

Corporate control of asbestos policy

2021

DRAFT

Document history

Name of policy	Corporate Control of Asbestos Policy
Purpose of policy	Sets out clear roles and responsibilities in order for the Council to meet its legal duty to manage asbestos under The Control of Asbestos Regulations 2012, The Housing Act 2004 and the Defective Premises Act 1972.
Policy applies to	The policy and subsequent arrangements apply to all Council employees, contractors and tenants.
First issued	October 2002
Latest update	August 2021
Update overview	<ul style="list-style-type: none">• August 2009• March 2011• June 2017• January 2020• August 2021, updates to structure of service arrangements, roles and responsibilities and guidance notes, updated into new policy template.

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Statement of intent

This statement of intent provides a framework of principle policies which will direct all other council policies, procedures and decisions concerning the management of asbestos. It is supported by a policy document that sets out how New Forest District Council intend to assign specific responsibilities within the organisation to ensure asbestos risks are managed appropriately to meet our statutory obligations.

New Forest District Council will protect its staff, tenants, visitors, the public and others in the following ways:

1. As the duty holder, appoint an Executive Head with the responsibility to support the appointed person instructed to manage asbestos on behalf of New Forest District Council.
2. The Executive Head will appoint a 'Responsible Person' to ensure the day to day management of asbestos containing materials is upheld.
3. The 'Responsible Person' will name an appointed person as the Asbestos Management Officer with the appropriate knowledge, skill, training and experience to carry out the day to day management of asbestos containing materials within the New Forest District Council property portfolio.
4. Ensure that all job roles are assessed, and where there is a requirement to work with asbestos, staff will be provided with suitable and sufficient training and information to facilitate them to undertake their role competently.
5. Ensure that those with specific asbestos management responsibilities have the appropriate technical expertise, to protect the Council's interest and comply with best practice, at all times.
6. Ensure periodic assessments are made of training needs in line with current guidance and any future changes.
7. Ensure a corporate asbestos database and management system is in place and accessible to those who use it.
8. Ensure a comprehensive management plan is in place to effectively manage the portfolio.
9. Undertake suitable and sufficient asbestos management surveys of all premises in line with HSG 264: The Survey Guide. Where asbestos containing materials have been identified, ensure re-surveys are undertaken at suitable intervals as determined in this policy.
10. Ensure refurbishment & demolition surveys are undertaken at the earliest opportunity and prior to work commencing. Sufficient time and resources will be made available to manage any identified risks.
11. Undertake routine Regulation 4 inspections of properties within the determined time frames set out by the surveyor.
12. Ensure asbestos containing materials are removed as appropriate in accordance with any recommendations within the survey carried out.
13. Ensure routine inspections and compliance checks are undertaken as set out within this policy.
14. Ensure regular audits of the asbestos management system are undertaken by a member of the Corporate Health and Safety Team.
15. Ensure all contractors used in the asbestos management process are suitably vetted and competent to undertake their work.
16. Ensure all necessary insurances and licenses remain in place and are unconditional.
17. Ensure only contractors listed on the asbestos framework agreement carry out works on behalf of New Forest District Council, in line with the conditions set.
18. Ensure that contractors are subject to the Contractor Incident Notification Protocol and are managed in accordance with it, should the need arise.

This statement of intent is signed below by those acting with overall responsibility for the Duty to Manage asbestos containing materials.

Chief Executive

Signed Date

1. Introduction

1.1 Background

New Forest District Council acknowledges and accepts its responsibilities under this current asbestos legislation and will proceed with due diligence to address these by the provision of suitable, sufficient and risk appropriate controls to reduce the risks presented by asbestos containing materials to as low a level as is reasonably practicable.

1.2. Aims and Objectives

Set out the guiding principles and arrangements with regards to asbestos safety and asbestos risk management, to achieve and maintain full compliance with its duties under the Health & Safety at Work Act 1974, the Control of Asbestos Regulations 2012, The Housing Act 2004 and the Defective Premises Act 1972.

