

# Asbestos Management Policy

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## 1.0 Policy Statement

This Policy has been produced in accordance with Warwickshire County Council's (WCC) Health and Safety Policy and relevant environmental legislation to ensure that all health, safety and environmental issues relating to asbestos are adequately managed and controlled and thereby minimise the risk to people of the exposure to asbestos.

The County Council is committed to protecting the health, safety, welfare and wellbeing of its employees and others who may be affected by County Council undertakings. It is essential therefore that everyone who works for, or undertakes work on behalf of, the County Council adheres to the requirements of this Policy.

**It is the County Council's Asbestos Management Policy to ensure that:**

- a) good standards of asbestos management are maintained within WCC's properties to minimise the risk of exposure to asbestos fibres to employee's and others;**
- b) asbestos, or suspected asbestos containing materials, will be managed by regular surveillance, encapsulation and removal where appropriate and reasonably practicable.**
- c) asbestos containing material is identified and assessed for all WCC properties. If a material is unknown then it will be presumed to be an asbestos containing material;**
- d) all relevant legislation for all of its buildings where it has the management responsibility is complied with;**
- e) all relevant statutory requirements and, where reasonably practicable, best practice guidance is adhered to;**
- f) access to all available relevant information to enable this policy to be implemented is provided;**
- g) WCC will only commission and engage with approved HSE licensed contractors to carry out work on asbestos, or suspected asbestos containing materials;**
- h) all acquisitions of property must have an asbestos survey. This may be an existing survey from the previous owner and/or a survey will be carried out by WCC, wherever possible this should be at the pre-acquisition stage**

This policy describes how WCC will fulfil its obligations in this respect.

The procedures to comply with this policy are detailed in the accompanying Asbestos Management Procedures document.

## 2.0 Scope

This policy applies to all buildings owned and maintained by WCC or where WCC has the maintenance responsibility for the building (e.g. through a full repairing lease). It also covers all employees and others who work within those buildings. In view of the funding arrangements applicable to schools, if there is any doubt about responsibility advice should be sought. Please contact Estates on tel 01926 418096, e-mail [estates@warwickshire.gov.uk](mailto:estates@warwickshire.gov.uk)

## 3.0 Definitions

Due to the complex nature of the Asbestos Management Policy and Procedures a full glossary is provided at section 6.0 in the accompanying Procedures document.

## 4.0 Roles and Responsibilities

Warwickshire County Council is committed to working in accordance with the Control of Asbestos Regulations 2012, and will take responsibility for the management of asbestos containing materials in circumstances as described in 2.0 Scope above.

All persons having specific roles for the management of asbestos must comply with the relevant responsibilities contained in Section 3 of the Asbestos Management Procedures.

The Chief Executive is the **Statutory Duty Holder** with the Head of Physical Assets as the **Responsible Person**. Please see the accompanying Asbestos Management Procedures document for details of specific roles and responsibilities.

Responsibility for day-to-day activities is delegated to the **Site Responsible Person** as specified by each individual site's management arrangements. Staff in control of premises must, where possible, ensure that any damage or change in condition to known or suspected asbestos containing materials is reported immediately as specified in the accompanying Procedures document.

Where WCC employees occupy premises that are not owned by WCC the duty to manage may be shared with other occupants and/or the landlord.

It is recognised that WCC still has a duty of care to its employees and confirmation will be sought by Physical Assets where this is the case to ensure that there are adequate control measures in place to minimise the risk of asbestos fibre exposure.

It is recognised that certain WCC establishments do not use the services of the County Council's Physical Assets Service as agent 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.

## 5.0 Organisation and Arrangements

All WCC staff must refer to, and comply with the accompanying WCC Asbestos Management Procedures document which has detailed compliance arrangements with regard to:

- control, communication, competence and cooperation requirements (which are covered within the specified roles and responsibility requirements against posts).
- risk assessments, method statements and actions taken to prevent and minimise against the risk of asbestos exposure
- independence required between the removal contractor and the analyst
- record keeping
- maintenance works, monitoring and suspect material sampling
- action to be taken in the event that asbestos is discovered
- disposal arrangements

## 6.0 Monitoring and Review

Each property will be subject to regular re-assessment by a qualified and experienced asbestos surveyor. In addition, the Asbestos Management Plan may be inspected by the Environmental Management Team when undertaking internal environmental audits. Local arrangements for asbestos management should be reviewed and monitored regularly by Premises Representatives in compliance with this policy and procedures.

Successful monitoring and review relies on commitment from staff at all levels and should therefore be included as an integral part of their business planning process.

**It is imperative that all work to materials containing asbestos is reported to the relevant property Building Surveyor who is responsible for advising the Physical Assets, Property Risk Team so that the Asbestos Management Plan can be kept up to date.**

## 7.0 Corporate Review

This policy will be reviewed and developed by the County Council's Property Risk Team whenever there is a change to a piece of relevant legislation or guidance, when a new piece of relevant legislation or guidance is introduced, the policy proves to be inadequate or every 3 years whichever is the soonest.

## 8.0 Responsible Officer

The Responsible Officer is the Head of Physical Assets (see the Corporate Asbestos Safety Organisational Responsibilities Chart in the accompanying Procedures document at Chart 1).

## 9.0 Further References and Associated Documents

The principle legislation to which WCC aims to discharge its legal duties are:

- The Health & Safety at Work etc. Act 1974
- The Control of Asbestos Regulations 2012
- The Management of Health & Safety at Work Regulations 1999
- The Environmental Protection (Duty of Care) Regulations 1991
- The Hazardous Waste (England and Wales) Regulations 2005
- The Construction (Design and Management) Regulations 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Defective Premises Act 1972
- The Control of Substances Hazardous to Health Regulations 2002

Additional legislation and Approved Codes of Practice/Guidance are:

- WCC's Asbestos Management Procedures
- HSE Approved Code of Practice L143 'Managing and working with asbestos'.
- WCC's Health and Safety Policy for the Safe Management of Contractors

## 10.0 Accessibility

If this information is difficult to understand, your Health and Safety Advisor can provide it in another format, for example Braille, in large print, on audiotape or another language.

An Equality Impact Assessment for this policy was undertaken on 12<sup>th</sup> November 2014. It will be reviewed on 11<sup>th</sup> November 2017.