

# Asbestos Management Policy and Procedures

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## Scottish Social Housing Charter Relevant Standards and Outcomes

STANDARD	OUTCOME
N/A	

**Scottish Housing Regulator – Relevant Standards of Governance and Financial Management and Guidance**

<b>STANDARD</b>	<b>GUIDANCE</b>
<p><b>1</b> The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p>	<p><b>1.3</b> The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.</p>
<p><b>2</b> The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.</p>	<p><b>2.2</b> The governing body recognises it is accountable to its tenants, and has a wider public accountability to the taxpayer as a recipient of public funds, and actively manages its accountabilities.</p>
<p><b>4</b> The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation’s purpose.</p>	<p><b>4.3</b> The governing body identifies risks that might prevent it from achieving the RSL's purpose and has effective strategies and systems for risk management and mitigation, internal control and audit.</p>

# ASBESTOS MANAGEMENT POLICY AND PROCEDURES

## CONTENTS

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>PAGE NO.</b>
1.	Introduction	2
2.	Asbestos Policy	3
3.	Responsibilities	4
4.	Procedures for damaged, disturbed or previously unidentified asbestos	10
5.	Procedures for Feasibility Studies	11
6.	Procedures for Project or Planned Work	12
7.	Procedures for Reactive Maintenance Work	12
8.	General Data Protection Regulations	13
9.	Review	13
Appendix 1	Relevant Legislation	14

# ASBESTOS MANAGEMENT POLICY AND PROCEDURE

## 1. INTRODUCTION

- 1.1 Lochalsh and Skye Housing Association is responsible for a large number of domestic properties. These are predominantly one or one and a half storey detached, semi-detached and terraced houses, there are also a significant number of flatted properties. The majority of the properties were constructed by the Association, from its formation in 1983 to present. However, there are some older properties that have been acquired and refurbished/partially refurbished. The Association is also responsible for some small commercial properties, including its main offices at Morrison House, Portree. Over 20 staff are responsible for managing these properties which are located at 70 sites in the north-west of Scotland. The Association occasionally purchases existing domestic properties, either on the open market or, from Highland Council and other statutory bodies, such as the Police Scotland. In some instances, properties are demolished to allow redevelopment.

The day-to-day responsibility for property maintenance is the responsibility of the Technical Manager who can delegate aspects of this work to the Property Services Officers.

The Association has a Technical Services section which comprises of 1 Technical Services Co-ordinator, 2 in-house joiners, 3 Technicians and 2 Plumbers working under the supervision of the Technical Manager. The Technical Services section is responsible for undertaking the kitchen, windows and doors replacement elements of the Association's proactive maintenance programme as well as other sundry maintenance work on the Association's properties.

The Association also employs a Handyperson Services Manager and 3 Handypersons, all of whom work on the Association's properties and also private sector properties outwith the Association's direct ownership. Their work involves hanging curtains, fixing fencing and gutters and other small repair and improvement tasks. However, no electrical or painting work is carried out.

The Association's Energy Advice Services Manager and Advisers are also engaged in visiting properties in the private sector as well as those in the ownership of the Association and The Highland Council. Their work involves surveying properties and providing advice on aspects of energy efficiency and the availability of financial and practical assistance.

- 1.2 Some buildings acquired by the Association were built or refurbished at a time when the use of asbestos containing materials in their construction was common. During work it is possible, therefore, that personnel could encounter asbestos.
- 1.3 The presence of an asbestos containing material in itself does not constitute a danger. However, there is a potential risk to health if such material is disturbed and damaged. An isolated accidental exposure to asbestos fibres for a short duration is extremely unlikely to result in the development of asbestos related diseases. However, regular exposure – even at relatively low levels – can

present a risk. As well as people employed in the building trades, inadvertent exposure (and consequent risk) can occur in other groups of people, eg installers of I.T. systems, burglar alarms, smoke detectors, etc.

