

Fyne Homes Ltd

Management of Asbestos in Buildings Policy

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Management of Asbestos in Buildings Policy

1. Introduction

Fyne Homes has stated its commitment, through the its Health & Safety Policy, to take all reasonable steps to ensure the health, safety and welfare at work of all its employees and others including service users, visitors, contractors, clients, tenants and members of the public who may be affected by its acts or omissions.

2. Purpose of the Policy

The purpose of this policy is to:

- Ensure that Fyne Homes complies with the appropriate current legislation relating to asbestos and outlines Fyne Homes' activities and responsibilities relating to that legislation.
- Establish clear guidelines to be adopted whenever asbestos containing materials are encountered in premises owned or occupied by Fyne Homes and to reduce the asbestos related risks to as low a level as is reasonably practicable.

This policy covers Fyne Homes' responsibilities as: -

- i. A Registered Social Landlord (to the tenant's homes including common areas).
- ii. Employer (duty of care towards employees), and
- iii. Customer (subcontracting maintenance work etc).

This policy applies to all buildings whether owned, rented by or let by Fyne Homes.

This policy should be read in conjunction with Fyne Homes' Asbestos Management Plan (**see appendix 'A'**), Fyne Homes' Asbestos Procedure and Fyne Homes' Health & Safety Plan. Definitions and Health issues relating to asbestos can be seen in **Appendix 'B & C.'**

3. Policy Statement

Fyne Homes is committed to ensuring that any asbestos located in its properties is managed in accordance with the current legislation, which includes dealing efficiently and effectively with the removal, protection and management of any Asbestos Containing Materials (ACM's) identified within any Fyne Homes owned buildings (**See Appendix 'D'**).

The management of this policy is assigned to the Technical Services Co-coordinator.

4. The Legislative Framework Relating to the Asbestos Management Policy

Fyne Homes will ensure that the Asbestos Management Plan and the Asbestos Policy and Procedures will comply with the current statutory requirements which are at present: -

- The Health and Safety at Work etc Act 1974

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- The Asbestos (Licensing) Regulations 1983
- The Asbestos Prohibition Regulations 1992
- The Construction (Design & Management) Regulations 2015
- The Control of Asbestos Regulations 2012

Details of how some of these documents relate to Fyne Homes can be seen in **Appendix ‘E’**

5. Objectives & Principles of the Policy

- Prevent exposure to hazards associated with asbestos.
- Develop and maintain an **Asbestos Management Plan** to manage asbestos in all Fyne Homes’ buildings.
- Develop, implement, review and keep up to date an effective **Asbestos Management Plan** so that the appropriate measures, such as encapsulation, labelling, inspection or removal of all Asbestos Containing Materials (ACM’s) is undertaken to current legislative standards.
- Promote the awareness of the **Asbestos Management Plan** and the hazards of asbestos, through the training and induction of staff.
- Carry out a **desktop exercise** to gather information about possible asbestos in Fyne Homes’ buildings.
- Appoint an UKAS (United Kingdom Accreditation Service) approved asbestos contractor to carry out **surveys**, and where necessary undertake laboratory analysis of any samples, to determine if ACM’s are present in Fyne Homes’ properties.
- Create and maintain an **Asbestos Register** to record the results of the asbestos surveys to identify where asbestos is located in Fyne Homes’ properties.
- Identify the level of risk and the condition of the **Asbestos Containing Materials** (ACM’s) identified within the **Asbestos Register**.
- Put in place a procedure for keeping the **Asbestos Register** up to date and accurate by means of regular inspections.
- Procedures must be established to ensure that the **Asbestos Register** is consulted whenever planned maintenance, repair or alteration work is considered to a property.
- Procedures must be established to ensure that the latest version of the **Asbestos Register** is made available to those who need current information.

6. Monitoring and Reporting

The Technical Services Co-ordinator will be responsible for ensuring adequate monitoring and reporting is carried out on a routine basis and that the **Management Plan** is adhered to.

It will be the responsibility of the Technical Services Co-ordinator to maintain the **Asbestos Register** and to arrange for the condition of the asbestos to be regularly checked and assessed and to make any necessary amendments to the information contained in the **Asbestos Register**.

It will be the responsibility of the Technical Services Co-ordinator to ensure that the procedures established are adhered to, and ensure that the **Asbestos Register** is consulted whenever planned maintenance, repair or alteration works to a property are contemplated.

7. Reviewing Process

This policy will be reviewed in line with the respective current Fyne Homes' policies, or where a change in legislation arises.

However, if there is a procedural delay in the policy revision then the relative legislation in force at the time will prevail.

