

# Catena

Inspection & Engineering Services Ltd  
**Lifting Solutions & Supplies**

www.catenais.co.uk

# CHS013

## ASBESTOS POLICY



## ASBESTOS POLICY

### Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- Asbestos Awareness Toolbox
- CF3010 Suppliers Questionnaire
- CF3011 Approved Contractor Supplier List

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## INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) acknowledges the importance of having a policy in place to protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable.

Asbestos still kills around 5000 workers each year, this is more than the number of people killed on the road and around 20 tradesmen die each week as a result of past exposure.

CATENA recognises that asbestos is not just a problem of the past and that It can be present today in any building built or refurbished before the year 2000.

When materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled, they can cause serious diseases. These diseases will not affect you immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything. This is why CATENA recognise that it is important to protect its employees now.

## OBJECTIVES

This policy has been written to provide a reference document in relation to dealing with asbestos containing materials (ACM) within CATENA property.

## SCOPE

This policy will apply to all CATENA employees, contractors and visitors.

In particular it will apply when any building alterations are planned which may involve disturbing previously identified (ACM) or if upon commencement of work ACM is discovered.

## RESPONSIBILITIES

CATENA has a duty to manage asbestos as a company that manages non-domestic premises. It has a responsibility for protecting others who work in such premises, or use them in other ways, from the risks to ill health that exposure to asbestos causes.

CATENA will as far as reasonably practicable ensure that everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises by;

- Assessment - CATENA premises will be surveyed to determine whether asbestos containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
- The amount and condition of the asbestos-containing material will be assessed, and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

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- A Written Plan - A written plan or register that sets out the location of the asbestos containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be held by the Managing Director. The arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
- Access to Asbestos-containing Materials - Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
- Monitoring and Maintenance - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

### **Asbestos-related Emergencies**

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees.

### **Arrangements for Controlling Work on Asbestos**

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

### **Selection and Control of Contractors to Work on Asbestos-containing Materials**

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

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Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

### **Contractors**

When working on our premises it is considered that contractors are joint occupiers for that period and therefore, we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc. as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be bought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

*Construction work and the Construction (Design and Management) Regulations 2015*

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Where any construction work is carried out that is subject to the Construction (Design and Management) Regulations 2015, to fulfil our legal duties as a “client” under the Regulations we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all duty holders that we appoint have the necessary skills, knowledge, training and experience to carry out their roles safely
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or company who acquires the building
- cooperate fully with all other duty holders and provide all relevant information and instruction promptly and clearly

**Procedures for Dealing with Health and Safety Issues**

Where an employee raises a health and safety problem related to work with asbestos, the company will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

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- inform a responsible person immediately, usually the Company Director – Health and Safety
- in the case of an accident or emergency, respond quickly to ensure effective treatment

## COMMUNICATION AND CONSULTATION

It is a legal requirement for the company to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with employees through:
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - health and safety meetings
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

## MONITORING COMPLIANCE AND EFFECTIVENESS

Overall responsibility for policy implementation and review rests with the Managing Director. However, all employees are obliged to adhere to and support the implementation of the policy. The Company will inform all employees of the policy and any amendments to the policy

### **Additional Information**

If you require any additional information or clarification regarding this policy, please contact the CATENA office.

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