

SA/06

Asbestos Policy

“Our policies embed our culture, establish boundaries and outline our expectations. They have been agreed by our Board(s) as best practice documents for the Group’s decision making.”

Policy Statement

This policy describes the measures taken by the ateb Group Ltd (The Group) and recognises their duties under the Health and Safety at Work Act 1974, the Control of Asbestos Regulations 2012 and all associated Approved Codes of Practices and is committed to the effective management of asbestos.

The Group has legal responsibilities to ensure the health and safety of its tenants by keeping the property safe and free from health hazards.

The Group also recognises their responsibilities to contractors and others involved in building and maintenance projects established through the Construction (Design and Management) Regulations 2015 and its duties as Duty Holder to ensure that asbestos is managed as defined by Regulation 4 of the Control of Asbestos Regulations 2012.

Approval Date	Duty Holder	Review Date
29 th October 2020	Group Chief Executive	29 th October 2023

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2. Principles

Legislation

There are many health and safety regulations that directly or indirectly place duties on employers in relation to asbestos. These are outlined in relation to the management of asbestos for which the Group and all other key stakeholders have responsibility.

The Health & Safety at Work etc Act 1974 (HSW)

Requires employers to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety. Section 3 of the HSW Act contains general duties on employers and the self-employed in respect of people other than their own employees. Section 4 contains general duties for anyone who has control, to any extent, over a workplace.

The Management of Health & Safety at Work Regulations 1999

Requires employers and self-employed people to assess the risks to the health and safety of themselves, employees, and people not in their employment, arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting those people's health and safety. Any assessment made for the purposes of the Asbestos Regulations will not need to be repeated for the Management Regulations.

The Workplace (Health, Safety and Welfare) Regulations 1992

Requires employers to maintain workplace buildings so as to protect occupants and workers.

The Construction (Design & Management) Regulations 2015:

Require the client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to the CDM Coordinator before any work begins and to ensure that the health and safety file is available for inspection by any person who needs the information.

The Control of Asbestos Regulations 2012

Requires employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level.

Regulation 4 specifically requires duty holders to:

- a) Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
- b) Presume that materials contain asbestos unless there is strong evidence to suppose that they do not.
- c) Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACMs) and keep the record up to date.
- d) Assess the risk of the likelihood of anyone being exposed to these materials and prepare a plan to manage that risk and put it into effect to ensure that:
 1. Any material known or presumed to contain asbestos is kept in a good state of repair.
 2. Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary, removed.
 3. Information on the location and condition of the material is given to anyone potentially at risk.

Duty Holders

Regulation 4 of the Control of Asbestos Regulations 2012 requires that reasonable steps be required to be put in place to manage the risk posed by the presence of asbestos containing materials in non-domestic premises.

ateb Group Ltd as a social landlord acknowledges its duties to identify & manage all asbestos containing materials within its property portfolio. Those responsible for managing these risks are termed 'Duty Holders'.

The broad requirements on duty holders are to:

- Take reasonable steps to determine the location of materials likely to contain Asbestos
- Presume materials to contain asbestos, unless there are good reasons not to do so.
- Make and maintain a written record of the location of the asbestos and any presumed asbestos materials
- Monitor the condition of asbestos and presumed asbestos materials
- Assess the risk of exposure from the asbestos and presumed asbestos materials and document the actions necessary to manage the risk
- Take steps to ensure that the actions above are carried out. To manage the risk from asbestos-containing materials. There is a requirement to, keep and maintain an up-to-date record of the location, condition, maintenance, and removal of all asbestos-containing material on the premises
- Repair, seal or remove, if there is a risk of exposure due to its condition or location
- Maintain it in a good state of repair and regularly monitor the condition
- Inform anyone who is likely to disturb it about the location and condition of the material.
- Have arrangements and procedures in place, so that work which may disturb the material complies with CAR 2012
- Review the plan at regular intervals and make changes to the plan and arrangements if circumstances change.

This document outlines the steps needed to ensure compliance with the requirements whilst occupying and/or working within any properties of the Group.

3. Responsibilities

Duty holder and responsible persons

Regulation 4 (CAR 2012) 'the duty to manage' covers all non-domestic premises. The duty holder as defined by Regulation 4 of CAR 2012: 'every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from those premises'.

To make sure that ACMs are properly managed, named persons will be identified and appointed who will be the competent lead for that management. This person has

been identified as the Asbestos Co-ordinator. The competent lead will need the resources, skills, training, authority etc to ensure the job can be done.

The duty holder's legal responsibilities cannot be delegated, but duty holders can nominate others to do all or part of the work to assist in complying with the duties. Anyone or any organisation who is nominated to do some work must know what it is they must do and be able to do it safely. They should be competent to do this work.

In the absence of the Asbestos Coordinator duties will be delegated to suitably qualified ateb employees and/or contracted out to suitably qualified contractors.

Group

This is a Group policy. Ateb Group Ltd is responsible for ensuring the policy is available to their customers, stakeholders, employees, and contractors and for ensuring appropriate training, support and guidance is given on its application and use.

Board of Management

Responsibility for asbestos safety lies ultimately with the Group's Board of Management. They are ultimately responsible for ensuring any relevant persons within our premises are safe from fire and its associated hazards. The Board satisfies this responsibility by delegating duties to the Chief Executive who is responsible for ensuring that adequate resources are made available to enable the objectives of this policy to be met.

Key Persons

Group Chief Executive – Duty Holder

- Effective implementation of the asbestos policy across the Group as a whole.
- Adequate resources are made available to both develop and implement appropriate asbestos management plan.
- Ensure responsibilities for the control of asbestos are effectively delegated and an overall structure established with clear guidelines and procedures is in place.

