

## Asbestos Management Policy

Version Control						
Version	Date drafted	Date approved	Approved by	Date reviewed	Next review date	Owner
Final	05/01/2023	23/01/2023	Board	N/A	23/01/2025	Head of Property and Assets
2025 Review			Board	24/03/2025	24/03/2027	Head of Property and Assets

### 1 Introduction

- 1.1 Westmoreland Supported Housing Limited (WSHL) has a responsibility to ensure compliance with legislative duties in relation to asbestos, in particular a duty to manage Asbestos Containing Materials (ACMs) in its properties. This policy sets out how WSHL's responsibilities to customers, visitors, staff, contractors and other stakeholders will be achieved.
- 1.2 Detailed interpretation and the means by which WSHL will deliver practical implementation of the Policy will be set out in WSHL's Asbestos Management Plan (AMP).

### 2 Purpose

- 2.1 The overall aim of this policy is to ensure that WSHL meets its obligations under the Control of Asbestos Regulations 2012, specifically the 'duty to manage asbestos' requirements of Regulation 4. WSHL will also ensure that any ACMs identified within its properties, or properties for which WSHL have responsibility, are managed in accordance with the Control of Asbestos Regulations 2012 (CAR12) and all other associated and relevant legislation.

### 3 Scope

- 3.1 This policy applies to all buildings and associated structures either owned, leased, occupied or managed by WSHL. It also relates to work commissioned, and/or managed by WSHL.

### 4 Legal and Regulatory Responsibilities (not exhaustive)

- Control of Asbestos Regulations 2012 (CAR12)
- Health and Safety at Work etc. Act 1974 (HASWA)
- Health and Safety at Work Regulations 1999

Details of other relevant legislation, codes of practice and subject matter guidance will be held within the AMP.

## **5 Policy Statement**

5.1 In recognition of its duties under CAR12 and HASWA, WSHL undertakes to protect all persons on its premises or as otherwise affected by its undertaking, from harmful exposure to asbestos; by identifying it and maintaining it in a safe condition and by adopting safe ways of working to prevent exposure, so far as is reasonably practicable.

5.2 Specifically, WSHL will:

- Ensure that all material identified as likely to contain asbestos is managed in accordance with relevant legislation;
- Not undertake (directly, or via external contractors/agents), or contract out any work to a property owned, leased, occupied, or those it manages without adequate information on the nature, condition, and extent of any ACM likely to be disturbed;
- Compile and maintain an up-to-date record of the location, condition, extent, and nature of any ACMs in its portfolio;
- Ensure that it contracts with competent asbestos surveyors and/or companies who will possess the expertise to undertake management surveys, refurbishment and demolition surveys and monitoring (re-inspection) surveys; and
- Ensure that any ACM removal/abatement work will be undertaken by an approved, accredited, and competent contractor. This to include any minor asbestos related tasks approved and endorsed to be undertaken directly by any WSHL contractors specifically assessed as competent to do so.

## **6 Key Outcomes**

6.1 The AMP should be regarded as the key, strategic asbestos compliance document. As such it will interpret this asbestos policy together with associated published guidance to set out strategically how WSHL will:

- Keep and maintain an up-to-date record (Asbestos Register) of the location, condition, maintenance, and removal of all ACMs;
- Repair, seal or remove ACMs if there is a risk of exposure due to their individual condition or location;
- Implement a robust, prioritised re-inspection procedure and program for identified ACMs;
- Maintain ACMs in a good state of repair and regularly monitor condition (in line with the declared WSHL re-inspection protocols);
- Inform anyone whose action is liable to or may disturb (or issue instruction for work which may disturb) ACMs, about their location, nature, extent, and condition. This will include 'suspected', as well as tested and identified ACMs. Persons concerned may necessarily include WSHL staff, Care Providers all contractors (and sub-contractors), consultants/technical representatives (incl. CDM roles), external bodies managing works in our homes, (e.g. Local Authority Aids and Adaptations), and customers;
- Have arrangements and procedures in place for the appointment and management of specialist Asbestos Surveying Consultants (ASC) and Asbestos Removal Contractors (ARC). This includes third party sample audit/QC via appropriate specialists;

- Inform relevant staff of the contents of the AMP at regular intervals;
- Identify relevant management procedures and the roles and responsibilities of WSHL;
- Inform and assist staff to understand and apply these 'operational' task-oriented processes practically; and
- Review the AMP at regular intervals, upon process changes or the occurrence of a significant incident.

6.2 Contractors (and their sub-contractors) employed by WSHL will be required to provide risk assessments and method statements (RAMS) prior to working in areas containing ACMs (or presumed to contain ACMs pending survey). These RAMS must be approved by WSHL's Head of Property and Assets or a suitably qualified deputy, prior to any work commencing.

6.3 Customers and/or Care Providers will be provided with information as detailed within the AMP as required.

## 7 Roles and Responsibilities

7.1 Details of the roles and responsibilities of WSHL staff, external contractors and other stakeholders relevant in respect of asbestos compliance are held within the AMP. The following list summarises some of the primary roles:

- The **Chief Executive Officer** is the principal duty holder in terms of achieving compliance with Health and Safety legislation and the Control of Asbestos Regulations 2012 through safe management and prevention of risk
- The **Head of Property and Assets** is responsible for the management and review of the asbestos policy across WSHL and to oversee practical implementation and co-ordination of the asbestos policy (via the AMP and other necessary procedures)
- **Heads of Service** have responsibility for ensuring that this AMP and associated asbestos policy is implemented within their individual directorates/service areas. They will also ensure that adequate resources are available to meet the requirements of this asbestos management plan.

7.2 Achievement of these responsibilities will be delivered by delegation to suitably qualified and experienced employees who will have responsibility for the operational application and service delivery of this management plan and its associated procedures.

7.3 In accordance with the Health and Safety at Work Act 1974, all WSHL employees and contractors working for WSHL shall have regard to the health and safety of themselves and others who may be affected by any of their undertakings with respect to ACMs and they shall co-operate in the implementation of this policy.

7.4 Unless specifically trained and authorised to do so, no WSHL employee may conduct work on and ACM; this includes the taking of samples.

## **8 Linked Documents**

8.1 This policy is linked to the following documents and should be read in conjunction:

- Health and Safety Policy

8.2 Operation of this policy will be supported by an internal Asbestos Management Plan that provides a more detailed description of the processes to be followed by WSHL employees and contractors.

## **9 Policy Review**

9.1 This policy will be reviewed every two years.