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| Report To: | Policy and Resources Committee | Date: | 26 March 2024 |
| Report By: | Head of Organisational Development, Policy & Communications | Report No: | PR/16/24/RB/MR |
| Contact Officer: | Morna Rae | Contact No: | 01475 712923 |
| Subject: | Water Quality Management Policy and Control of Asbestos Policy | | |

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 The purpose of this report is to seek approval of a new Water Quality Management Policy and an updated Control of Asbestos Policy.
- 1.3 Inverclyde Council is required to ensure that the risks to employees and others from Legionella bacteria and other water quality risks, and asbestos containing materials are managed in line with its legal duties. The creation of a new Water Quality Management Policy and updated Control of Asbestos Policy supports compliance with these duties.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Policy and Resources Committee
- Approves the Water Quality Management Policy, and
 - Approves the updates to the Control of Asbestos Policy.

Morna Rae
Head of Organisational Development,
Policy & Communications

3.0 BACKGROUND AND CONTEXT

- 3.1 The Health and Safety at Work etc. Act places a duty on employers to prepare a written statement of their general policy and as part of that policy to have in place arrangements for the implementation of health and safety. The Water Quality Management policy and the Control of Asbestos Policy together with associated guidance and arrangements will form part of the Council's health and safety management system.
- 3.2 Inverclyde Council is required to ensure that the risks to employees and others from Legionella bacteria and other water quality risks, are managed in line with its legal duties as defined by the Control of Substances Hazardous to Health (as amended) Regulations 2002, and the Health and Safety at Work etc. Act 1974. Under the approved code of practice as part of the duty to manage Legionella risks, the Council must, for those premises it owns, occupies, manages or for which it has responsibility:
- identify and assess sources of risk;
 - where appropriate, prepare a written scheme for preventing or controlling the risk;
 - implement, manage and monitor precautions;
 - keep records of the precautions taken, and
 - appoint a competent person with sufficient authority and knowledge of the installation to help take the measures needed to comply with the law.
- 3.3 The Water Quality Management Policy (available at Appendix) 1 has been devised to support compliance with these responsibilities.
- 3.4 Inverclyde Council is required to ensure that the risks to employees and others from asbestos containing materials are identified, and managed in line with its legal duties as defined by the Control of Asbestos Regulations 2012 (as amended), the Management of Health and Safety at Work regulations 1999 and the Health and Safety at Work etc. Act 1974. Under the Control of Asbestos Regulations 2012 as part of the duty to manage, the Council must for those premises it owns, occupies, manages or for which it has responsibility:
- Find out if there are Asbestos Containing Materials (ACMs) in the premises;
 - Where it is not clear, or there has been no risk assessment undertaken, the Council will presume all materials contain asbestos unless there is strong evidence to the contrary;
 - Make and keep up to date, a record of the location and condition of ACMs or presumed ACMs;
 - Assess the risk from the material and undertake remedial work as necessary;
 - Prepare a plan that sets out how the risks are to be managed;
 - Take the necessary steps to put the plan into action and ensure it is implemented;
 - Review and monitor the plan every 12 months or if there has been any significant change or is no longer valid;
 - Provide information on the location and condition of the material to anyone liable to work on or disturb it and
 - Also ensure that Regulation 6 of (CAR 2012) "Assessment of exposure" is adhered to.
- 3.5 The Control of Asbestos Policy has been subject to periodic reviews, with the most recent taking place in 2017. The key update in the latest version (at Appendix 2) relates to the roles and responsibilities section.

4.0 PROPOSALS

- 4.1 It is recommended that the Policy and Resources Committee
- Approves the Water Quality Management Policy, and
 - Approves the updates to the Control of Asbestos Policy.

5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

| SUBJECT | YES | NO |
|---|-----|----|
| Financial | | X |
| Legal/Risk | X | |
| Human Resources | X | |
| Strategic (Partnership Plan/Council Plan) | X | |
| Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing | | X |
| Environmental & Sustainability | | X |
| Data Protection | | X |

5.2 Finance

No additional costs have been identified with the delivery of actions within the policies.

