
Asbestos Policy

Municipal and Owen Carter Almshouse Charity

Bree Norton-Smith - 26 September 2023

The Municipal and Owen Carter is required to take appropriate precautions to ensure the health and safety of staff and others who may be affected by risks associated with possible asbestos present in current building structures and plant owned by MOC (Municipal and Owen Carter Almshouse Charity).

The MOC is also committed to taking all reasonable steps to ensure the health, safety and welfare of all persons associated with its activities.

No person will knowingly be exposed to airborne asbestos fibres in excess of prescribed exposure standards.

Municipal and Owen Carter will put in place a strategy designed to ensure that a system of survey, encapsulation and/or removal is established. Strict safety protocols have been laid out, which must be adhered to by those working with, or likely to disturb, asbestos products, be they staff or contractors.

MOC will focus surveying asbestos in empty properties so that a comprehensive management survey can be undertaken to give a clearer picture on the presence of any asbestos. Empty properties present us with the perfect opportunity for asbestos surveyors to undertake intrusive inspection techniques internally and externally, allowing carpets and tiles to be lifted, break through of walls, ceilings, cladding and partitions where necessary. These destructive sampling techniques should be conducted in unoccupied rooms, to minimise risk to tenants and others.

These systems and safety protocols form part of this policy and code of practice, thus ensuring that any risk to the health of employees and visitors working within buildings that contain asbestos building products or plant components is reduced to the lowest level reasonably practicable.

This procedure has been drawn up in accordance with the latest Regulations, Approved Codes of Practice and Guidance and will be reviewed at least annually and updated in the light of any future changes to these Regulations, Approved Codes of Practice or Guidance.

The scope of this procedure affects all staff.

1. Definitions

Asbestos

Any fibrous silicates, eg chrysolite, amosite, and crocidolite.

Friable Material

Material that when dry can be crumbled pulverised or powdered by hand pressures and includes such material that is crumbled, pulverised, or powdered.

Asbestos Removal Programme

Major removal of friable asbestos-containing materials.

2. Responsibilities and Basic Procedure

A register of surveys carried out to identify asbestos will be maintained and updated by MOC, and will be consulted prior to any building works being carried out.

Current HSE Guidance advises that immediate removal of all asbestos- containing material is not necessarily the best option.

Where asbestos is in good condition, not likely to release fibres into the air (friable), and not in a position where it is likely to be damaged by normal building use, it is best sealed or covered and its presence noted by labelling and/or entry on a register.

MOC intends to follow this HSE Guidance by removal, at the earliest opportunity, of any asbestos building materials or components that are identified as being in poor condition, whereby fibres may be released into the air or where contractors, staff and visitors are likely to be exposed to such asbestos materials.

Where asbestos materials are in good condition and fibres are not likely to be released into the air, such asbestos materials will be sealed and/or encapsulated and labelled as asbestos materials, save when such labelling may cause undue concern to other building users, eg members of the public.

Contractors and staff must be fully informed of any known or suspected asbestos material in the vicinity prior to carrying out any work which may result in damage/fibre release.

If there is any doubt as to the composition of materials uncovered during building works, or prior to works commencing, a sample will be taken **only** by an approved/competent person and sent to a suitably accredited laboratory for analysis before work proceeds.

In the event of asbestos (or suspected asbestos) material being discovered unexpectedly or being damaged, all work must cease and:

The immediate area sealed off until a recognised specialist contractor and/or a trained external specialist have inspected it.

Samples of the suspected asbestos materials will be taken **only** by an approved/competent person and sent to a suitably accredited laboratory for analysis so as to determine the method by which work proceeds.

If the presence of asbestos in a condition likely to lead to a health risk is confirmed, the area will remain sealed and warning notices will be posted until the asbestos has been removed or rendered safe by sealing or encapsulation.

Where asbestos has been positively identified as hazardous and, as a result of a risk assessment, sealing or encapsulation is the preferred option, this will be carried out as follows:

In extraordinary circumstances by specifically trained staff, but only where the work is of sufficiently small nature as to be able to be carried out in compliance with Regulation 3(2)(a) of the **Asbestos Licensing Regulations 2012**, and using at all times methods in compliance with the **Control of Asbestos at Work Regulations 1987** (amended); or

By a specialist licensed asbestos contractor, approved by the Health and Safety Executive in accordance with the **Asbestos Licensing Regulations 2012**, and using at all times methods in compliance with the **Control of Asbestos Regulations 2006**.

Where asbestos has been positively identified as hazardous and, as a result of a risk assessment, removal is the preferred option, this will be carried out as follows:

MOC policy is to only use approved licensed contractors for all lines of asbestos work carried out in compliance with the **Asbestos Licensing Regulations 2012**, and using at all times methods in compliance with the current Control of Asbestos at Work; or

By a specialist licensed asbestos removal contractor, approved by the Health and Safety Executive in accordance with the **Asbestos Licensing Regulations 2012**, and using at all times methods in compliance with the current **Control of Asbestos Regulations 2006**.

3. Location

Where a building material containing asbestos has been removed, in whole or part, it shall be replaced with a material that has no asbestos content.

MOC will manage and co-ordinate the following:

- All asbestos removal or encapsulation work.
- All work which involves the disturbance of asbestos material.

- Situations where asbestos, or suspected asbestos, material may be encountered or disturbed unexpectedly.
- Any incident where asbestos, or suspected asbestos, material is encountered or disturbed unexpectedly.

4. Notification to Residents

Where work with asbestos materials is to be carried out;

- The methodology of the work in question will be fully explained to residents, in order that any concerns that they may have as to the effects of such work on their health may be addressed
- In association with the Asbestos Removal Contractor a letter will be sent out explaining all method statements, risks and emergency procedures so as to allay concerns and avoid unhelpful rumours developing across the site

5. General

A clearance test certificate will be obtained from a UKAS accredited analytical laboratory before the area is returned to the user for occupation. A copy of this clearance certificate will be posted at the entrance to the area to which it applies.

The contractor must inform the Chief Executive Officer of the completion of all asbestos removal operations, in order that the asbestos register can be updated. The licensed contractor, as an integral part of the contract, will directly dispose of asbestos waste in accordance with procedure documented in the Environment Agencies Hazardous Waste guidance.

Non-compliance with any of the requirements of this procedure and/or Code of Practice will be deemed a breach of contract and may be subject to contract penalties.

Additional information and suitable methods of work must be sourced via MOC prior to commencement of any work involving asbestos.