- 1.4 Working<sup>1</sup> with, and managing, asbestos materials is now very tightly controlled by a number of different Legislative Acts (See Appendix 1). Responsibility for ensuring compliance with these Acts has been delegated to the Director of Investment.

## 2. **ASBESTOS POLICY**

### 2.1 **Statement of Intent**

It is the policy of the Association to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to exposure to any asbestos containing materials that may be present in any of the properties it owns or occupies.

### 2.2 **Policy Statement**

The Housing Association's Asbestos Policy conforms with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos at Work Regulations 2012 and the Construction Design and Management Regulations 2015. The Policy and Procedures will apply to all buildings and all individuals employed and/or engaged by the Association **without exception**.

### 2.3 **The Association Policy on asbestos is to:**

- i) ensure the prevention of exposure to risks associated with asbestos containing materials.
- ii) ensure that any asbestos containing materials that may be present in any of its buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.
- iii) promote awareness of the risks from asbestos containing materials and the Association's Management Procedures through training and induction of relevant staff.
- iv) provide adequate resources to ensure the provision of appropriate information, instructions and training.
- v) ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Executive Guidance Notes and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
- vi) ensure that, either on change of tenancy or, prior to any work being undertaken therein, all properties built before 2000, where specification records can not confirm that asbestos is not present, are surveyed to identify

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<sup>1</sup> Work for the purposes of this document is deemed to include any activity that interferes with or disturbs the fabric of the building

any asbestos containing materials that may be present therein and to prepare and maintain an Asbestos Register for all buildings. This Register will undergo regular reviews and will be updated after any treatment and/or removal works have been undertaken.

- vii) implement an effective asbestos management strategy in order that appropriate measures such as encapsulation, labelling, inspection, working with, or removal of, the material can be undertaken.
- viii) ensure that an appropriate system is installed, maintained and implemented for the management of all asbestos containing materials identified in the Register. Such a system is to be capable of recording the risk, the needs and priorities for treatment and/or removal.
- ix) ensure that all Contractors and Sub Contractors engaged to carry out work on any of the Association's buildings are provided with a summary, listing all relevant premises that may contain asbestos which may be disturbed by their works.
- x) ensure that information regarding the presence of asbestos is contained in tender documentation as may be appropriate.
- xi) ensure Licensed Contractors and/or Sub Contractors carry out ALL asbestos works requiring a licence, in accordance with HSE recommendations.
- xii) ensure that Contractors and/or Sub Contractors carrying out any unlicensed asbestos works are suitably trained, competent and follow the relevant Asbestos Essentials Task Sheet(s), as produced by HSE, at all times.
- xiii) regularly review the asbestos Management Policy and Procedures.

### **3. RESPONSIBILITIES**

#### **General**

- 3.1 The Association has responsibility for compliance with The Health and Safety at Work etc. Act. (1974) and all associated legislation. This includes specific legislation relating to asbestos, as set out in Appendix 1. This Asbestos Policy and Procedures Document should be read in the context of the Association's Health and Safety Policy.
- 3.2 The Chief Executive will ensure that all staff are familiar with the contents of this Policy and Procedures document, insofar as it is relevant to their roles and responsibilities.
- 3.3 Responsibility for the implementation of this Policy and Procedures document, along with the management of asbestos containing materials in premises, will rest with the Director of Investment.
  - 3.3.1 The Director of Investment will be responsible for:-
    - maintaining an effective asbestos management strategy, as detailed in this Document.
    - reviewing and updating as necessary this Policy and Procedures document.