One off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend this Report | Virement From | Other Comments |
|-------------|----------------|--------------|----------------------------|---------------|----------------|
| N/A | | | | | |

Annually Recurring Costs/ (Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact | Virement From (If Applicable) | Other Comments |
|-------------|----------------|------------------|-------------------|-------------------------------|----------------|
| N/A | | | | | |

5.3 Legal/Risk

Failure to comply with statutory regulations and associated Codes of Practice relevant to the management of Legionella in water systems and the Control of Asbestos could result in enforcement action being taken against the Council. The determination of risk is complex and is taken per establishment through both Legionella and Asbestos risk assessments.

5.4 Human Resources

Staff will require appropriate training for the roles and responsibilities and may require to form part of job descriptions and person specifications.

5.5 **Strategic**

This report helps deliver Corporate Plan Organisational Priorities 9 and 10, delivering effective management of resources and motivated, trained, and qualified employees that deliver quality services.

6.0 **CONSULTATION**

6.1 Consultation has taken place with the Corporate Health and Safety Committee, and Trades Union colleagues.

7.0 **BACKGROUND PAPERS**

7.1 None.

APPENDIX 1

Version 1.0
Produced by:
Health and Safety
Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LX

Water Quality Management



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DOCUMENT CONTROL

| Document Responsibility | | |
|--------------------------------|-------------------------------|------------------|
| Name | Title | Service |
| Pauline Ramsay | Health and Safety Team Leader | OD, HR and Comms |
| | | |
| | | |

| Change History | | |
|-----------------------|-------------|-----------------|
| Version | Date | Comments |
| 1.0 | | |
| | | |

| Distribution | | |
|----------------------------------|-------------|--------------------|
| Name | Date | Designation |
| CMT and Extended Management Team | | |
| Union Representatives | | |
| UNITE | | |
| UNISON | | |
| GMB | | |
| EIS | | |
| SSTA | | |
| NAWUWT | | |

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A copy of this policy will be placed on Icon, a hard copy should be made available where relevant to those employee who do not have access to icon.

| Policy Review | | |
|----------------------|---------------------------|------------------|
| Review Date | Person Responsible | Service |
| March 2028 | H&S Team Leader | OD Policy & Coms |

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1. INTRODUCTION

- 1.1. Legionella is hazardous to human health, and can cause a number of respiratory illnesses, the most serious of which is Legionnaires disease, which is a potentially fatal form of pneumonia and everyone is susceptible to infection.
- 1.2. The bacteria is common and found naturally in the environment in water sources such as rivers. Outbreaks of the illness occur from exposure to Legionella growing in purpose-built systems where water is maintained at a temperature high enough to encourage growth, e.g. cooling towers, evaporative condensers, hot and cold water systems and spa pools.
- 1.3. People contract Legionnaires' disease by inhaling small droplets of water (aerosols), suspended in the air, which contain the bacteria. The risk from Legionella is increased if:
 - the water temperature in all or some parts of the system is between 20-45°C
 - it is possible for breathable water droplets to be created and dispersed e.g. aerosol created by a cooling tower, or water outlets
 - water is stored and/or re-circulated
 - there are deposits that can support bacterial growth providing a source of nutrients for the organism e.g. rust, sludge, scale, organic matter and biofilms
- 1.4. In order to control Legionella hot water should be stored at least at 60°C, however there is a scalding risk to vulnerable groups and individuals, control of this risk will also be considered in this policy and supporting guidance.
- 1.5. The Council recognises its statutory responsibilities in respect of the control of legionella and other water borne diseases and will adopt the necessary measures to ensure that its policy, on water quality, reduces risks to employees, contractors, and others who may use Council premises.
- 1.6. This document sets out the Council's Water Quality Policy and defines the procedures that are required to be in place to meet legal obligations concerning the risks and effective management of Legionella and other water borne infections. This policy should be read in conjunction with the Procedures and Guidance for Water Quality document.

2. POLICY STATEMENT

- 2.1. It is the policy of Inverclyde Council that all hot and cold water storage and distribution systems are specified, designed, installed and maintained so far as to prevent exposure to legionella bacteria and to ensure , so far as is reasonably practicable, the absence of scalding risks to vulnerable groups. The council will comply with the Approved Code of Practice: [Legionnaires' disease: The control of Legionella bacteria in water systems \(L8\)](#) which contains practical guidance on how to manage and control the risks in your system, as well as all other associated legislation.
- 2.2. The Council will ensure that design, component selection, specifications, system construction, installation and maintenance work comply with the requirements of BS EN 806 and BS 8558: 2015.
- 2.3. A high standard of health and safety performance is recognised as an integral part of the council's service delivery. Therefore, sufficient resources will be allocated to meet the requirements of the council's Water Quality Management Policy.

