

Document Title	Asbestos Management Policy
Revision No.	DS v1.2
Release Date	21.06.16
Review Date	21.06.19
Document Type	Policy



## Canterbury City Council

### Asbestos management policy – public buildings

**Scope:** This policy covers the management of asbestos and applies to all public (non-housing stock) buildings owned, managed or occupied by Canterbury City Council. It covers the duties to maintain and provide information in respect of the presence of asbestos containing materials and activities to reduce the risks where inadvertent exposure to asbestos may occur. The Policy does not deal with the operational detail. This is dealt with under the asbestos management procedure which should be read in conjunction with this policy.

#### Introduction

Canterbury City Council recognises that it has a duty of care towards employees, residents, contractors, visitors and others who may be at risk from asbestos. This policy sets out where those duties arise and how Canterbury City Council will operate to discharge these duties and responsibilities.

#### Legal Duties

Canterbury City Council will abide by the responsibilities contained within the following legislation in relation to the management of asbestos:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Housing Act 2004 which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations 2005;
- Control of Asbestos Regulations 2012;
- Construction (Design and Management) Regulations 2015;
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004;
- Control of Substances Hazardous to Health Regulations 2002 as amended in 2004;
- The Hazardous Waste Regulations 2005.

#### Policy Statement

Canterbury City Council is committed to taking all reasonable steps to fulfil its statutory duties under the Health and Safety at work Act 1974 and the requirements of the Approved Codes of Practice and Health and Safety Executive guidance. For the purposes of this policy

particular regard is taken of the requirements contained in the Control of Asbestos Regulations 2012.

This policy supplements the corporate Health and safety policy by detailing the arrangements put in place to manage the risks associated with asbestos.

Canterbury City Council will:

- Protect so far as reasonably practicable, staff, contractors and visitors to CCC properties from any exposure to asbestos fibres;
- Provide adequate resources in support of the Asbestos Management Procedure (AMP);
- Identify, so far as is reasonably practicable, all ACMs in those non-domestic CCC buildings owned, leased and/or managed buildings by the authority;
- Ensure lessees are aware of the presence of any asbestos and manage it accordingly. Where a full repairing lease is in place ensure the lessee has identified and is managing asbestos appropriately;
- Maintain an asbestos register of all ACMs identified and make it freely accessible to those undertaking work on CCC properties;
- Implement and maintain an effective asbestos management plan to ensure that all ACMs are maintained in a safe condition or alternatively are isolated or removed;
- Promote awareness of the risks from ACMs through the training and induction of staff and contractors who may come into contact with these materials;
- To help comply with the legal requirements and to ensure that ACMs in premises are properly managed, the council will identify a person (and in some cases a deputy) within the organisation who will be responsible for that management. The appointed person will be given the resources, skills, training and authority to ensure that the ACMs are managed effectively;
- Only engage appropriately trained, qualified and competent persons to undertake any work with ACMs (including management, surveying, abatement and removal);
- Undertake suitable and sufficient risk assessments to protect employees from any potential risk or hazard associated with their work on known ACMs or from the unexpected disturbance of ACMs;
- Operate permit-to-work procedures within all council controlled premises to manage access to premises in which ACMs have been identified or are suspected to be present;
- Ensure emergency procedures are in place to deal with the unexpected release or malicious disturbance of ACMs;
- If any employee or occupant of council controlled premises who consider that they have been exposed to asbestos fibre, will report on the Council's internal incident report form, an investigation will be carried out and the duty holder and senior management will be notified;
- Produce a resourced asbestos training matrix, the level and frequency of training delivered will be determined by roles and responsibilities;
- Provide the level of personal protective equipment appropriate to the task to be undertaken to every employee free of charge;
- Keep tenants, leaseholders and the like informed if asbestos is discovered in a property or if their property forms part of the asbestos survey programme;

- Where possible, label all known ACMs in corporate buildings;
- Provide information to Kent Fire and Rescue Service on the location and condition of any known or presumed ACM in Council managed properties.

A documented process and procedure will be implemented to achieve the above-stated objectives.

### **Roles and responsibilities**

Overall responsibility for health and safety within Canterbury City Council lies with the **Chief Executive**.

Responsibility for ensuring this policy is being carried out lies with the **Senior Management Team** for all areas under their direct control.

The **Senior Management Team** will ensure an appropriate system of communication is in place whereby all significant accidents, incidents, audits, reviews or other documents relating to the management of the organisation are brought to the attention of the Chief Executive at the earliest opportunity.

Responsibility for regular review, updating of this policy and that adequate resources are provided to enable compliance lies with the **Director of Resources**.

Responsibility for ensuring this policy is being implemented via a documented process and procedure lies with the **Building Services and Maintenance Manager**.

**Departmental Managers** and **Heads of Services** are responsible for adhering to the policy and procedure. Providing evidence of this where managing associated maintenance works or projects to public buildings and the training of their staff.

**All employees** have a responsibility to co-operate with Canterbury City Council to achieve a healthy and safe work place and take reasonable care of themselves and others. Any employee who notices a health and safety problem, which they are not able to correct, **must** straight away, inform their line manager who in turn must ensure corrective action is taken. If a line manager is unavailable then the employee should contact the next appropriate person in their management structure. All employees who are involved in the management of premises or the management of building and maintenance works shall ensure compliance with this policy within their area of responsibility and by those persons and contractors under their control.

### **Review**

Canterbury City Council will review this policy regularly to ensure that the organisations' policy and practices remain effective, keeps up-to-date with legislative change, reflects good practice guidance, and continues to be capable of achieving the stated objectives.