Appendix 'A' - The Asbestos Management Plan

Protect those working on the fabric of Fyne Homes' properties

Protect those working within or occupying Fyne Homes' properties

Undertake asbestos surveys and testing

Create an Asbestos Register

Integrate/link the Asbestos Register and IBS

Manage and keep the Asbestos Register up to date, accurately recording any works related to the asbestos within Fyne Homes' properties

Identify and categorise ACM's and manage those hazards based upon prioritisation and assessment of the risk that they represent

Produce a prioritised programme of works of remediation of ACM's that, because of their location and, or condition present an actual or perceived risk to health. Ensure that only accredited asbestos removal companies are used

Monitor and maintain the condition of identified or suspected ACM's that are assessed as being able to be left insitu

Restrict access to areas where ACM's are located

Affix asbestos warning labels or symbols to ACM's

Inform all those who may come into contact with or may otherwise be affected by the presence of ACM's, including emergency services if appropriate

Train 'in house staff' with regard to issues relating to asbestos

Provide information to tenants, owners and other users of Fyne Homes' properties on asbestos related issues

Ensure that all contractors and tradesmen can demonstrate that they and/or their staff have an awareness of asbestos related issues and can recognise asbestos if they encounter it within a property

Specify safe systems of working with asbestos

Effectively control any works likely to affect ACM's and ensure that the Asbestos Register is consulted whenever building planned maintenance, repair or alteration work is considered.

Appoint an asbestos co-ordinator

Manage and keep the Asbestos Management Plan up to date

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Appendix 'B' - Definitions

Asbestos is a fibrous mineral, which is strong and highly resistant to heat and chemical attack. Due to its fibrous nature, it can be woven into fabrics and used as reinforcement for cement and plastics. In the past, asbestos's versatility made it a popular building material.

Asbestos is most likely to be found in the following materials:

- a) sprayed asbestos and loose packing - generally used as fire breaks in ceiling voids;
- b) sprayed asbestos mixed with hydrated asbestos cement - generally used as fire protection in ducts, fire breaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- c) moulded or preformed sprayed coatings and lagging - generally used as thermal insulation of pipes and boilers;
- d) insulating board used as fire protection, thermal insulation, partitioning and ducts;
- e) certain ceiling panels;
- f) millboard, paper products used for insulation of electrical equipment (asbestos paper has been used as a fire proof on wood fibre board);
- g) asbestos cement sheet products compressed into corrugated or flat sheets. Corrugated sheets are largely used as roofing and wall panelling;
- h) other asbestos cement products include guttering, rainwater conductors and water tanks;

The three main types of asbestos are:-

- Crocidolite (blue)
- Amosite (brown)
- Chrysotile (white)

All forms of asbestos are potentially dangerous, but crocidolite and amosite are known to be more hazardous than chrysotile. Since the pigmentation of asbestos is only present in its unprocessed state, asbestos cannot be identified by its colour.

Asbestos can be found in the following internal areas:-

Bath panels
Panels beneath windows
Cupboards around domestic boilers
Panels behind electric fires
Panels behind electrical equipment

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Panels on or inside fire doors
Partition walls
Floor tiles & linoleum products
Textured coatings (Artex)
Cement cold water storage tanks
Panels lining service ducts

It can also be found in shed and lean-to roofs, gutters, down-pipes, fascias, soffit boards and roofing felt.

Appendix 'C' - Health Related Issues

Breathing in air containing asbestos dust (fibres) can lead to asbestos-related diseases, mainly affecting the chest and the lungs. The principle diseases known to be caused by exposure to asbestos are asbestosis, lung cancer and mesothelioma.

There is usually a long delay between first exposure to asbestos and the onset of disease. It is generally assumed that the risk of disease is proportional to total exposure but according to research the risk of mesothelioma is also strongly related to the time since first exposure.

The presence of asbestos in a building does not, however, itself present a risk, provided it is in good condition, sealed or in such a location that is not likely to be damaged or worked upon. Wherever asbestos materials are located, there is risk if the materials are disturbed and damaged releasing asbestos fibres. This means that, whilst all building occupiers are potentially exposed, workers engaged in maintenance and repair work are particularly vulnerable. There is therefore a need for Fyne Homes to ensure that building occupiers and employees and contractors engaged in maintenance work are not exposed unnecessarily to airborne asbestos fibres.

Appendix 'D' - Dealing With Asbestos Containing Materials

The establishment of a planned survey programme of Fyne Homes' properties is fundamental to a proactive approach to the management of asbestos. The areas covered by the survey are all non-housing stock, housing stock and the common areas within the housing stock.

The surveys should combine all the currently available knowledge of asbestos locations within buildings, together with statistical sampling techniques, to examine an appropriate sample to identify the presence, type, location, condition, and likelihood of damage of asbestos materials in Fyne Homes owned or occupied buildings. The results of this initial survey will also be used to determine and establish other priorities such as further monitoring inspections on a programmed basis or to take other appropriate action.

The surveys will also identify the associated risks created by Asbestos Containing Material (ACM's), unless there is evidence to show that the building is asbestos free. Where no survey has yet taken place it must be presumed ACM's are present unless there is strong evidence that there is no asbestos present.

