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ORBIT

ASBESTOS MANAGEMENT POLICY

Executive Summary	This document outlines Orbit's Asbestos Management Policy. It provides a consistent framework within which all Asbestos in Orbit's stock is managed.
Approved by	SMT, Customer and Communities Board
EA completed	EA completed on 09/09/17 A full Equality Analysis was not required as it was a low risk. The actions required are completed or will be carried out if the circumstances arise.
Explain how customers have been involved.	Customers have not been involved in the consultation of this document due to the urgent need to make key changes in Orbit's existing Policy. Full consultation with customers will be completed in November 2017.
Consultation	Orbit Academy, Health & Safety, Development, Property Services, Housing, CSC, Policy & Standards..
Applies to	All staff, Property Services, Housing Teams, Development, Group Health & Safety, CSC, Performance & Policy

SCOPE:

This policy outlines Orbit's Asbestos Management Policy and links to the following Policies and Procedures: *Health & Safety Policy*; *Health & Safety Strategy*; and *Asbestos Management Plan* including all procedures linked to the *Asbestos Management Plan (AMP)*.

It covers the management of Asbestos and applies to all communal areas of residential buildings managed by Orbit. It covers the duties to minimise the risk of harm to residents, employees, contractors and 3rd parties under Orbit's duty of care.

This Policy sets out the means by which the Duty Holder shall discharge their duties under: Regulation 4, Control of Asbestos Regulations 2012, *Duty to Manage Asbestos in non domestic premises*

1. INTRODUCTION

1.1 This Policy outlines Orbit's approach to Managing Asbestos in its properties. Orbit recognises that it has a duty of care towards employees, residents, contractors, visitors and others who may be at risk from Asbestos fibre release in properties that Orbit controls. Detailed responsibilities and how the duties are carried out are held in the *Asbestos Management Plan (AMP)*.

1.2 Legal Duties

Orbit is responsible for implementing reasonably practicable measures to abide with the requirements of the following legislation in relation to Asbestos:

- The Health and Safety at Work Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Control of Asbestos Regulations 2012;
- The Construction (Design and Management) Regulations 2015;
- Control of Substances Hazardous to Health Regulations 2002;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Orbit's approach to complying with the above named legislation will be informed, but not restricted to the following guidance:

- HSE Approved Code of Practice L143: Managing and Working with Asbestos;
- HSG227: A Comprehensive Guide to Managing Asbestos in Premises;
- INDG223: Managing Asbestos in Buildings

2. DEFINITION

2.1 This Policy defines the purpose, principles and key roles and responsibilities within Orbit for managing Asbestos.

2.2 Purpose

The purpose of this document is to provide the legal framework within which Orbit conducts its Asbestos management responsibilities and identify identifies who will oversee how this is carried out strategically.

The AMP will provide Orbit's operational approach to managing Asbestos including surveys, removals and incidents for Orbit's stock. The purpose of the AMP is stated in section 2.5 of this Policy.

2.3 Principles & Compliance

2.3.1 The underlying principal of this policy is to implement good management of Asbestos as far as reasonably practicable, whilst complying with our legal requirements. The AMP will be made available to all Orbit staff on 'MyPolicy' and supports the Policy. Managers are responsible for ensuring compliance

with this policy, and this will be overseen by the Policy & Standards team within the Performance and Policy department, where monitoring will occur to verify that all relevant members of Orbit staff have read this policy and the supporting Management Plan. Therefore it is the responsibility of all parties to ensure they are aware of their obligations and ensure any information they are required to provide is kept up to date.

2.4 Roles and Responsibilities

2.4.1 Overall accountability for Health and Safety lies with the Chief Executive. The Responsible Person is the Executive Director of Customer Services. Specific duties of the Responsible Person are set out in the AMP. The responsible person shall ensure the requirements of the plan are being met and that a review process is in place to confirm this. Responsibility for implementing this policy lies with the following personnel depending on the property type:

Property Type	Person responsible
Communal areas where Orbit has Repairs Liabilities	Head of Property Compliance
Commercial Premises	Commercial Director
Leasehold Properties	Leasehold Operations Manager
Offices	Head of Facilities
Dwellings where Orbit have Repairs Liabilities	Head of Property Compliance
Third Party Managed Properties	Head of Service (or equivalent) responsible for control of Managing Agents

2.4.2 Further detailed responsibilities relating to Asbestos, at an operational level, within Orbit are clearly stated in the Asbestos Management Plan (AMP).

2.5 Asbestos Management Plan

2.5.1 The legal duties and best practice outlined in section 1.2 are delivered through the implementation of the AMP. The AMP demonstrates how Orbit manages Asbestos risk and provides links to the processes that are in place to support the operational demands of managing the risk.

3. EQUALITY AND DIVERSITY

Orbit policies are developed in line with our **Equality and Diversity** policy approach. An Equality Analysis has been conducted and the details can be accessed via myPolicy. If you do not have access to myPolicy please contact the Policy and Standards team who will be able to provide you with a copy.

4. COMPLAINTS

Anyone is able to make a complaint about the service they have received and this is managed under our **Complaints Policy**.

5. PRIVACY STATEMENT

Orbit are collecting information ('personal data') so that we can manage and support our relationship with our customers, comply with legal obligations, improve our services and achieve our legitimate business aims. We are committed to complying with data protection legislation when handling customers' data. Customers have rights around their data, including the right to access their data, and to object to the way it is processed. For more information on how and why we process customers' data, and how customers can exercise their rights, please see our full Privacy Policy on our website at www.orbit.org.uk/privacy-policy/.

6. MONITORING AND ACCOUNTABILITY

Compliance with this policy will be monitored by the control measures stipulated in the AMP.

7. REVIEW

We will carry out a fundamental review of this policy every three years or sooner, subject to legal, regulatory changes, or if internal changes require.