1.3. Scope

This policy and subsequent arrangements apply to all Council employees, contractors and tenants.

1.4 The Standard Operating Procedures for Asbestos

In order for the Council to meet its legal duties as identified under The Health and Safety at Work Act 1974, The Control of Asbestos Regulations 2012, The Housing Act 2004 and the Defective Premises Act 1972, the appointed 'Responsible Person' must produce a Standard Operating Procedures for Asbestos. This document must set out specific arrangements and clear roles and responsibilities to ensure the Council is meeting its legal duties as identified in the relevant legislation. The Standard Operating Procedure for Asbestos, as a minimum, must meet the requirements set out in this policy and take the form of procedures and guidance for responsible managers and employees.

2. Legislative and regulatory context

2.1 The Control of Asbestos Regulations 2012

New Forest District Council acknowledges and accepts its responsibilities under this current asbestos legislation and will proceed with due diligence to address these by the provision of suitable, sufficient and risk appropriate controls to reduce the risks presented by asbestos containing materials to as low a level as is reasonably practicable.

The Control of Asbestos Regulations 2012 came into force on the 6th April 2012. They came into effect to help reduce the number of deaths caused from asbestos exposure and related diseases.

CAR 2012 superseded the Control of Asbestos Regulations 2006 and apply to all work with asbestos in the UK. These are supported by an approved code of practice ACOP L143. This ACOP describes in detail how such works should be carried out. Together they set out a framework for controlling exposure to asbestos and the duty to manage asbestos in buildings.

CAR 2012 places a duty to manage asbestos to those who manage or are responsible for maintenance and repairs in a non-domestic building.

New Forest District Council is classed as the Duty Holder if it:-

- Own the building;
- Is responsible through contract or tenancy agreement;
- Has control of the building but no formal contract or agreement; or
- In a multi-occupancy building, it is the owner and has taken responsibility for maintenance and repairs for the whole building. However, in a multi-occupied building, the duty can also be shared. The owner might take responsibility for the parts it occupies.

The Control of Asbestos Regulations 2012 applies to all non-domestic premises regardless of the nature of the business or industry. This includes all industrial, commercial and public buildings. The regulations also apply to the 'common' areas of certain domestic premises, such as blocks of flats. This includes the lifts, foyers, staircases, gardens and so on, but not the individual flats themselves.

The Control of Asbestos Regulations 2012 requires the duty holder to manage the risk of asbestos by:

- Taking appropriate steps to determine if there are any asbestos containing materials (ACMs) present. If found, the amount, location and condition must be recorded;
- Presuming that materials contain asbestos unless there is strong evidence to indicate otherwise;
- Produce and maintain up-to-date records of the location and condition of all ACMs;
- Assess the risk of the identified materials;
- Prepare a plan that clearly sets out in detail how the risks will be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan and arrangements to act on it so that it remains relevant and up to date;
- Provide information on the location and condition of the ACMs to anyone who is liable to work on or disturb them.

2. Legislative and regulatory context (cont'd)

2.2 The Housing Act 2004

The Housing Act 2004 introduced the Housing Health and Safety Rating System (HHSRS). The HHSRS is a risk-based evaluation tool used to assess potential risks and hazards to the health and safety of occupants from deficiencies identified in residential properties in England and Wales.

The assessment method focuses on the hazards that are present in housing and tackling these making housing healthier and safer to live in:

- The assessment covers 29 categories of hazard which includes the risk from asbestos and MMMF (Exposure to asbestos fibres and manufactured mineral fibres).

2.3 The Defective Premises Act 1972

The Defective Premises Act 1972 sets out the duties for landlords and its liabilities for poorly constructed and maintained buildings. Although asbestos is not specifically named, it requires landlords to take reasonable care to see that tenants and their visitors are safe from personal injury and disease caused by a defect in the state of the premises.