Executive Director for Customer

- Interface with Corporate Delivery Group on the control of asbestos.
- Reporting to Chief Executive and Board on the control of asbestos.
- Ensure the asbestos policy for the Group's premises is in place, monitored and reviewed.
- Responsible for the implementation of the policy and to ensure sufficient resources are available

- Ensure the Corporate asbestos Policy for the ateb domestic rented accommodation, commercial responsibilities and shared spaces is applied, and asbestos management systems and procedures are in place, maintained, monitored, and reviewed.

Asbestos Coordinator – Competent Lead

- Appointed competent lead for ateb
- Responsible for the implementation of the Policy and Management Plan.
- Ensure enough resources are available
- Ensure that any responsive actions arising are approved and authorised promptly (any remedial actions or risks will be prioritised according to their priority rating i.e. high-risk items tackled first)
- Verification of contractors and operatives
- To monitor the quality of services provided by contractors and operatives ensuring compliance with contract conditions
- Provide technical advice across the Group as required
- Ensure the Corporate asbestos Policy for the ateb domestic rented accommodation, commercial premises and shared spaces is applied, and asbestos management systems and procedures are in place, maintained, monitored, and reviewed
- Management of asbestos related performance and monitoring
- In the absence of the Asbestos Coordinator duties will be delegated to suitably qualified ateb employees and/or contracted out to suitably qualified contractors.
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Property Services Manager / Maintenance & Compliance Manager

- Responsible for the implementation of the policy and to ensure sufficient resources are available
- Financial provision and budget responsibility.
- Monitor and report on asbestos safety compliancy
- Provide technical advice across the Group as required.

Stock & Asset Management Team /Maintenance & Compliance Coordinator and Compliance Team

- Liaison with staff, customers, contractors, suppliers, and other stakeholders.
- Provision of asbestos related performance and monitoring data.
- Monitoring Asbestos survey expiry / renewal dates.
- Carry out annual visual inspections
- Ensuring the integrity of certification, reviewing, and updating asbestos records on the database.

- Provide advice across the Group as required.
- Administration functions.

Planned Maintenance /Maintenance Solutions Teams

- Responsible the planning, programming, co-ordinating the implementation of the Planned Improvement Program
- To monitor the quality of services of all works provided by contractors and operatives ensuring compliance with contract conditions
- Co-ordination of asbestos information to contractors and ensuring compliance with safe working practices
- Ensuring competency of contractors
- Provide technical advice across the Group as required
- Liaison with staff, customers, contractors, suppliers, and other stakeholders

Line Managers

- They must ensure they understand and comply with the Asbestos Policy, arrangements and procedures laid down by The Group as it applies to them on a day to day basis
- All employees in their team or non-employees involved in the management of premises understand and comply with the Asbestos Policy, the arrangements and procedures and are trained accordingly
- All appropriate employees/non-employees to include tenants are fully aware of the contents of the site Asbestos Register and are trained accordingly
- They and their appropriate team members understand the lines of communication with the Asbestos Coordinator and the safe system of working policy the arrangements and procedures
- Co-operate fully with the Duty Holder and Competent Lead under (CAR 2012) in relation to work on asbestos containing materials, or management of asbestos containing materials

Health & Safety Adviser

- Carry out Health and Safety audit inspections.
- Work closely with teams to identify changes in legislation.
- Report any asbestos accidents/incident/near misses or failures to comply with the health and safety policy by either employer or employee.

All Employees

- Responsible for attending training opportunities, reading the policy, following processes, safe systems of work, method statements and reporting any concerns to supervisors and managers
- Leadership responsibilities, in line with the ateb Vision, within the boundaries of this policy, and report any accidents / incidents / near misses and operational concerns to supervisors and managers

Customers

- Responsible for providing access, in line with their tenancy agreement obligations to allow access to carry out Asbestos inspections in line with Groups asbestos Management Plan
- Reporting any concerns

General Contractors

- Provide the Asbestos Coordinator with verification that all operatives have undertaken asbestos awareness training and it is in date and suitable for the tasks carried out.
- Ensure works are undertaken with due care and attention following asbestos safe working practices
- Ensure an assessment of planned works is made against the asbestos information provided prior to commencing works
- Ensure any subcontractors have undertaken asbestos awareness training, are provided with the relevant asbestos information to carry out their works and agree to work within all safe systems of work and procedures implemented by ateb
- Ensure safe working asbestos procedures for the site and operate within these procedures
- Stop works IMMEDIATELY and inform the person commissioning the works if they find any previously unidentified asbestos, damaged asbestos or if they know that the condition of any ACM has changed in anyway
- Fully comply with ateb to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management
- Direct any questions or queries regarding asbestos to the Asbestos Coordinator

4. Control

The Asbestos Coordinator is the lead contact for this policy and for ensuring it remains operationally effective. This policy is a dynamic document and will be amended as required following service reviews or changes to the operating environment. The Policy will be reviewed every 3 years. Changes to legislation or regulatory requirements will mean a review may need to take place sooner. Board approval will be obtained before any amendments are published and employees will receive refresher training as applicable.

5. Links to other documents

Asbestos Management Plan <https://bit.ly/326PGgq>

Asbestos Management Improvement Plan <https://bit.ly/2GjIU0m>

Asbestos survey procedure <https://bit.ly/3oQyJkn>

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Additional help

Contact our customer team
quoting the policy reference:

Tel: **01437 763688**

Email: **hello@atebgroup.com**

Facebook **@atebgroup**

Face to Face: **Meyler House, Haverfordwest, SA61 1QP**

Version History

Ver.	Date	Changes
1	Oct 2020	Policy approved with minor amendments
2		
3		