2.4. This standard will be achieved by:-

- Ensuring that the risks from legionella or other bacterial infections are identified and assessed in all properties.
- Systems for managing risks from legionella or other bacterial infections are established.
- Where feasible engineering and designing out risk from legionella.
- Setting clear responsibilities for communicating and promoting the Council's commitment to prevent exposure to legionella bacteria through adequate information instruction and training.
- Ensuring strict compliance with the Council's Legionella Management Plan which is detailed in the arrangements and guidance document which should be read in conjunction with this policy.
- Ensuring that scalding risks are controlled for vulnerable groups.

3. SCOPE

- 3.1. This policy applies equally to all employees regardless of grade, experience or role within the organisation. The policy also applies to contracted staff as far as is reasonably practicable.
- 3.2. This policy applies to all hot and cold water storage and distribution systems in Council owned and managed buildings. i.e. schools, residential care facilities, depots, public buildings etc.
- 3.3. It also applies to other storage or distribution systems which have operating temperature above 20°C and may release a spray or aerosol for example:
 - Vehicle washing facilities
 - Water features such as fountains
 - Sprinkler systems
 - Re-circulatory 'grey water' and rain water storage and harvesting systems.
 - Private or untreated water supplies, including boreholes
 - Lathe and machine tool coolant systems.
- 3.4. Inverclyde Council does not, at the time of issue of this document, operate any cooling towers or similar evaporative condensing equipment.
- 3.5. Where a property is leased, either to a third party, or by the Council, responsibilities for the management of Legionella will be clearly defined.
- 3.6. Parts of this policy are managed and administered by Physical Assets

4. CONSULTATION & IMPACT ASSESSMENT

- 4.1. Inverclyde Council recognises the importance of employee consultation and is committed to involving all employees in the development of policies and procedures. The following groups are formally consulted:
 - Trade Union Representatives through the Corporate Health and Safety Committee.
 - All Chief Officers.

- Employees via the Council Intranet.
- 4.2. An Equalities Impact Assessment was carried out using the Council's Equalities Impact Assessment Template.

5. LEGAL FRAMEWORK

The following legislation underpins this policy.

- 5.1. There is a legal requirement for the Council to comply with the Control of Substances Hazardous to Health Regulations 2002 which provide a framework of actions designed to assess, prevent or control the risk from bacteria like Legionella. Advice on the preferred means of compliance with the regulation is contained in L8 Approved Code of Practice (ACOP). Legionnaires' Disease: The Control of Legionella bacteria in Water systems.
- 5.2. The duties imposed in COSHH 2002 supplement the provisions laid down in the Health and Safety at Work etc Act 1974 (the HSW Act) along with duties imposed by other regulations (listed below):
- a) The HSW Act requires employers to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace, which might affect their health and safety;
 - b) The Management of Health and Safety at Work Regulations 1999 ("the Management Regulations") require employers and self-employed people to make an assessment of the risks of the health and safety of themselves, employees and people not in their employment, arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting those peoples health and safety;
 - c) The Workplace (Health, Safety and Welfare) Regulations 1992 which require employers to maintain workplace buildings so as to protect occupants and workers;
 - d) The Construction Design and Management Regulations 2015 ("CDM Regulations 2015") require that risks, including those related to water quality are designed out of buildings.
 - e) The Civic Government (Scotland) Act 1982 places duties on landlords to take reasonable care to see that tenants and other people are safe from personal injury or disease caused by a defect in the state of the premises.
 - f) Employers are required to:
 - Identify and assess sources of risk;
 - Manage any risks;.
 - Prevent or control any risks;
 - Keep and maintain the correct records
 - Carry out any other duties they may have.