- developing and maintaining an asbestos register of properties built before 2000.
- providing information on asbestos containing materials, as appropriate.
- reporting any incident of alleged asbestos exposure to the Health and Safety Administrator (HSE) and assisting with any investigation.
- assisting the Health and Safety Administrator in providing the Health and Safety Executive with details of asbestos management procedures if/when requested.
- promoting awareness of the hazards of asbestos containing materials and the Association's Asbestos Management Procedures by advising on appropriate training and induction, in liaison with Administrative, Technical and Management staff.
- monitoring to ensure that Staff are aware of their responsibilities under this policy.
- liaising with the Technical Manager when dealing with certain proactive work which may disturb asbestos containing materials.
- instructing the Handyperson Services Manager and Handypersons on health and safety precautions relating to asbestos when working on buildings outwith the Association properties.
- Instructing the Energy Advice Service Manager and Advisers on health and safety precautions in relation to materials likely to be present in older properties, including boilers, pipework, etc

### 3.3.2 He/she will be responsible for: -

- ensuring the competency of any asbestos surveyor to be appointed, in accordance with HSG264 (Second Edition) [Asbestos: The Survey Guide].
- liaising with asbestos surveyors, providing all relevant available information, to allow the survey/surveys to be planned, in accordance with HSG264 (Second Edition) [Asbestos: The Survey Guide].
- ensuring that all asbestos survey reports are accurate and comply with the agreed survey plan, in accordance with HSG264 (Second Edition) [Asbestos: The Survey Guide].
- arranging samples to be taken of any suspected materials, in accordance with prescribed procedures, and arranging for the analysis of the samples by a test house with the appropriate UKAS (United Kingdom Accreditation Service) accreditation.
- programming surveys in the Association's premises at time of change of tenancy or, prior to any work<sup>1</sup> being carried out, to identify any asbestos containing materials that may be present and to prepare and maintain an Asbestos Register for each building.
- ensuring that adequate reviews of surveyed premises are carried out and that asbestos registers are updated accordingly.
- organising regular audits of the Asbestos Register.

### 3.3.3 He/she will be responsible for: -

- maintaining a current list of approved HSE Asbestos Licensed Contractors and UKAS accredited asbestos testing/survey organisations.
- informing all staff, Contractors and Sub Contractors as to the presence of any asbestos containing materials which may be disturbed during proposed works.
- halting any works and informing staff if suspected materials are discovered during the course of any works.
- ensuring that the Asbestos Register is updated on completion of any works on asbestos containing materials.

### 3.4 **Housing Association Management Committee**

will be responsible for: -

- periodically reviewing the effectiveness of the Asbestos Policy and Procedures.
- receiving regular reports on the effectiveness of the Policy, Procedures and actual working practises.
- acting immediately if any serious deficiencies are identified in any areas of this document

### 3.5 **Health & Safety Administrator (H&SA)**

will be responsible for: -

- in conjunction with the Director of Investment, investigating and reporting to the Management Committee on any alleged incident of accidental asbestos exposure and also for ensuring correct reporting of incidents under RIDDOR, where appropriate.
- assisting the Director of Investment in providing the Health and Safety Executive with details of asbestos management procedures if/when requested.
- ensuring adequate training, including regular refresher training, as required under the Control of Asbestos Regulations 2012, is provided for any members of staff likely to be exposed to asbestos at work.

### 3.6 **Technical Manager**

will be required to:-

- liaise with the Director of Investment at all stages of work when carrying out proactive maintenance which may disturb asbestos containing materials.

### 3.7 **Association Employees**

All persons employed by the Association will be responsible for:-

- ensuring that any work that may disturb or damage asbestos containing materials is avoided.
- reporting to the Director of Investment any materials suspected of containing asbestos where the material has become disturbed and/or damaged.

### 3.8 Project Manager

**In the majority of cases the Project Manager will be the member of the Association's staff with day to day responsibility for a specific project.**

If any work is to be carried out in properties built before 2000 **which will interfere with the fabric of the building** then the procedure below must be followed. It does not have to be followed for newer properties [built after 2000] managed by the Association.