Although Regulation 4 of CAR2012 doesn't apply to residential tenanted properties, the Council does have an obligation under the Housing Act 2004 and the Defective Premises Act 1972 to ensure it manages asbestos within its domestic property portfolio. To ensure full regulatory compliance, it is therefore considered in this policy to apply these controls to houses, flats and other domestic premises that the Council is responsible for.

2.4 The Construction (Design & Management) Regulation 2015 (CDM 2015)

There were changes to the CDM 2007 Regulations in 2015, which accounted for new responsibilities. There is a duty on the Principal Designer (PD) and the Client, to ensure that exposure to asbestos is managed throughout the project.

The HSE guidance on the CDM Regulations places more explicit requirements on duty holders to follow the general principals of prevention. The principles also apply to the measures used to prevent or reduce the risk of exposure to asbestos fibres.

As the Control of Asbestos Regulations (CAR 2012) require the duty holders to effectively manage asbestos in buildings, clients should already have information about the location and condition in their building. CDM 2015 in accordance with CAR 2012 ensure a suitable Refurbishment & Demolition Survey is undertaken as forms part of the Construction Phase Plan (CPP).

3. Definitions

Term	Definition
Asbestos Containing Material	Any material that is identified as having, or presuming to have, asbestos fibres within its matrix. Abbreviated to ACM
Standard Operating Procedure for Asbestos	Document which details how asbestos will be managed within the organisation.
Asbestos Management Survey	Survey undertaken by a competent person that aims to ensure that, nobody is harmed by the continued presence of ACM in the premises or equipment; that the ACM remain in good condition; and that nobody disturbs it accidentally.
Asbestos Register	Record present or presumed ACMs, including its location, contain and materials.
Asbestos Working Group	Quarterly management meeting to ensure effective management of asbestos containing materials.
Competent Person	A person with sufficient skills, training, experience and knowledge to undertake their role.
Contractor Incident Notification Protocol	In accordance with the Corporate Control of Contractors Policy, breaches in health and safety legislation and safety standards must not be ignored. The contractor incident notification protocol has been implemented should breaches in legislation or poor health and safety practices be observed during a site inspection. Contractor Incident Notification Protocol (CINP) must be followed. Abbreviated to CINP
Duty Holder	The person within the organisation with overall responsibility of maintenance and repair within a non-domestic premise.
Duty to Manager	Regulation 4 of the Control of Asbestos Regulations 2012, places a requirement on duty holders to undertake a suitable and sufficient assessment as to whether asbestos containing materials (ACMs) are likely to be present in non-domestic premises under their control and then to manage the risk from these materials.
Notifiable Licensed Work	Work with asbestos, where workers exposure to asbestos is not sporadic and of low intensity; or where the risk assessment cannot clearly demonstrate that the control limit will not be exceeded i.e. 0.1 asbestos fibres per cubic centimetre of air (averaged over a four hour period), or on asbestos coating; or on asbestos insulation or asbestos insulating board where the risk assessment demonstrates that the work is not short duration work, e.g. when work with these materials will take no more than two hours in any seven day period, and no one person works for more than one hour in that two hour period. Abbreviated to NLW
Notifiable Non-Licensed Work	Types of work on ACMs where the employer must meet additional requirements, such as, notify work with asbestos to the relevant enforcing authority, designate areas where the work is being done, ensure medical examinations are carried out, maintain registers of work (health records). Abbreviated to NNLW
Refurbishment and Demolition Survey	A survey undertaken by a competent person that aims to ensure that, nobody will be harmed by work on ACMs in the premises or equipment; such work will be done by the right contractor in the right way.
Responsible Person	An individual appointed person by the Duty Holder to ensure the organisation meets its legal duties outlined within CAR 2012 Regulations.

4. Roles and responsibilities

4.1 Chief Executive must:

- Ensure those nominated with responsibilities for the management of asbestos containing materials have sufficient resources, time and competency to undertake their responsibilities as defined in this policy and within relevant legislation and approved codes of practice;
- Nominate an appropriate Executive Head to support the Responsible Person in their duties.

