



NORWOOD UK

Asbestos (Health & Safety) Policy

1.0 Introduction

1.1 Purpose

- 1.1.1** To comply with our obligations to control the exposure to Asbestos (and Asbestos Containing Materials (ACMs)) to staff, contractors and others.

1.2 Scope

- 1.2.1** This policy applies to all staff, students, contractors, visitors and others.

1.3 Equality Analysis

- 1.3.1** The company is strongly committed to equality of opportunity and the promotion of diversity for the benefit of all members of the company. The company's approach is to promote equality across the full range of its activities, in employment, supply of goods / services and as a partner working with and within local, national and international communities. Equality analysis has been carried out in this context.

1.4 Definitions

- 1.4.1** Duty Holder. The SHEQ Manager is the Duty Holder as defined by the Control of Asbestos Regulation 2012. The Duty Holder has delegated the management of Asbestos as outlined in the Asbestos Management Plan to the H&S Manager & Director. Additionally Designated Persons have also been appointed within each department.
- 1.4.2** Identification of ACMs. The company does not nor ever has contained friable asbestos. The sources of ACMs within the company are most likely sealed or contained with a matrix such as Artex or Insulating Board. The duty holder must take all reasonable steps to identify ACMs within all premises under their control.
- 1.4.3** Training and Briefing Training is equipping staff (and others where the company has a duty-of-care) with relevant skills to deal appropriately with a given Health and Safety situation. Briefing is informing such persons of relevant knowledge in relation to Health and Safety. Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff and others.
- 1.4.4** Accessibility The duty to make reasonable adjustments, as far as possible, to ensure that all staff (and others where the company has a duty-of-care) with a disability have equal access to everything they need to do a job as those persons without a disability.

1.5 Legislative context

1.5.1 This Policy complies with the requirements of the Health and Safety at Work Act 1974 (and other associated legislation) and in particular the Control of Asbestos Regulations 2012.

1.6 Health & Safety Implications

1.6.1 This Policy forms part of the company's Health and Safety Policy

2.0 Policy

2.1 Principles

2.1.1 Policy Statement

The company will ensure the safety of staff, contractors and others who may be affected by managing the risks associated with Asbestos present within the company. In buildings of this size and age asbestos is inevitably incorporated in some parts of the building fabric. Under no circumstances should building fabric be tampered with, drilled into or disturbed without first consulting the SHEQ Manager. It is imperative to follow the Asbestos Management Plan and contact SHEQ Manager in the first instance for any works required to check the process and ensure your safety.

2.1.2 Commitment

The company will:

- Manage the exposure of staff, , contractors and others to the health risks associated with Asbestos
- Identify and monitor Asbestos and Asbestos Containing Material in buildings, equipment and areas under its control.
- Assess and manage the level of risk by Maintaining an Asbestos Register.
- To only use competent personnel for work with Asbestos.
- Promote awareness of Asbestos to Staff and Contractors. Provide relevant information on Asbestos to those who require such information. To produce and regularly review the Asbestos Management Plan which sets out detailed procedures for the control of Asbestos.

2.2 Procedures

2.2.1 Arrangements

Detailed procedures are contained within the Asbestos Management Plan. The plan is the Responsibility of the SHEQ Manager.

3.0 Governance Requirements

3.1 Responsibility

3.1.1 This Policy is monitored and regularly reviewed by the SHEQ Manager & Director.

3.1.2 Roles and Responsibilities

All responsibilities can be delegated, unless otherwise stated, but it remains the responsibility of the named individual to ensure they are completed in accordance with this Policy and the Asbestos Management Plan. The information below should be read in conjunction with the Asbestos Management Plan and gives an overview of processes and procedures

SHEQ Manager

To co-ordinate the implementation of the Asbestos Management Plan. The SHEQ Manager will be supported by the company Director and the H&S Manager.

The SHEQ Manager will;

- To provide relevant information to Designated Persons based upon the Asbestos Register.
- To ensure that any remedial or asbestos works are overseen in liaison with Designated Persons, and that all works are carried out in accordance with the regulatory requirements and codes of practice for asbestos work.
- To maintain the asbestos records in a controlled location, and liaise with the HR Director regarding any necessary amendments to the asbestos record.
- To inform the HR Director of any updates to asbestos information required where works have been undertaken.

Designated Persons To assist the Duty holder in fulfilling their obligations under The Control of Asbestos Regulations 2012 where applicable Departments will nominate a Designated person. See Appendix A for a list of Designated persons.

The Designated person is required to:

- To advise the SHEQ Manager of personnel requiring asbestos Training.
- To coordinate with the SHEQ Manager remedial and/or further survey works where activities will be affected by the presence of ACM.
- To ensure that any remedial or asbestos works undertaken in buildings are overseen in liaison with the SHEQ Manager and that all works are carried out in accordance with the regulatory requirements and codes of practice for asbestos work.

SHEQ Manager & Director

- To coordinate, with the Duty Holder and Designated Persons, training of relevant personnel.
- To organise appropriate training for the various trade groups and those who may through their role come in contact with ACM's (it is the role of heads of departments to identify those staff who may come in contact with ACM's)
- To monitor that adequate Training has been undertaken by those requiring Training
- To review the effectiveness of the Training

HR Director

- To update the system with new or amended asbestos information provided so that the Asbestos Register is maintained.
- Liaise with the SHEQ Manager and Designated Persons to ensure that relevant and accurate asbestos information is passed on to the job card raised through the system.
- To provide CAD drawings and relevant printouts of asbestos information where requested by the SHEQ Manager, Director and Designated Persons.

Contractors

The following applies to contractors working for the company, either as a Measured Term Contractor (MTC) or a general contractor.

- The contractor is to comply with the terms of this policy document in the execution of their works.
- The contractor is to ensure their workforce has the appropriate level of asbestos training.
- The contractor is to cease work immediately and notify the SHEQ Manager or Designated Person upon encountering any suspected Asbestos Containing Material not already identified.

3.2 Implementation / Communication Plan

3.2.1 The policy is communicated to all staff as part of the Induction process. Along with the company's Health and Safety Handbook.

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Uncontrolled when copied

3.3 Exceptions to this Policy

3.3.1 Not Applicable

3.4 Supporting documentation

3.4.1 See Health and Safety policy.

3.4.2 See Asbestos Management Plan

APPENDIX A:

DEPARTMENT DESIGNATED PERSONS

Designated Persons

The positions listed below from each department have been selected due to their responsibility for works in relation to the fabric of the company's buildings.

Director

SHEQ Manager

H&S Manager

HR Director

Line Managers

Field Managers

Signed for and on behalf of the company

A handwritten signature in blue ink, which appears to read 'Jo Shuttlewood'.

Jo Shuttlewood – HR Director