The Project Manager will be responsible for:-

- ensuring that before any **feasibility work** is started on any project that the Asbestos Register is consulted and information obtained on any asbestos containing materials within the premises. If there is no asbestos register for the premises, then the Project Manager should request the Director of Investment to organise an asbestos survey. In this case a minimum of **6 weeks** must be allowed to enable surveys, sampling, analysis and reporting to take place.
- **ensuring that before any work is started on any Association premises that the Asbestos Register has been consulted.** If no asbestos is identified then the works can proceed with caution, bearing in mind the possible presence of asbestos containing materials not identified in the Asbestos Register.
- halting any works and informing staff if suspected materials are discovered during the course of the works and immediately seeking advice from the Director of Investment.
- ensuring that only HSE asbestos licensed contractors and UKAS accredited testing organisations from the Association's Approved List are used for all licensed asbestos works.
- ensuring that any contractor/sub-contractor carrying out non-licensed asbestos work is suitably trained, competent and follows the relevant HSE Asbestos Essentials Task Sheets at all times.
- ensuring that separate contracts are issued for licensed asbestos remediation works and subsequent asbestos testing/monitoring.
- ensuring contractors are instructed to consult the Asbestos Register in order to familiarise themselves with the location of any known asbestos, non-accessible areas, or restricted areas in the premises.
- ensuring copies of all test certificates, Certificates of Reoccupation, evidence of correct waste disposal are received from contractors within 10 (ten) working days of the completion of any work involving asbestos containing materials.
- in jobs where the Project Manager is **NOT** the Director of Investment all the above documents must be forwarded immediately to the latter.

### 3.9 Handyperson Services Manager

will be required to:-

- ensure that before any work by the Handyperson Service is started on any Association premises which may interfere with the fabric of the building, the Asbestos Register has been consulted.

if no asbestos is identified then the works can proceed with caution, bearing in mind the possible presence of asbestos containing materials not identified in the Asbestos Register.

if asbestos material is identified, and the proposed work will disturb the material then, the work will not proceed. The Director of Investment must be contacted for advice.

- **liaise with the Director of Investment before carrying out any work on buildings outwith the Association's own stock.**

### 3.10 General Contractors and Sub-Contractors

will be required to: -

- ensure that they are fully familiar with current legislation relating to the management of asbestos containing materials.
- ensure that they have a clear understanding of the Association's Asbestos Policy and Procedures.
- ensure that all staff employed by them have received an appropriate level of asbestos awareness training.
- consult with any relevant asbestos registers that may be available for establishments **before** work progresses.
- ensure that, where work may be affected by, or involves, asbestos containing materials that an approved licensed sub-contractor is engaged (unless the contractor himself is licensed) to carry out the work.
- ensure that any relevant risk assessments, method statements, statutory notices are in place before work commences.
- to progress all works diligently but, if any suspect materials are encountered, to immediately suspend operations and to contact the Project Manager for further instruction.
- provide copies of all test certificates, Certificates of Reoccupation, evidence of correct waste disposal to the Project Manager within 10 (ten) working days of the completion of the work.
- **Asbestos Contractors must be approved by the Project Manager before any order is placed or contract awarded.**

### 3.11 Asbestos Removal Contractors & Sub-Contractors

will be responsible for:-

- ensuring that they have a current license from the HSE to work with the type of asbestos indicated.
- ensuring that they have current and adequate insurance cover for the asbestos works to be undertaken.
- ensuring working practises are in compliance with current legislation and all associated Approved Codes of Practice and Guidance Notes.
- attending site to assess and prepare quotations against asbestos work specifications. The contractor or sub contractor must raise any issues relating to health and safety, or potential additional costs, on the project to the Project Manager.
- attending site meetings as may be required.
- providing a written Method Statement and Risk Assessments to the Project Manager and the Statutory Authority. The Risk Assessments and Method Statement must indicate the resources and timetable allocated to the project in accordance with the Control of Asbestos Regulations 2012. Emergency procedures must be discussed before work commences.
- providing statutory notice to the Health and Safety Executive as may be required prior to the commencement of any asbestos related works or, by agreement with the Project Manager, applying for a waiver against the minimum notice period. Copies of all such notices must be submitted to the Project Manager before work commences.
- carrying out their obligations under the contract, including maintaining high standards of safety and hygiene in asbestos works and all related work areas and supplying labour, materials and equipment of the highest standard, complete with all supporting documentation as may be required.
- arranging transport and disposal of asbestos waste materials in accordance with legislative requirements and providing copies of all Consignment Notes to the Project Manager.
- carrying out regular inspections of the work environment. Any defects found, or any reported by the Association's representatives, must be immediately rectified.
- identifying to the Project Manager, any additional elements of work which are to be agreed. The Method Statement must be updated accordingly.
- liaising with the appointed UKAS accredited asbestos testing organisation to ensure the satisfactory progress of the works.
- providing copies of all test certificates, Certificates of Reoccupation, evidence of correct waste disposal to the Project Manager within 10 (ten) working days.