4.2 Executive Head of Governance and Housing must:

- Appoint a competent Service Manager to take on the duties of the Responsible Person;
- Ensure those nominated with responsibilities for the management of asbestos containing materials have sufficient resources, time and competency to undertake their responsibilities as defined in this policy and within relevant legislation and approved codes of practice;
- Ensure all employees under their control have sufficient training, experience, knowledge and skill to undertake their role competently;
- When appropriate assist Service Managers in following the CINP;
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring good communication channels throughout the workforce;
- Attend the Asbestos Working Group.

4.3 Service Manager - Housing Maintenance (Asset and Compliance) must:

- Appoint a competent person to manage the day to day operations of managing asbestos containing materials on behalf of the Council;
- Create and implement a suitable and sufficient Standard Operating Procedure for Asbestos;
- Ensure all properties are identified and recorded on Keystone, with a periodic review programme in place to monitor properties;
- Ensure a suitable and sufficient management survey is undertaken for all properties meeting the standards set out in The Control of Asbestos Regulations 2012 and HSG 264 – The Survey Guide;
- Ensure periodic Regulation 4 management inspections and remedial actions are undertaken within the set time frames;
- Seek reassurance from the Asbestos Management Officer that the inspection period set at the time of the management/ R&D survey is met and any actions completed, and records maintained;
- Ensure those nominated with responsibilities for the management of asbestos containing materials have sufficient resources, time and competency to undertake their responsibilities as defined in this policy and within relevant legislation and approved codes of practice;
- Ensure the systems in place are suitable to ensure the statutory compliance under the Council's duty to manage is met. These systems must be maintained, and access given to the level required of all Council staff, service users and external contractors where applicable;
- Ensure emergency procedures and controls are implemented on behalf of the council;
- Ensure that the relevant asbestos related information is considered as part of the fire risk assessment process and the details of any specific building related information is provided to the Hampshire Fire & Rescue Service by means of onsite records;
- Chair the Asbestos Working Group;
- Provide the Executive Management Team with regular updates in relation to the Council's position in managing asbestos containing materials.

4. Roles and responsibilities (cont'd)

4.4 Asbestos Management Officer must:

- Act as the corporate specialist for managing the asbestos database and all asbestos related advice;
- Maintain the asbestos database and ensure all relevant services are able to access the latest information available;
- Ensure that all service requests for management and refurbishment/demolition surveys are programmed and audited within the timeframes set out in the Asbestos Arrangements;
- Ensure the timely reporting to the relevant Service Contract Administrator prior to works commencing;
- Undertake routine audits, inspections and monitoring of asbestos related work activities to ensure compliance with this Policy and subsequent arrangements, the Control of Asbestos Regulations and the approved codes of practice;
- Ensure that a suitable framework is in place to allow for the commissioning of surveys by third party analysts appointed on behalf of the Council;
- To ensure assessments are undertaken to determine the location, condition, and risk presented by all known and suspected ACM's and recorded effectively on the asbestos database;
- Ensure that the asbestos database is populated with sufficient survey information as to allow for the management of asbestos within the Council's property portfolio;
- Ensure that a comprehensive and accurate Asbestos Register and Management Plan is in place for all Council properties to which it is the Duty Holder;
- Routinely report to the Responsible Person as to the status of asbestos maintained within the asbestos database, including where any significant changes in risks are identified;
- In line with the CAR2012, Reg 4, undertake routine management inspections of known ACM's, ensuring recommendations are reported to the relevant Service Manager;
- Carry out a programme of full management surveys on all stock as required under the CAR2012. A re-survey period of five years will be undertaken on a priority risk-based approach;
- Ensure refurbishment & demolition surveys are undertaken when advised and appropriate and reported to the relevant service. When works have been completed, ensure the relevant services provide action returns for the repair, encapsulation or removal of an ACM, which must be retained on the asbestos database;
- Act as the main point of contact for any emergency situations relating to asbestos;
- Ensure all asbestos related incidents are reported to their relevant Service Manager, a member of the Corporate Health and Safety Team and Housing Maintenance Health and Safety Officer;
- Ensure that works are notified to the HSE, where appropriate;
- Provide specialist advice on compliance, in line with all statutory and regulatory guidance;
- Attend the Asbestos Working Group.

