers (Housing Management).

Heads of Service are also to ensure that appropriate resources are made available for the effective operation of the Asbestos Procedure.

Section Managers

Section Managers including Property Services Managers (Property Services Department), Technical Services Managers (Assets Department) or Valley Managers (Housing Management) are to ensure that they and all of their staff are familiar with this Asbestos Procedure.

It is the responsibility of Section Managers to ensure that all contractors / directly employed workforce who are engaged, are competent and trained to an appropriate level. In particular, to ensure the competency and training of any contractors appointed in relation to asbestos.

Compliance team

The Compliance Team are responsible for the management and maintenance of the Asbestos Register and the dissemination of asbestos information, and ensure that adequate records of all works relating to asbestos are kept in a central location.

They will investigate any accidental asbestos release/exposure to ACM's and report the findings to Corporate Health and Safety Team and Health and Safety Committee.

The team will ensure that Tai Calon meets its legal duties.

Health and Safety Team

The Health and Safety team will ensure that the Asbestos Management Procedure is reviewed at least every 2 years to ensure it is in line with current legislation and Tai Calon practice.

They will notify the HSE where an asbestos exposure is notifiable under the RIDDOR regulations.

The team will arrange for training for Section Managers on their role and responsibilities regarding asbestos.

Context

Asbestos was used extensively in the construction of our housing stock from approximately 1950 to 1980 and technically cannot be ruled out until after the year 2000. Asbestos fibres and dust are potentially very dangerous. If inhaled they can cause serious lung diseases such as cancer, asbestosis and mesothelioma.

We will meet “delivery outcomes” set in the Regulation Framework and comply with our duties for repairs and maintenance as set out in the Landlord and Tenant Act 1985 and the Housing Acts 1985 and 1988. In addition, we will comply with health and safety legislation relevant to this area of work, these include;

- The Health and Safety at Work Act 1974.
- The Control Of Asbestos Regulation 2012.
- ACOP L143 - Working with materials containing asbestos.
- HSG 248 - The analysts guide for sampling.
- HSG 277 - The guide to managing asbestos.
- HSG 247 - The licensed contractors guide.
- HSG 210 – A task guide manual.
- HSG 264 – The survey guide.
- Arrangements in place

Steps to prevent exposure

Tai Calon Community Housing will take all reasonable practicable steps to prevent exposure and to minimise the risks to health from asbestos in our homes. We will meet our legal duties and ensure that so far as is reasonably practical we manage all ACM's responsibly. To achieve this, we will put in place robust arrangements to manage risk. These include;

- Improving our knowledge of our stock and identifying all potential locations of ACM's through surveys, historical information and local knowledge.
- Providing information in a timely manor to all staff and contractors who may potentially disturb ACM's during their activities.
- Developing a comprehensive and “live” Asbestos Management Plan that sets out how we will manage activities associated with ACM's.

- Developing processes and operating procedures that are reviewed regularly.
- Keeping thorough and accessible records of the presence of ACM's and any work taken to remove or encapsulate.
- Employing suitably qualified and insured asbestos surveyors/licenced contractors supported by a sound quality assurance system.
- Undertaking comprehensive asbestos surveys to enable TCCH to manage and refurbish its properties.
- Develop a live web enabled asbestos register thorough RAMIS.
- Carry out re-inspections of known ACM's as detailed within the Asbestos Management Plan.
- Ensure that any incidents are reported immediately to the Health and Safety Advisor, who will co-ordinate, investigate and report any RIDDOR reportable incidents.
- Develop a robust quality auditing function with clear audit trails and evidence.
- Ensuring that robust emergency plans are in place in the event of an asbestos incident.
- Ensure that appropriate control measures are taken by any person likely to disturb these materials, including appropriate training (which is to include face fitting re-assessments at timely intervals).