### 3.12 **Asbestos Analysts & Surveyors**

will be responsible for: -

- maintaining, and demonstrating UKAS accreditation relevant to the requested task.
- maintaining adequate insurance cover for the tasks to be undertaken.

- providing support to the Project Manager as may be required.
- liaising with the client to obtain relevant information from the client to allow effective planning of the survey/surveys requested.
- Preparing a survey plan for all survey/surveys requested in accordance with HSG264 (Second Edition) [ Asbestos: The Survey Guide].
- reviewing and commenting, when requested by the Project Manager, on asbestos works such as: specifications, Contractor's and/or Sub Contractor's Method Statement, work procedures, etc.
- carrying out analytical works and inspections as agreed with the client. Where site conditions alter, the analyst will be required to amend the level of testing and inspections to ensure that all information relevant to the continued health and safety of the Contractor and building occupants is obtained.
- reporting to the Project Manager any defect or non-compliance relating to the Contractor's and/or Sub Contractor's performance, including suitability of the work area, adherence to the Method Statement, Statutory Instruments, and the Association's Asbestos Policy and Procedures. Where senior Housing Association staff are not immediately available, the surveyor/analyst will be expected to take such measures as may be deemed necessary to ensure the health and safety of Contractors and Sub Contractors and building occupants. These actions must be reported to the Project Manager as soon as reasonably practicable.
- checking areas on completion of asbestos remedial works to ensure that the contractor has completed his scope of works and all affected areas have been left in a satisfactory condition.
- carrying out air monitoring tests as may be required by the Project Manager or as identified in the Risk Assessment.
- reporting to the Project Manager any aspects of asbestos management encountered on site which could give rise to health risks e.g. breaches of the Asbestos Policy and Procedures, suspect or damaged asbestos.
- issuing formal reports, including Certificates of Re-occupation, to the Project Manager on completion of any site works.

#### **4. PROCEDURES FOR DAMAGED, DISTURBED OR PREVIOUSLY UNIDENTIFIED ASBESTOS**

- 4.1 It is the responsibility of all staff to report to the Director of Investment if they suspect that disturbed or damaged asbestos containing materials may be present in a building owned or occupied by the Association. The Director of Investment can be contacted at Lochalsh and Skye Housing Association office on **01478 612035** (Monday to Friday 9.00am to 5.00pm). The Director of Investment will then give appropriate advice. Outwith these hours, and in an emergency, the contact number is **01478 612035**.
- 4.2 Where a material is suspected of containing asbestos, the Director of Investment will arrange for the suspect material to be tested.

- 4.3 Where damage to any material known to contain asbestos has taken place, and is likely to give rise to airborne respirable fibre release, the Director of Investment will arrange for air monitoring tests (measurement of airborne fibre concentrations) to be carried out. Sampling and analysis will be carried out by an independent UKAS accredited organisation to determine the level of any potential contamination, or to provide reassurance that unacceptable contamination has not occurred.
- 4.4 Details of air test results will be made available for inspection & record purposes.
- 4.5 Remedial action will only be required when airborne fibre levels exceed 0.1 fibres per millilitre of air measured over 4 hours. The nature of the remedial work must be agreed with the Director of Investment.
- 4.6 When remedial action becomes necessary after exposure, the relevant facts may have to be reported to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Health and Safety Administrator and the Director of Investment will advise on, and ensure compliance with this requirement. Where damage occurs to materials which have not been confirmed as containing asbestos (prior to the completion of a survey and the issue of a register) and there is a suspicion that they may contain asbestos, then advice should be obtained from the Director of Investment as soon as possible after the incident.