4.5 Housing Maintenance Health and Safety Officer must:

- Provide competent advice and guidance to all services in relation to the management of asbestos containing materials;
- Ensure all asbestos related incidents which met the criteria set out in RIDDOR 2013 are reported to the HSE within 14 days;
- Support the Corporate Health and Safety team in undertaking accident investigations;
- Support the Corporate Health and Safety team in undertaking regular audits of the asbestos management system;
- Attend the Asbestos Working Group.

4. Roles and responsibilities (cont'd)

4.6 Servicing and Compliance Officer must:

- Maintain the Asbestos Management database system;
- Ensure that information uploaded to the database is accessible and available to all relevant employees;
- Liaise with the Asbestos Management Officer and Housing Maintenance Health and Safety Officer to ensure the functionality of the system meets the requirements set out in CAR 2012 and relevant industry guidance;
- Provide system support and administrative support in the data gathering and recording processes;
- Audit data entry to ensure accuracy and quality of input;
- Provide quarterly statistical reports at the Asbestos Working Group;
- Provide statistical reports to the relevant responsible persons when requested;
- Liaise with ICT to ensure systems are functioning correctly and are fit for purpose.

4.7 Service Manager - Housing Maintenance (Operations) must:

- Ensure all employees under their control have sufficient training, experience, knowledge, and skill to undertake their role competently;
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring good communication channels throughout the workforce;
- Ensure that the asbestos register for the property and locations of intended work have been checked prior to commencement of work;
- Ensure that any works involving the repair, encapsulation or removal of asbestos containing materials is undertaken in line with the plan of work and reported back to the Asbestos Management Officer;
- Contact the Asbestos Management Officer where it has been identified that works may disturb asbestos containing materials;
- Ensure all accidents and incidents involving asbestos containing materials are reported to a member of the Corporate Health and Safety team, Asbestos Management Officer and Housing Maintenance Health and Safety Officer;
- Ensure all contractors are selected in line with the corporate procurement procedures and contractors have demonstrated their competence and training to undertake the work;
- Ensure employees who are required to undertake notifiable non-licensed work (NNLW) undertake medical surveillance every three years.

4. Roles and responsibilities (cont'd)

4.8 Service Manager – Estates and Valuation must:

- Ensure all employees under their control have sufficient training, experience, knowledge, and skill to undertake their role competently;
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring good communication channels throughout the workforce;
- Ensure that the asbestos register for the property and locations of intended work have been checked prior to commencement of work;
- Ensure that any works involving the repair, encapsulation or removal of asbestos containing materials is undertaken in line with the plan of work and reported back to the Asbestos Management Officer;
- Contact the Asbestos Management Officer where it has been identified that works may disturb asbestos containing materials;
- Ensure all accidents and incidents involving asbestos containing materials are reported to a member of the Corporate Health and Safety team, Asbestos Management Officer and Housing Maintenance Health and Safety Officer;
- Ensure all contractors are selected in line with the corporate procurement procedures and contractors have demonstrated their competence and training to undertake the work;
- Ensure employees who are required to undertake notifiable non-licensed work (NNLW) undertake medical surveillance every three years.

4.9 Service Managers must:

- Ensure all employees under their control have sufficient training, experience, knowledge, and skill to undertake their role competently;
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring good communication channels throughout the workforce;
- Ensure that the asbestos register for the property and locations of intended work have been checked prior to commencement of work;
- Ensure that any works involving the repair, encapsulation or removal of asbestos containing materials is undertaken in line with the plan of works and reported back to the Asbestos Management Officer;
- Contact the Asbestos Management Officer where it has been identified that works may disturb asbestos containing materials;
- Ensure all accidents and incidents involving asbestos containing materials are reported to a member of the Corporate Health and Safety team, Asbestos Management Officer and Housing Maintenance Health and Safety Officer;
- Ensure all contractors are selected in line with the corporate procurement procedures and contractors have demonstrated their competence and training to undertake the work;
- When required, attend the Asbestos Working Group.

