

## Ideal Office Limited Asbestos Policy 2020

### Introduction

This document brings our asbestos policy regarding into line with the requirements of the control of asbestos at work regulations which were revised in November 2006.

### Company Responsibilities

The Ideal Office policy on asbestos intends to ensure so far as it is reasonably practicable, the health, safety and welfare at work of its employees and others who may encounter or be exposed to asbestos. Ideal Office policy on asbestos shall ensure that any known and identified locations of asbestos are recorded and that any such asbestos information is made available to those persons who require it.

Directors are responsible, so far as is reasonably practicable, for ensuring the health, safety and welfare at work of all employees in their respective departments. The Directors will:

- Prepare and revise as necessary department arrangements for the management and control of work involving asbestos.
- Ensure appropriate training, information and instruction is provided for relevant employees, and personal instruction as appropriate.
- Ensure that employees or relevant contractors are provided with appropriate information, regarding company procedures in areas containing Asbestos.

### Legislation

This policy is based on the following legislation and shall be amended in line with any changes.

- Health and Safety at Work etc. Act 1974
- The Control of Asbestos at Work Regulations 2006
- The Asbestos Licensing (Amendment) Regulations 1998
- The Asbestos Prohibitions Regulations
- The Management of Health and Safety at Work Regulations 1999 (as Amended)
- The Construction Design and Management Regulations 2007

## The Control of Asbestos at Work Regulations

These are substantial regulations incorporating an Approved Code of Practice and were last updated in 2002. They apply to everyone at risk from work with asbestos and extend statutory protection to all those who encounter asbestos at work or are affected by work activities involving it.

Key features of the regulations are:

- Taking reasonable steps to find asbestos containing materials in premises and checking their condition.
- Presuming materials contain asbestos unless there is strong evidence to suppose they do not.
- Keeping an up to date written record of the location and condition of the asbestos containing materials
- Assessing the risk of exposure to asbestos containing materials
- Preparing and implementing a plan to manage the risk.

## Policy Application

The arrangements detailed consist of a series of procedures which are intended to safeguard persons who may encounter the possibility of discovering asbestos in the course of their work and to ensure the safety of any premises occupants who may be affected by any associated works which may involve the disturbance of asbestos containing materials. All reasonable practical steps will be taken to ensure that Ideal Office employees, will not be exposed to materials containing asbestos.

## Training

All staff who may encounter asbestos during the course of their work shall be given the necessary training to be able to identify the situations in which asbestos may be present, to be able to recognise asbestos or similar suspect materials and to set out safe working practice to minimise risks to health and safety. Induction training will be provided to all new staff

If, during the course of normal work practice Asbestos containing material is encountered, the following procedures should be followed by all trained employees

- Stop all work immediately
- Warn other employees and anyone else that may be working in that area
- Immediately inform client and Ideal Office management

## Disclaimer

As previously stated, Ideal Office will take ensure so far as it is reasonably practicable, the health, safety and welfare at work of its employees and others who may encounter or be exposed to asbestos in line with listed regulations. However Ideal Office is not responsible for carrying out or paying for any asbestos surveys/removals, such work should be carried out by a licenced asbestos contractor prior to work commencement on refurbishment contracts.