## 5. PROCEDURES FOR FEASIBILITY STUDIES

If any work is to be carried out in properties built before 2000 **which will interfere with the fabric of the building** then the procedure below must be followed. It does not have to be followed for newer properties [built after 2000] managed by the Association

- 5.1 Before any **feasibility work** is started on any project the Asbestos Register must be consulted and information obtained on any asbestos containing materials within the premises. If there is no Asbestos Register for the premises, then the Project Manager should request the Director of Investment to organise an asbestos survey. In this case a minimum of **6 weeks** must be allowed to enable surveys, sampling, analysis and reporting to take place.

## 6. PROCEDURES FOR PROJECT AND OTHER PLANNED WORKS, INCLUDING PROACTIVE MAINTENANCE

If any work is to be carried out in the properties built before 2000 **which will interfere with the fabric of the building** then the procedure below must be followed. It does not have to be followed for newer properties [built after 2000] managed by the Association

It should be noted that in the majority of cases the Project Manager will be the member of the Association's staff with day to day responsibility for a specific project.

- 6.1 **The Project Manager must interrogate the Asbestos Register before commencing any work that may interfere with the fabric of any Association owned or occupied building.** If no asbestos is identified then the works can proceed with caution, bearing in mind the possible presence of asbestos containing materials not identified in the Asbestos Register.
- 6.2 Relevant information on any asbestos containing materials within the premises **should** be provided to Contractors and Sub Contractors at the 'tender' stage.
- 6.3 Contractors and Sub Contractors **must** be informed of the presence of any known asbestos which might affect the carrying out of the works before they commence. Additionally, contractors are to be instructed to consult the Asbestos Register in order to familiarise themselves with the location of any known asbestos, non-accessible areas, or restricted areas in the premises.
- 6.4 Separate contracts must be issued for asbestos remediation works and subsequent asbestos testing/monitoring.
- 6.5 If suspected materials are discovered during the course of the works then the work will be immediately halted and staff in the vicinity informed. Advice must be sought immediately from the Director of Investment who may arrange for any necessary analytical work, air-monitoring tests etc. appropriate. The cost of any such action will be charged to the project.
- 6.6 The Director of Investment must be advised of the completion of any works to asbestos containing materials and provided with such information as may be required in order that the Asbestos Register may be updated. This information must be supplied within 10 (ten) working days of the completion of the asbestos works.

## **7. PROCEDURES FOR REACTIVE MAINTENANCE WORK**

If any work is to be carried out in properties built before 2000 **which will interfere with the fabric of the building** then the procedure below must be followed. It does not have to be followed for newer properties [built after 2000] managed by the Association

- 7.1 **The Technical Manager must inform the Director of Investment when reactive maintenance work has the potential to disturb asbestos containing materials.**
- 7.2 When a job request is received which involves work that will interfere with the fabric of a property built before 2000, the Technical Manager must ensure that the Asbestos Register is interrogated to determine whether asbestos is present. If no asbestos is identified then the works can proceed with caution, bearing in mind the possible presence of asbestos containing materials not identified in the Asbestos Register.
- 7.3 If asbestos is present then, the Technical Manager must liaise with the Director of Investment to ensure;

- for licensed asbestos component of the work, an Asbestos Licensed Contractor must be employed – chosen from the list described in Section 3.3.3.
- for unlicensed asbestos component of the work, a non-licensed contractor may be employed, provided that they are suitably trained, competent and follow the relevant HSE's Asbestos Essential Tasks sheet(s) at all times.