4. Roles and responsibilities (cont'd)

4.10 Line Managers must:

- Ensure all employees under their control have sufficient training, experience, knowledge and skill to undertake their role competently;
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring good communication channels throughout the workforce;
- Contact the Asbestos Management Officer where it has been identified that works may disturb asbestos containing materials;
- Ensure that any works involving the repair, encapsulation or removal of asbestos containing materials is undertaken in line with the plan of works and reported back to the Asbestos Management Officer;
- Ensure all contractors are selected in line with the corporate procurement procedures and asbestos framework;
- Ensure contractors have demonstrated their competence and training to undertake the work;
- Ensure contractors submit suitable and sufficient risk assessments and method statements for any works carried out on asbestos containing materials.

4.11 Corporate Health and Safety team must:

- Provide competent advice and guidance to all services;
- Carry out investigations into accidents and near misses as necessary, record findings and root causes and provide recommendations for consideration by senior management;
- Undertake periodic audits of the asbestos management system;
- Attend the Asbestos Working Group.

4.12 Employees must:

- Attend any asbestos related training and refresher training as required and identified within their role and risk assessments;
- Follow all risk assessments, safe working procedures, construction phase plan and toolbox talk information and instruction given;
- Follow emergency procedures when identifying unexpected materials during any works;
- Report any materials that have been proven to be, or suspected/presumed to be asbestos containing, that has either deteriorated or been exposed to their line manager immediately;
- Comply fully with any investigation process into incidents relating to confirmed or potential asbestos exposure. Where required complete the necessary incident reporting forms in a timely manner and as per instruction;
- Ensure that the asbestos register for the property and locations of intended work have been checked prior to commencing. This will include ensuring any refurbishment and demolition completion documents are in place where required;
- Ensure that they comply with any stipulated control measures as identified within the risk assessment. This will include the controls set out in the asbestos essential task sheet where being followed;
- Ensure all issued PPE and RPE is used in accordance with the risk assessment, instruction and training given. This includes ensuring safe operation, maintenance and recording as required;
- Attend any health screening appointments as required where undergoing a medical examination;
- Ensure that a dynamic risk assessment is undertaken on each site to ensure their own safety and that of others, including colleagues, contractors, tenants, members of the public etc.

4. Roles and responsibilities (cont'd)

4.13 Contractors must:

- Demonstrate their competence and training required to undertake asbestos related tasks;
- Submit relevant risk assessments and method statements to the relevant line manager or contract administrator prior to work being undertaken;
- Seek asbestos related information from the Council at the planning stage of the work, based on the relevant scope provided. Where it is agreed by the Council that the contractor can source the refurbishment & demolition survey as part of the contract, they must be undertaken in line with the asbestos framework and provided to the Housing Maintenance Asbestos Team for review and audit prior to works commencing;
- Ensure that they consider all hazards and risks within the construction phase plan and provide all necessary risk assessments and method statements for review within a timely manner. Any asbestos related works must be fully considered and planned and will be subject to audit by the Asbestos Management Officer;
- Where the construction phase plan and relevant risk assessments identify a task is notifiable licensed work (LW), the contractor must notify the HSE with a minimum of 14 days notification period. They must also provide the Council's Housing Maintenance Asbestos Team with the relevant RAMS, a copy of the notification form and demonstrate the competency of the suitably trained individual(s) who are undertaking the task;
- Where asbestos works require the scrutiny of an asbestos analyst for the purposes of works such as reassurance background air testing, site clearances, further analysis etc., the use of an UKAS accredited analyst from the asbestos framework must be used. This must be commissioned directly by the client and not the principal contractor as a sub-contractor or via the licensed contractor as sub-contractor, to ensure impartiality;
- Make provision for and fully cooperate with any inspections and audits undertaken by the Council's Asbestos Management Officer or an approved analyst, to carry out pre and post removal inspections. Ensuring that any findings or outcomes of the investigations are acted upon where required to ensure best practice;
- Have a suitable emergency procedure in place, which is in line with those controls set out in the Council's emergency procedures.