6. ROLES & RESPONSIBILITIES

In addition to the accountabilities laid out in the Corporate Health and Safety Policy the following responsibilities are specific to this Policy.

| Designation | Role | Responsibilities |
|---------------------------------------|--|---|
| Chief Executive | Duty Holder | <p>Overall Duty Holder – The Health and Safety at Work etc Act 1974 places general duties on employers to ensure, so far as is reasonably practicable, the Health safety and welfare of employees and anyone who may be affected by their undertakings.</p> <p>Secondary legislation including the Control of Substances Hazardous to Health 2002, impose duties relating to the safe management and control of substances hazardous to health including bacterial infections.</p> |
| Director Environment and Regeneration | Duty Holder (Control of water quality including Legionella bacteria) | <p>Delegated Duty Holder by the Chief Executive for the control of water quality and legionella bacteria in water systems. Ensuring the Council complies with ACOP (L8) which gives specific information on the management and control of Legionella.</p> <p>Ensuring council compliance under the Health and Safety at Work etc Act 1974 to risks from legionella bacteria, other water borne infections and safety of hot water systems which may arise from work activities.</p> <p>In addition there is subordinate legislation including the Control of Substances Hazardous to Health Regulations 2002 (COSHH) which provide a framework of duties designed to assess, prevent or control the risks from hazardous substances, including biological agents such as legionella, and take suitable precautions.</p> |
| Head of Physical Assets | Responsible Person | <p>Appointed water quality responsible person by the Duty Holder (Control of Water quality and Legionella Bacteria in Water Systems) The Responsible Person is described as someone with responsibility for managing and controlling all identified risks relating to water quality including Legionella.</p> |
| Service Manager Assets | Deputy Responsible Person | <p>Delegated as the day to day responsible person by the Head of Physical Assets for managing and controlling all identified water quality risks by ensuring appropriate systems and resource are in place to implement the</p> |

| | | |
|---|--|---|
| | | policy, procedures and guidance.. |
| Property Management Team Leader | Appointed Team | Appointed Team within the Service by the Responsible Person(s) Ensuring the Appointed Person is meeting the requirements set out by the Duty Holder(s) and Responsible Person(s). and providing support to the appointed person where required. |
| Property Officer (Statutory Compliance) | Appointed Person | Manages the day-to-day requirements for the Control of Legionella Bacteria and general water quality. Temperature checks, testing, cleaning risk assessments, remedial works etc. Control of record keeping and highlighting any issues arising which cause concern. |
| Health and Safety Team Leader | Competent advisor | Responsible for controlling, reviewing and updating the procedures and policies relating to Water Quality in collaboration with the Duty Holder(s) and Responsible Persons(s), and providing competent advice as per the requirements of the Management of Health and Safety at Work regulations. Monitoring compliance with these procedures and policies. |
| Employees | Compliance with this policy and procedure. | Comply with any processes or procedures laid down in this policy and to bring to the attention of the appointed person any concerns regarding these procedures or water quality issues. |
| Other relevant roles | | |
| Technical Services Manager | Responsible person for design and build | The Technical Services Manager is delegated responsibility for ensuring that all new build design and refurbishment works take into account the requirement for ensuring that plant and water systems are designed and constructed to be safe and without risks to health when used at work. This should be carried out in consultation with the responsible persons and dutyholders. Any work carried out must be in accordance with HSE ACOP L8: The Control of Legionella Bacteria in Water Systems. |

| | | |
|---|--|---|
| Lead Officers/ Responsible persons of individual premises | Senior managers responsible for building safety. | <p>The named Lead Officers or Responsible Person for a building is responsible for ensuring that the Water Log Book is held in a safe location on site and made available to water quality contractors who visit the premises to carry out monitoring and testing of water systems.</p> <p>They are also responsible for ensuring that any delegates task such as weekly flushing of water systems are carried out in accordance with the water quality risk assessment. This action should be recorded in the relevant section of the Water Log Book. Any significant defect or non-conformance should be reported promptly.</p> |
|---|--|---|

7. TRAINING/INFORMATION

7.1. Information

Inverclyde Council recognises the need to provide staff with relevant information on water quality management. Employee awareness will help with the implementation of this policy. Information will be made available on the Council’s Intranet System ICON, via Line Managers and Trade Union Safety Representatives or via Organisational Development, Human Resources and Comms. The information will be updated on a regular basis.

7.2. Training

The Council recognises that training of managers/team leaders and employees is important to ensure that all employees have the necessary skills to carry out the requirements of this policy. Training will be made available to all relevant staff with identified duties within the written control scheme or, if identified through the risk assessment process, other specialist training can be made available. All training provided will include information about this Council policy.