Samples of materials believed to contain asbestos must be taken in accordance with MDHS 100 by a person who has been appointed and is accredited by the British Occupational Hygiene Society and to following a detailed method statement accepted by the client detailing the means by which the work will be carried out.

All samples will be analysed by a U.K.A.S. accredited body

The results of these Asbestos Surveys will feed into the Asbestos Database, which will contain the following information: -

1. the exact location of the asbestos
2. the material containing the asbestos
3. the type of asbestos
4. the likelihood of damage
5. practical action required
6. the frequency of inspection

In 2004/5 Fyne Homes commissioned Carymar Construction Services Ltd to undertake level 2 Asbestos Surveys with the objective of locating suspect ACM's as far as reasonably practical.

The surveys covered non-domestic buildings, common areas of residential rented properties and a representative sample of Fyne Homes' 'domestic properties' Where ACM's were suspected samples were taken, the appropriate laboratory testing was undertaken and the results recorded in an Excel database.

From these surveys it was clear that Fyne Homes' properties do not have a major ACM's in its properties however the areas where ACM's found or presumed were:

- some roof facia } Fyne Homes have removed any suspected ACM's
- some roof soffits } Fyne Homes have removed any suspected ACM's

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- some flash pads and,
- some textured coatings.

All ACM's have been removed from these properties.

Where asbestos is to be removed from a property Fyne Homes must ensure all works on the ACM's including sealing and removal (except very small quantities of asbestos cement), are carried out by a contractor licensed by the Health and Safety Executive, under the independent supervision of an accredited monitoring agency.

Any ACM's identified as representing a significant risk, because of its location condition etc. should be removed. If such ACM's are discovered Fyne Homes' should take the opportunity to remove these during refurbishments etc.

If major refurbishments or demolitions of Fyne Home properties are scheduled to take place a Type 3 survey should be considered prior any work being undertaken unless there is adequate existing data on the asbestos within the building.

Waste contaminated by or containing asbestos being double bagged in heavy duty polythene bags, and clearly labelled before it is transported to the licensed disposal site

Appendix 'E' - The Legal Position

The Control of Asbestos Regulations 2012 requires employers to prevent exposure of employees to asbestos. If this is not reasonably practicable their exposure should be controlled to the lowest practicable level. Before any work with asbestos is carried out, the Regulations require employers to make an assessment of the likely exposure of employees to asbestos fibres. The assessment must include a description of the precautions taken to control fibre release and to prevent workers and others who may be affected by the work. A copy of the assessment must be retained on site at all times where practicably possible. All persons working with asbestos must be adequately trained, that must include training in the correct use of respiratory equipment.

There is also a requirement placed upon Fyne Homes to manage the risk from asbestos in non-domestic premises by ensuring that a suitable and sufficient assessment is carried out as to the presence of asbestos in premises over which we have control. This requirement also includes common parts of domestic premises. The regulations also require a written management plan to be developed and implemented setting out in detail how we are going to manage the risk from asbestos.

The Control of Asbestos Regulations 2012 require that any project involving a person working more than 1 hour in a 7 day period or where the total time of all persons requires more than 2 hours work with asbestos board or involves more than 2m², then that work must be carried out by a contractor licensed by the Health and Safety Executive. All work with asbestos insulation or asbestos coating must also be carried out by a contractor licensed by the Health and Safety Executive. It is now required that the HSE are notified by the contractor when textured decorative coatings (artex or similar) are going to be removed from the premises and this must be recorded. N.B Fyne Homes have always included this requirement within its Asbestos Policy.

All work with asbestos insulating board became a licensable and notifiable activity from 1 August 1999. The present exemptions concerning the permitted duration of work will however continue. Most insulation board contains up to 40% amosite, hence the reason for making this licensable work. The notification period to the H.S.E. for asbestos work has been reduced from 28 days to 14 days. The H.S.E. has made this alteration at the request from the asbestos industry, but state that applications for exemptions to the 14 day period are unlikely to be successful. The regulations also extend the H.S.E.'s powers to revoke licences in future.

The Health and Safety at Work etc. Act 1974 imposes general duties on employers to ensure the health, safety and welfare of employees and others who may be affected by the organisation's undertakings. Employers must then take the appropriate arrangements to put in place the necessary preventative or protective measures.

The Management of Health and Safety at Work Regulations 1999 require employers to assess the risks to the health and safety of employees and other persons arising out of work.

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The Construction (Design & Management) Regulations 2015 place duties upon Clients, Principal Designers, Principal Contractors, and Designers, to plan, manage and co-ordinate health and safety on all construction work. Where the project is expected to last for more than 30 days, or have more than 20 workers on the project at any one time, or exceed 500 person days the project must be notified to the Health & Safety Executive.. The regulations also apply to all demolition work. These regulations place significant responsibilities upon the Client to provide relevant health and safety information to the Principal Designer, Designer, and Principal Contractor including any details on the presence of any asbestos within a property. Measures are then required to avoid inadvertent damage to asbestos and the release of fibres into the air.

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