

ASBESTOS MANAGEMENT POLICY V4.0

Inside you will find information on....

1. Understanding your individual responsibilities to Asbestos Management
2. How the council intends to manage Asbestos
3. How the council monitors its Asbestos management arrangements
4. The Asbestos duties for specific roles and responsibilities

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A Quick Summary

No individual should be exposed to Asbestos containing materials, that is known to be harmful to long term health, without strict control measures being in place.

Everyone who carries out work for Warwickshire County Council has a personal responsibility to help prevent exposure to Asbestos containing materials and to understand the council's Asbestos management safety arrangements.

Everyone who carries out defined building works must be aware of the Asbestos control measures in place and always adhere to them.

If you are an appointed 'responsible person' it is your responsibility to ensure you are aware of your duties and you are always capable to undertake them when required.

How to report all incidents where suspected Asbestos containing materials have been disturbed.

If you have any questions regarding the contents of this document, please contact the Warwickshire County Councils Health and Safety Team

1. Purpose

This policy and its supporting information (arrangement and guidance documents) explain the management system by which Warwickshire County Council is committed to protecting the health of its *employees and others who may be affected by Warwickshire County Council undertakings where exposure to Asbestos may be a risk.

It is essential therefore that everyone who works for, or undertakes work on behalf of, Warwickshire County Council adheres to the requirements of this Policy and its arrangements.

**In the context of this policy, the term "employees" applies to Warwickshire County Council employees, agency workers, consultants, volunteers, visitors and any other persons who may carry out duties on behalf of Warwickshire County Council.*

2. Scope

This policy applies to the following;

- To all premises owned by WCC and includes the maintenance responsibilities.
- To leased premises where WCC has the maintenance responsibilities (e.g., through a full repairing lease).
- To Community and Voluntary Controlled Schools where WCC is the employer and thus

falls under WCC control.

- To all employees and others who work within or visit those premises.
- It also covers all WCC employees who occupy buildings not owned or managed by WCC as they must have Asbestos management arrangements in place.

It does not apply:

- to premises which WCC lease to third parties and where WCC do not provide services. If there is any doubt about the maintenance responsibility for a particular building, please contact the CDM Compliance team on Tel: 01926 476611, e-mail cdmcompliance@warwickshire.gov.uk

3. Definitions & Abbreviations

The definitions & abbreviations found in this policy and arrangements are as follows:

| Term | Definition and Abbreviation |
|--|---|
| Control of Asbestos Regulations 2012 | Is the principal piece of Asbestos management legislation. Responsibilities for ensuring compliance to this regulation are assigned to the 'Responsible Person'. |
| L143 (Second edition) Published 2013 - Managing and working with asbestos | Is the principal approved Code of Practice and guidance on how to management and work with Asbestos. |
| Responsible Person | The Responsible Person shall have responsibility for the development and implementation of the policy corporately, and the allocation of adequate resources for the management of Asbestos risk within County Council occupied buildings. |
| Site Responsible Person | Is the person with the overall day-to-day responsibility for Asbestos management on that premise/site. This person may be the Premise Representative or Facilities Support Manager for Facilities Management (FM) centralised properties, or the manager at non-FM centralised properties, or Head teacher at a school. |
| Incident Reporting | The Site Responsible Person to inform the Councils Accident Reporting System of any instances of suspected disturbance of Asbestos containing materials. This process will ensure all relevant persons in WCC are informed so that appropriate action can be taken. |

4. The Councils Asbestos Management Statement

The Councils Corporate Board, supported by the Chief Executive, has overall responsibility for ensuring that the council maintains high standards of health, safety & occupational wellness across the council. This Asbestos Management Statement has been produced in accordance with Warwickshire County Council's overall commitment to ensure that all health and safety issues relating to the management and control of Asbestos are adequately controlled.

To support the council's commitment to health, safety and occupational wellness we require all of our employees, agency workers, consultants, volunteers, visitors and any other persons who may carry out duties on behalf of Warwickshire County Council to play their part in effectively implementing and adhering to the council's following commitments:

- a) Ensure that all relevant statutory legislation and best practice for the management of its buildings and structures are in place, understood and regularly monitored for effective Asbestos management.
- b) Where the council does not have direct management responsibility, it will ensure that third party management services are also compliant to relevant statutory legislation through regular auditing and compliance checks
- c) The council will provide effective training and information to all employees who may come into contact with Asbestos containing materials as part of their duties. Where contractors are used, approved asbestos awareness training will be a pre-requisite to contract award.
- d) The council will ensure it maintains an asbestos register, that is accessible to all staff, of all council owned properties that are known to contain asbestos materials
- e) Asbestos management risk assessments are undertaken to identify the hazards associated with the council's undertakings and that appropriate asbestos control measures are enforced and communicated.
- f) All council owned properties known to contain asbestos materials, or are suspected of containing asbestos materials, will be managed by **annual condition/re-inspection survey**, regular surveillance, encapsulation, and/ or safe removal wherever appropriate.
- g) The council will only commission and engage with approved HSE licensed contractors to carry out work on asbestos, or suspected asbestos containing materials.
- h) The council will ensure that prior to any new property acquisition it has received a full asbestos survey undertaken on the property. This may be an existing survey from the previous owner and/or a survey will be arranged by the council.
- i) **The compliance module on Atlas Web database ensures the council is complying with current legislation and statutory requirements for properties that fall under council control.**
- j) Metrics and data on non-conformances found during internal audits will form part of the council's corporate board reports to maintain strong leadership commitment to prioritise and maintain high standards of compliance.
- k) All incidents resulted in the suspected disturbance of Asbestos containing materials and /or all near miss incidents that could have resulted in the disturbance of Asbestos containing materials must be reported to the council's hotline (01926 414123) and the councils Health & Safety team (01926 476803). All incidents of Asbestos disturbance will be fully investigated, and the findings, recommendations and actions reported to the leadership teams.