4.14 Legal Services must:

- Provide appropriate advice and guidance in accordance with the CINP.

4.15 Transport Manager must:

- Procure vehicles for the use of transporting ACMs in line with the specifications provide by the Housing Maintenance (Operations) Service Manager;
- Ensure all fleet vehicles are maintained in line with the MOT and service schedule;
- Ensure all drivers and the workshop are notified in advanced of any upcoming MOT and Service dates.

5. Asbestos working group

In order to ensure the Councils safe and effective management of asbestos containing materials, the Asbestos Working Group has been implemented. The Asbestos Working Group will help those responsible managers effectively manage the risks related to asbestos.

The Asbestos Working Group will be held quarterly with the key aims being: -

- Report and be accountable to the Executive Head of Governance & Housing;
- Discuss all asbestos related accidents/incidents, including the action taken to prevent reoccurrence;
- To ensure consistency of approach to any notifiable and non-notifiable asbestos incidents, in investigating and managing these appropriately;
- To ensure investigations are discussed and records of any exposures reported and retained in the appropriate locations;
- To ensure appropriate procedures are followed and those affected by any incidents are communicated with consistently and informatively, such as:
 - a) Members of staff;
 - b) Tenants;
 - c) Contractors;
 - d) Members of the public.
- Ensure strategy and plans are implemented within set time frames;
- To ensure periodic reviews of policy, procedures and systems are undertaken. This must include where Regulations or Guidance change or dictates, or where an incident outcome determines it.

5.1 Membership

Role	Job title
Working Group Sponsor	<ul style="list-style-type: none"> • Executive Head of Governance & Housing
Working Group Chair	<ul style="list-style-type: none"> • Service Manager - Housing Maintenance (Asset and Compliance)
Working Group Champions	<ul style="list-style-type: none"> • Service Manager - Housing Maintenance (Operations) • Service Manager – Estates and Valuation • Service Manager – Waste and Transport
Key Working Group Officers	<ul style="list-style-type: none"> • Corporate Health and Safety Manager • Corporate Health and Safety Advisor • Asbestos Management Officer • Housing Maintenance Health and Safety Officer • Asset Maintenance Manager • Servicing and Compliance Officer • Civic Buildings and Facilities Manager • Estates and Valuation Manager

6. Training, information and instruction

Training is an integral part of demonstrating competency and ensuring best practice when managing asbestos. The Control of Asbestos Regulations 2012 emphasises the importance of training and sets out expectations.

New Forest District Councils has assessed the training requirements of all employees and created an Asbestos training and competency framework. The framework identifies relevant post holders and covers the level of training and competency as set out below:

Tier	Competency	Accreditation	Assessment
1	Asbestos awareness		E-learning
2	Asbestos awareness	UKATA	Certificate of Attendance
3	Non-licensed HSE Task Essentials	UKATA	Certificate of Attendance
4	Asbestos Management for Supervisors and Managers	UKATA	Certificate of Attendance
5	Asbestos Surveying	BOHS	Certificate of Attendance
6	Asbestos Management	BOHS	Certificate of Attendance
7	Managing Asbestos in Premises	BOHS	Certificate of Attendance

7. Legislation

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013
- The Control of Asbestos Regulations 2012
- The Housing Act 2004
- Defective Premises Act 1972
- The Hazardous Waste (England and Wales) Regulations 2005

8. Guidance

- HSG 264 Asbestos: The Survey Guide
- HSG247: The Licensed Contractors Guide
- HSG248: The Analysis Guide for Sampling, Analysis and Clearance Procedures
- HSG210: Asbestos Essentials
- HSG53: Respiratory Protection Equipment at Work
- L143: Managing and Working with Asbestos

9. Appendices

Appendix 1 – Asbestos working group terms of reference

Introduction

The Asbestos Working Group will assist the Council in ensuring the safe and effective management of asbestos containing materials. The Asbestos Working Group will help those responsible managers effectively manage the risks related to asbestos.

