



**C&C HOUSING GROUP  
ASBESTOS MANAGEMENT POLICY**

|                    |                                    |
|--------------------|------------------------------------|
| Approver           | Board of Management                |
| Policy             | Asbestos Policy                    |
| Date last revised  | October 2019                       |
| Revised by         | Head of Property Compliance        |
| Next Revision Date | October 2022                       |
| Related Documents  | C&C Asbestos Management Procedures |

**Signed:**

**Julia Ashley  
Chief Executive**

---

**On Behalf of the Board Management**

## **1 INTRODUCTION**

- 1.1 The Central & Cecil Housing Group (C&C) will comply with current asbestos safety legislation adopting a risk-based approach in assessing the needs that exist at the properties for which it is responsible in order to achieve compliance.
- 1.2 C&C are aware of its duty of care to employees, contractors, residents and visitors to its properties to provide a healthy and safe environment to live and work within.
- 1.3 Members of C&C aim to take all reasonable measures to enable residents, staff, contractors and the public to use their buildings without risk to health and safety.
- 1.4 This Policy will be reviewed on a three-yearly basis unless any legislative changes require an earlier review.

## **2 PURPOSE**

- 2.1 This document identifies how C&C will manage the health risks to persons from asbestos containing materials (ACMs) in its buildings and assist them to comply with the Health & Safety at Work Act 1974 and the Control of Asbestos Regulations 2012 (CAR) in particular regulation 4 the duty to manage asbestos.
- 2.2 The Policy and Procedures form two separate documents to be adopted by the Group and outside Contractors, with regards to asbestos, in properties owned or managed by C&C. All properties, where the duty holder is identified, must have an asbestos policy. This is achievable with the compilation of an asbestos register for each site. Prior to a register for each site certain policies must be adhered to as set out in this document.
- 2.3 Employers and employees have duties under the Control of Asbestos Regulations 2012 (CAR). These are existing duties that have merely been clarified. One new definition is that of 'Duty Holder', which places a duty to ensure that as property owner and landlord, we have systems in place to exert a level of control over, and must inform those carrying out works of the risk from asbestos and asbestos containing materials.

## **3 SCOPE**

- 3.1 This Policy applies to all employees, volunteers and Board and Committee members. It also applies to those employed by agencies under agreements with C&C. All of these will be referred to as "worker" in this Policy

- 3.2 Failure by any worker to comply with this Policy may lead to disciplinary action being taken against them. Any disciplinary action will be dealt with in accordance with the Disciplinary Policy.
- 3.3 This document applies to all C&C owned, leased and managed stock.

#### **4 RESPONSIBILITIES**

- 4.1 Under the CAR (Control of Asbestos Regulations) the obligation to comply falls on the 'duty holder.' C&C recognises that the 'duty holder' is every person who, by contract or tenancy, has obligations relating to maintenance and repair of the relevant premises. If there are no contracts or tenancies, the duty holder will be those who have control of the premises, i.e. the owner or occupier.
- 4.2 Duty Holder Responsibilities
- Take reasonable steps to determine properties where asbestos is likely to be present.
  - Arrange for surveys to be carried out to determine the location of ACMs.
  - Presume materials to contain asbestos unless there is evidence not to do so.
  - Maintain the records of locations of asbestos and presumed asbestos materials.
  - Assess the risk of exposure and document actions necessary to manage the asbestos.
- 4.3 Management Responsibilities
- Identify and train personnel to oversee the Asbestos Management Plan.
  - The Register of ACMs shall be kept up to date and shall provide a record of the location, condition, maintenance and removal for all ACMs.
  - To repair, seal, label or remove asbestos, if there is a risk of exposure due to its condition or location.
  - Periodically monitor the condition of ACMs, update the Asbestos Register and reassess the risk.
  - Make information available to those who may come into contact or disturb ACM.
  - Arrangements shall be put into place so that works which may disturb the ACMs comply with the current legislation.
  - Ensure that prior to the commencement of any works which may have the potential to bring staff into contact with ACM, the Asbestos Register should be consulted and used within the risk assessment for the work.