5. Roles and Responsibilities

The following specific roles and responsibilities apply to this Policy and are in addition to the general roles and responsibilities placed on all managers and employees within Warwickshire County Council's Corporate Health and Safety Delivery Framework and ISO 45001 Health & Safety Management System.

Statutory Duty Holder

The Chief Executive is the Statutory Duty Holder and will ensure that, so far as is reasonably practicable, adequate resources are made available to enable the Council to fulfil its duties under the Control of Asbestos Regulations 2012

The Statutory Duty holder is responsible for appointing the Responsible Person.

Responsible Person

The appointed Responsible Person has responsibilities for ensuring that:

- Asbestos Risk Assessments are carried out to all in scope premises by Competent Person(s)
- Appropriate Asbestos training is provided / available for all WCC employees appropriate to their role.
- Site Responsible Persons are identified for each premise/site.
- Any contractor or consultant employed to work on behalf of WCC on Asbestos works are suitably competent and work in accordance with this Policy.
- The Asbestos management plans are maintained and updated
- Adequate resources, funds and competent people are made available to support this role.
- A monitoring mechanism is in place to ensure the effective implementation of this Policy.
- All incidents of Asbestos disturbance are recorded on the council's accident reporting system.
- All work to materials containing asbestos is reported to the relevant property Building Surveyor who is responsible for advising the Compliance Service Delivery Team so that the Asbestos Management Plan can be kept up to date.

Deputy Responsible Person

Deputy Responsible Persons have been appointed with the responsibility for:

- Overseeing the programme of asbestos surveys, testing, remedial work and risk minimisation across the premises in their portfolio. This includes the maintenance of an asbestos records, the preferred option of which is the Asbestos Management Plan located on AtlasWeb.
- Allocating adequate resources to those that work within their portfolio of premises to enable them to undertake asbestos management activities including monitoring, inspection, testing, maintenance, encapsulation, removal, storage and disposal of waste material.
- Reporting to the Responsible Person of the suitability of the resources provided in relation to the asbestos extent, condition and risk.
- Developing and implementing training programmes for all Site Responsible Persons, Caretakers and other Council employees within their domain who plan, manage or implement works that involve asbestos.

Site Responsible Person

They must ensure that:

- Suitable processes for the management of Asbestos are implemented and maintained on site.
- A suitable and sufficient Asbestos management plan is in place for the building or WCC occupied space and for all activities taking place within those premises.
- Action plans are implemented to ensure all issues identified in the Asbestos risk assessment are dealt with.
- The Asbestos risk assessments are reviewed annually to ensure they remain current, valid, and relevant.
- The Asbestos risk assessment is subject to a formal review by a Competent Person following any significant changes to the premises
- Report all instances of Asbestos disturbance to the council's accident reporting system.

It is recognised that certain WCC establishments do not use the services of the County Council's Property Services within the Resources Group as agents for new build projects, extensions, refurbishments, repairs and maintenance etc. and may directly employ contractors to undertake work on their behalf. Where this is the case the Site Responsible Person for those establishments is responsible for compliance with the Control of Asbestos Regulations 2012 and the WCC Asbestos Management Policy and Procedures.

Employees

All employees have the responsibility to ensure:

- Their own safety (in WCC premises or others), the safety of others and the premises in which they work or visit.
- They are familiar with the Asbestos management arrangements for their normal place of work and for each building they visit before undertaking any maintenance works
- They cooperate with the employer in the implementation of the Asbestos management measures.
- They raise any health and safety concerns with their line manager.

6. Implementation & Distribution of this Policy

The council's strategic assets are responsible for ensuring this policy and its arrangements are adhered to across the authority and / or wherever required.

The council's strategy & commissioning property management team will ensure the policy and arrangements are distributed throughout the council using the widest possible communication channels and learning formats to reach all council employees and any interested third parties.

7. Monitoring our Effectiveness

To ensure this policy remains effective and appropriate to our council activities, we will ensure that:

- Monitor compliance to our policies through effective on-going monitoring and measuring of targets using computer-based systems for ease of reporting and tracking.
- Action Improvement plans will be monitored, tracked, and reviewed at a local level and at a corporate level.
- The council communicates any monitoring & measuring results to employees and others affected.
- The council's Governance & Policy Oversight Committee (Health & Safety) may commission additional monitoring and measuring audits to ensure this policy and its arrangements are being affectively delivered.

8. Supporting Information

The principal legislation with which Warwickshire County Council aims to discharge its legal duties are:

- The Health & Safety at Work
- The Control of Asbestos Regulations
- The Management of Health & Safety at Work Regulations
- The Environmental Protection (Duty of Care) Regulations
- The Hazardous Waste (England and Wales) Regulations
- The Construction (Design and Management) Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- The Workplace (Health, Safety and Welfare) Regulations
- The Health and Safety (Safety Signs and Signals) Regulations
- The Defective Premises Act
- The Control of Substances Hazardous to Health Regulations

9. Authorisation

Authorised for publication by the appointed responsible person: **Assistant Director for Enabling Services**

Date: **25th May 2022**

This policy will be reviewed on an annual cycle and updated if required.

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INFORMATION IN OTHER FORMATS

If this information is difficult to understand, we can provide it in another format, for example, large print, audio tape, easy read, or in another language.

Please contact the Interpreting and Translation Unit on 01926 410410