7.4 The Director of Investment must be advised of the completion of any works to asbestos containing materials and provided with such information as may be required in order that the Asbestos Register may be updated. This information must be supplied within 10 (ten) working days of the completion of the asbestos works.

## **8. GENERAL DATA PROTECTION REGULATIONS**

8.1 The Association will treat your personal data in line with our obligations under the current data protection regulations and our own policies and procedures.

8.2 Information regarding how your data will be used and the basis for processing your data is provided in the Association's Privacy Policy.

## **9. REVIEW**

9.1 This document will be reviewed by the Management Committee or Sub-Committee set up for that purpose in accordance with the requirements of the Association's Register of Policies and Procedures.

## **RELEVANT LEGISLATION**

**The Health and Safety at Works etc. Act 1974** places general duties on employers and self employed persons to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees, and persons other than their employees who may be affected by any of their undertakings. They must also ensure that the premises, and any plant or substance therein, are safe and present no risks. The regulations that have either been introduced under this Act, or introduced to implement the requirements of EC directives, and are relevant to the management of asbestos, are set out below.

**Management of Health and Safety at Work Regulations 1999** requires an employer to assess and control risks to the health and safety of his employees and, for significant risk, to record the assessment. This would include the management of risks arising from asbestos.

**Control of Substances Hazardous to Health Regulations 2002** apply to substances that are hazardous to health, but not including asbestos, and place specific responsibilities on employers, self-employed persons and employees. The regulations require a 'suitable and sufficient' assessment to be made of the risks and measures necessary to control substances hazardous to health arising from work. Employers are also required to maintain the control measures, monitor exposure of the employees to the substances and organise a health surveillance programme.

**Control of Asbestos Regulations 2012 (CAR 2012)** these Regulations bring together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing. The Regulations prohibit the importation, supply and use of all forms of asbestos. They continue the ban introduced for blue and brown asbestos in 1985 and for white asbestos in 1999. They also continue to ban the second hand use of asbestos products such as asbestos cement sheets and asbestos boards and tiles; including panels which have been covered with paint of textured plaster containing asbestos. **Remember:** The ban applies to new use of asbestos. If existing asbestos containing materials are in good condition, they may be left in place, their condition monitored and managed to ensure they are not disturbed.

Protective equipment requirements are described in the **Personal Protective Equipment at Work Regulations 1992**.

**Construction (Design and Management) Regulations 2015** require the client/landlord to provide the principal designer and contractor with all relevant health and safety information about a project. This might include previous surveys of the building for asbestos. Not all projects are covered by the Regulations.

## **Disposal of Asbestos Waste**

Under **Part II of the Environmental Protection Act 1990** the waste management licensing system is the principal instrument used for waste disposal. The **Controlled Waste Regulations 1992** set out those wastes, which are to be treated as household, commercial and industrial waste. **The Waste Management Licensing Regulations 1994** set down the conditions under which waste may be disposed. **The Special Waste Regulations 1996** place additional controls on the handling and disposal of the most harmful and dangerous wastes. Under these regulations, all movements of asbestos waste have to be tracked, by means of a consignment note system, until they reach a suitable waste management facility. Labelling and transport of asbestos waste should comply with **The Carriage of Dangerous Goods by Road Regulations 1996** and **The Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996**.

**Trade Effluents (Prescribed Processes and Substances) Regulations 1989** enable specific control of discharges to public sewers of asbestos derived from processes for the manufacture of asbestos cement and asbestos paper and board.

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SCHEDULE OF REVISIONS		
DATE	REVISION No.	DETAILS
20.02.2017	V2	No revisions required to new Version 2 apart from Job Titles and CDM date.
13.11.2019	V2	ADDED: Cover page – new SHR Standards of Governance and Financial Management
13.11.2019	V2	ADDED: NEW Point 8 - <b>GENERAL DATA PROTECTION REGULATIONS</b>