

Asbestos Management Procedure

1. Introduction

This procedure has been produced to ensure CDS manages safety effectively with respect to Asbestos/Asbestos Containing Materials (ACMs) within properties owned or managed by CDS.

It should also be noted that the procedure applies to all CDS's operations and encompasses CDS employees, tenants, contractors, and visitors for whom CDS has direct or indirect responsibility. Additionally, this procedure has been produced to ensure that all of the above are protected as required by not only legislation but also by relevant standards, approved codes of practice and recognised best practice connected with asbestos management.

2. Procedure

In order to manage asbestos/ACMs, CDS will:

- Designate a “Responsible Person” who will be responsible for the management of Asbestos/ACMs within premises owned or managed by CDS.
- Arrange for a Competent Person to survey properties owned or managed by CDS and prepare a report of their findings for each property for inclusion in the CDS asbestos management plan and register.
- Implement a 5-year programme of planned asbestos surveys within individual properties to locate any asbestos/ACMs and survey every void property to build its knowledge of Asbestos/ACMs within its stock.
- Ensure identified Asbestos/ACMs are inspected in common parts annually and in individual homes when they become void or any changes in condition.
- Develop an appropriate access procedure for dealing with re-inspections and will monitor the asbestos plan/register to ensure that attempts to gain access for re-inspection is being undertaken in a timely manner.
- Operate a general policy of managing asbestos/ACMs in good condition rather than removing them and ensure that asbestos/ACMs remaining in situ are managed and subject to regular inspection to check on their condition. Asbestos/ACMs that pose a significant risk to health will be removed or encapsulated.

- Openly share information from its Asbestos Register with CDS staff, Residents and Contractors, as necessary.
- Develop a procedure for when it does or does not label asbestos/ACMs that are left in situ.
- Seek advice and guidance from Competent persons on any asbestos related work activities that are to be undertaken (this may include, but is not limited to, asbestos removal re-inspections, environmental cleans, encapsulation works and air monitoring).
- Provide information related to Asbestos/ACMs to contractors as required and specific to premises that they are working in.
- Ensure service providers/contractors are made aware that they must act in accordance with the Control of Asbestos at Work Regulations, the Construction and Design and Management Regulations and all other relevant Health and Safety legislation, Approved Codes of Practice and recognised best practice with regard to any works associated with Asbestos/ACMs.
- Ensure emergency plans are in place for any situations involving unplanned disturbances of ACMs.

Points to note:

- CDS recognises that depending on risk, work on some asbestos/ACMs may be restricted to HSE licensed companies that must follow an approved notification procedure and carry out the work inside segregated work areas using specially trained operatives who are subject to medical surveillance.
- CDS understands that some types of non-licensed work with asbestos have additional requirements such as notification of work, medical surveillance and record keeping.
- Where necessary CDS will keep brief written records of non-licensed work which has to be notified, such as a copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos.

3. Monitoring and Review

CDS will monitor performance related to asbestos management by maintaining a series of key performance indicators including:

- Percentage of properties with a completed asbestos management survey.
- Percentage of remedial works not completed within agreed dates.
- Number of all asbestos surveys that are at tolerable risk levels.
- Number of all asbestos surveys that are above tolerable risk levels.

4. Communication and Information for Residents

CDS will develop a communications plan that sends out a positive message to ensure all residents are fully aware of the known asbestos materials in their home and any other issues surrounding asbestos which may affect them. To manage this matter CDS will:

- Make residents aware of the risks of asbestos/ACMs within their home through their Tenant's Handbook, CDS Website. CDS will also send residents copies of the asbestos information they hold on their home when requested.
- Make residents aware of their responsibility to request written permission from CDS to carry out any improvement works to their home.
- Ensure that when planning asbestos related works, the needs of residents and members of the public are considered. Additionally, CDS will inform residents of any asbestos works likely to affect them.
- Expect residents to share information relevant to asbestos/ACMs with anyone who they instruct to do work on their home.