8. MONITORING, EVALUATION & REVIEW

This policy was ratified by the Council’s Policy and Resources Committee on 26 March 2024 and implemented immediately thereafter.

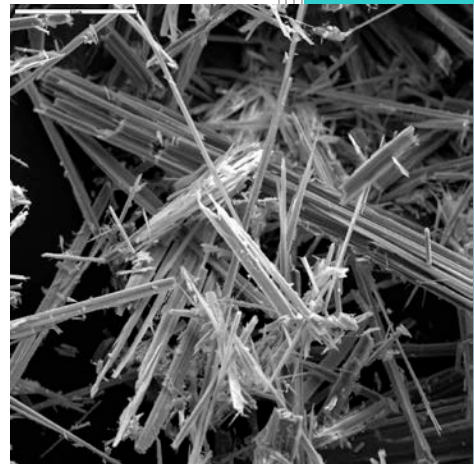
Regular monitoring and review are necessary to measure the effectiveness of the policy and to ensure it remains relevant to the needs of the Council. This policy will be subject to monitoring and review on a regular basis by the Corporate Health and Safety Section via the Corporate Health and Safety Committee.

The policy will be reviewed every four years thereafter unless there is significant change in legislative requirements or risk assessment identifies a need for review. Measuring the effectiveness of the policy will include the auditing of compliance with this policy.

APPENDIX 2

Version 2.5
Produced by:
Health and Safety
Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LX

Control of Asbestos



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Inverclyde
Council
March 2024

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DOCUMENT CONTROL

| Document Responsibility | |
|-------------------------------|----------------------|
| Role | Service |
| Health and Safety Team Leader | OD, Policy and Comms |
| | |

| Change History | | |
|----------------|-----------|---|
| Version | Date | Comments |
| 2.1 | 07/02/12 | Policy reviewed and updated to reflect changes in the Council Structure and changes to legislation. |
| 2.2 | June 2012 | Updated to reflect 2012 regulations |
| 2.3 | July 2012 | Project Asbestos Checklist updated |
| 2.4 | July 2017 | Policy reviewed and updated to reflect changes in the Council Structure and changes to legislation. Project Asbestos Checklist updated. |
| 2.5 | Sept 2023 | Removal of the arrangements section and updating of roles and responsibilities. |

| Distribution |
|---|
| CMT and Extended Management Team |
| Trades Union Representatives |
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| Policy Review | | |
|---------------|--------------------|----------------|
| Review Date | Person Responsible | Service |
| March 2028 | H&S Team Leader | OD, HR & Comms |

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1 INTRODUCTION

- 1.1 For many years, products containing asbestos have been extensively used for a range of applications in a variety of locations. Whilst the use of asbestos is now banned in the UK, asbestos containing materials (ACM's) are still present in a number of locations including the Council's corporate premises, schools, commercial premises, community halls and leisure facilities. The council have procedures in place to remove asbestos where possible.
- 1.2 Asbestos is hazardous to health and exposure to asbestos fibres can have long term implications to health with effects taking up to 40 plus years to be seen. Asbestos is the single greatest cause of work-related deaths in the UK.
- 1.3 Asbestos is low risk if in good condition and not disturbed or damaged. However if disturbed or damaged fibres are released into the air and can be breathed in becoming a danger to health.
- 1.4 This policy sets out the commitment of Inverclyde Council to provide a safe and secure environment free of asbestos, or where it cannot be removed managed in appropriate manner to keep it safe for employees, visitor, service users and members of the public. It applies to all persons who have access to, use of, or are responsible for the maintenance of Inverclyde Council premises.
- 1.5 The Council recognises its statutory responsibilities in respect of the control of ACM's and will adopt the necessary measures to ensure that its policy, to identify and manage ACM's, reduces risks to employees, contractors, and others who may use Council premises.
- 1.6 This document sets out the Council's Asbestos Policy and defines the procedures that are required to be in place to meet legal obligations concerning the risks and effective management of ACM's. This policy should be read in conjunction with the Procedures and Guidance for Asbestos document.