#### 4.4 Employees Responsibilities

- Report any defects or suspected ACMs prior to starting /continuing with work.
- Make full and proper use of control measures put in place for working with or adjacent to ACMs.
- Follow all the procedures set out in the 'Plan for the Work' for the works.

4.5 A monthly Fire, Legionella, Asbestos, Gas and Electrical (FLAGE) safety report is provided to the Executive Management Team by the Head of Property Compliance. This includes compliance information relating to asbestos management.

### **5 POLICY**

5.1 C&C acknowledges and accepts its responsibilities under the Health and Safety at Work Etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and associated legislation. Where appropriate, Approved Codes of Practice and Guidance information published by the Health and Safety Executive shall be taken as the adopted standard.

5.2 C&C will meet its legal duty to identify and record the location and condition of asbestos, along with presumed asbestos containing materials (ACMs), and to assess the risks from such materials, record the findings and formulate a management plan to reduce those risks.

5.3 C&C will meet its responsibilities to safely manage retained asbestos containing materials within premises under its control and ensure compliance in all properties where it has an interest.

5.4 C&C will ensure that site-based staff receive training appropriate to their role.

5.5 No new or replacement materials containing asbestos will be used in C&C premises.

5.6 An accurate up to date Asbestos Register will be maintained by the Asbestos Co-ordinator identifying areas within premises containing asbestos. The Asbestos Register will be updated to record periodic inspections and any abatement works. The Register will retain archived details of all asbestos abatement records.

5.7 Prior to carrying out any works within C&C premises, an adequate asbestos survey will be undertaken to identify all asbestos containing materials. Any asbestos containing materials must be properly assessed and the appropriate control measures implemented. All findings from the asbestos survey/s will be clearly communicated to

persons carrying out works. If any suspect materials are uncovered during an operation, work must cease immediately, the area sealed and a sample of the material taken for analysis.

- 5.8 Where contracts are placed to do work on asbestos containing materials, only contractors holding a current licence from the Health & Safety Executive will be employed. C&C will employ an independent Asbestos Consultant holding the appropriate UKAS Accreditation to carry out any air monitoring that may be required.
- 5.9 Regular audits will be carried out by the Asbestos Co-ordinator to ensure that the requirements of this Asbestos Management Policy are being maintained and complied with by C&C.
- 5.10 The current legislation places a 'duty to manage' asbestos in all non-domestic premises. C&C interprets this to mean that its duty extends only to any area of our properties that is not a private dwelling. For C&C the areas that are relevant to the duty to manage will include:
  - The common part in general rented and leasehold properties (including service risers and ducts).
  - Care homes, supported housing, general needs and sheltered accommodation which includes dwelling and all communal areas
  - Commercial premises.

## **6 SUPPORTING DOCUMENTATION**

In addition to the Control of Asbestos Regulations, a number of other codes of practice or guidance notes are applicable to works involving asbestos, as follows:

- The Approved Code of Practice and guidance to the Control of Asbestos Regulations, (L143)
- Asbestos: The licensed contractor's guide (HSG 247)
- Asbestos: The analysts' guide for sampling, analysis and clearance procedures (HSG 248)
- Asbestos: The Survey Guide (HSG 264)
- A comprehensive guide to the management of asbestos - HSG 227.
- Successful Health and Safety Management (HSG 65)
- Asbestos Essentials (HSG 210)
- The Defective Premises Act 1972
- The Housing Act 2004

## 7 GLOSSARY

| <b>Term</b> | <b>Glossary</b>  |
|-------------|--|
| ACMs        | Asbestos containing materials  |
| HSG 264     | Asbestos: the survey guide   |
| NPO         | Nominated Project Officer e.g. Project Surveyor, Area Surveyor , Voids Surveyor, Planned Repairs Manager               |
| LARC        | Licensed Asbestos Removal Contractor   |
| Duty-holder | Every person who, by contract or tenancy, has obligations relating to maintenance and repair of the relevant premises. |
| CAR2012     | Control of Asbestos Regulations 2012   |
| HSG         | Health and Safety Guides   |