Context

The Asbestos Working Group will be undertaken quarterly and provide relevant managers and employees with:

- A facility to ensure all services are following their legal requirements as outlined under The Control of Asbestos Regulations 2012, Housing Act 2004, Defective Premises Act 1972, Health and Safety at Work Act 1974 and all relevant Council policies, arrangements and procedures;
- A culture of co-operation and trust through listening, gaining a better understanding and collective problem solving;
- A facility to identify potential risks within current on-going projects and future projects.

Timing and process

It is understood that health and safety matters can require immediate action. It is expected that management will undertake such local and timely consultation with the relevant Health and Safety Advisor, Asbestos Management Officer and Housing Maintenance Health and Safety Officer. Subsequently, it is expected that matters with implications and impact for the Service as a whole are brought to the Working Group at the earliest practicable opportunity.

Matters of wider impact discussed at the Working Group will be disseminated as early as practicable, identified as actions in the notes of working group meetings.

Functions

The principal function of the Asbestos Working Group will be to:

- Report and be accountable to the Executive Head of Governance & Housing;
- Discuss all asbestos related accident/incidents, including the action taken to prevent reoccurrence;
- Ensure consistency of approach to any notifiable and non-notifiable asbestos incidents are investigated and managed appropriately;
- Ensure investigations are discussed and records of any exposures reported and retained in the appropriate locations;
- Ensure appropriate procedures are followed and those effected by any incidents are communicated to consistently and informatively, such as:
 - a) Members of staff;
 - b) Tenants;
 - c) Contractors;
 - d) Members of the public.

9. Appendices (cont'd)

Membership

Role	Job title
Working Group Sponsor	<ul style="list-style-type: none"> Executive Head of Governance & Housing
Working Group Chair	<ul style="list-style-type: none"> Service Manager - Housing Maintenance (Asset and Compliance)
Working Group Champions	<ul style="list-style-type: none"> Service Manager - Housing Maintenance (Operations) Service Manager – Estates and Valuation Service Manager – Waste and Transport
Key Working Group Officers	<ul style="list-style-type: none"> Corporate Health and Safety Manager Corporate Health and Safety Advisor Asbestos Management Officer Housing Maintenance Health and Safety Officer Asset Maintenance Manager Servicing and Compliance Officer Civic Buildings and Facilities Manager Estates and Valuation Manager

Operation of the Working Group

The Working Group Chair will chair each Asbestos Working Group meeting, in the unlikely circumstance that the Working Group Chair is unable to attend then the Service Manager - Housing Maintenance (Operations) will take on this responsibility.

For the meeting to be held, at least one responsible Working Group Champion must attend, additionally either the Asbestos Management Officer or Housing Maintenance Health and Safety Officer must attend.

In the unlikely event that the Asbestos Management Officer, Housing Maintenance Health and Safety Officer, Service Manager - Housing Maintenance (Asset and Compliance) and Service Manager - Housing Maintenance (Operations) are unable to attend the Working Group, the Asbestos Working Group should be postponed until all relevant persons can attend.

Documents

- Minutes must be recorded and made available as soon as possible after their completion;
- Accident statistics will be circulated by a member of the Corporate Health and Safety Team one week prior to the working group;
- The agenda and any specific papers for the Asbestos Working Group must be communicated one week prior to the working group;
- All members of the Working Group are expected to read any specific papers prior to the meeting.

Agenda



Distribution	
Present	
Minutes	
Apologies	
Chairperson	

1. Introduction and welcome	Action
2. Previous minutes review	
All comments listed under updates	
3. Health and Safety Monitoring	
3.1. Accident/Incident Report observations	
3.2. Accident Investigations	
4. Procedures	
5. Site inspections	
6. On-going projects	
7. Training	
8. AOB	