2 POLICY STATEMENT

Under the Control of Asbestos Regulations 2012 as part of the duty to manage, the Council will, for those premises it owns, occupies, manages or for which it has responsibility:

- 2.1 Find out if there are ACM's in the premises.
- 2.2 Where it is not clear, or there has been no risk assessment undertaken, the Council will presume all materials contain asbestos unless there is strong evidence to the contrary.
- 2.3 Keep an up to date record of the type, location and condition of ACM's or presumed ACM's. Monitor on a regular basis as identified in the risk assessment.
- 2.4 Assess the risk from the material and undertake remedial work as necessary.
- 2.5 Prepare a plan that sets out how the risks are to be managed.
- 2.6 Take the necessary steps to put the plan into action and ensure it is implemented.

- 2.7 Review and monitor the plan every 12 months or if there has been any significant change or is no longer valid.
- 2.8 Provide information on the location and condition of the material to anyone liable to work on or disturb it.
- 2.9 Also ensure that Regulation 6 of (CAR 2012) "Assessment of exposure" is adhered to.

3 AIMS

This policy, and associated procedures and guidance, aims to provide guidance and information to Services to help them to manage the risks from asbestos within the workplace in a sensible manner and to provide clear guidance on the procedures to be taken if asbestos is found or disturbed.

4 SCOPE

- 4.1 This policy applies equally to all employees regardless of grade, experience or role within the organisation; who may come into contact with asbestos containing materials (ACM's) on any Council property. The policy also applies to contracted staff and contractors working in Council buildings.
- 4.2 This policy applies to all council owned and managed buildings. i.e. residential care facilities, depots, public buildings etc.
- 4.3 Parts of this Policy are managed and administered by Physical Assets.
- 4.4 Where a property is leased, either to a third party, or by the Council, responsibilities for the management of asbestos will be clearly defined.

5 CONSULTATION & IMPACT ASSESSMENT

- 5.1 Inverclyde Council recognises the importance of employee consultation and is committed to involving all employees in the development of policies and procedures. The following groups are formally consulted:
 - Trade Union Representatives through the Corporate Health and Safety Committee.
 - All Chief Officers.
 - Employees via the Council Intranet.
- 5.2 An Equalities Impact Assessment was carried out using the Council's Equalities Impact Assessment Template.

6 LEGAL FRAMEWORK

The following legislation underpins this policy.

- 6.1 There is a legal requirement for the Council to comply with the Control of Asbestos Regulations 2012 (CAR) in particular, regulation 4 "duty to manage asbestos in buildings." Advice on the preferred means of compliance with the regulation is

contained in L 143 Approved Code of Practice (ACOP). Work with materials containing asbestos.

- 6.2 The duties imposed in CAR 2012 in particular regulation 4 supplement the provisions laid down in the Health and Safety at Work etc Act 1974 (the HSW Act) along with duties imposed by other regulations (listed below):
- a) The HSW Act requires employers to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace, which might affect their health and safety;
 - b) The Management of Health and Safety at Work Regulations 1999 (“the Management Regulations”) require employers and self-employed people to make an assessment of the risks of the health and safety of themselves, employees and people not in their employment, arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting those peoples health and safety;
 - c) The Workplace (Health, Safety and Welfare) Regulations 1992 which require employers to maintain workplace buildings so as to protect occupants and workers;
 - d) The Construction Design and Management Regulations 2015 (“CDM Regulations 2015”) require the client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to the Principal Designer before any work begins and to ensure that the Principal Contractor has all information relevant to the construction phase plan, and that the health and safety file is available for inspection by any person who needs the information;
 - e) The Civic Government (Scotland) Act 1982 places duties on landlords to take reasonable care to see that tenants and other people are safe from personal injury or disease caused by a defect in the state of the premises.
 - f) As well as imposing a duty to manage asbestos in premises, CAR 2012 requires employers to:
 - Undertake risk assessments before commencing work which exposes, or is liable to expose, employees to asbestos;
 - Produce a plan of work detailing how the work is to be carried out; i.e. Method statements for the work.
 - Either prevent exposure to asbestos or reduce it to, as low a level as is reasonably practical.

7 ROLES & RESPONSIBILITIES

In addition to the responsibilities laid out in the Corporate Health and Safety Policy the following responsibilities are specific to this Policy.

| Designation | Role | Responsibilities |
|---|--|--|
| Chief Executive | Duty Holder | <p>Overall Duty Holder – The Health and Safety at Work etc Act 1974 places general duties on employers to ensure the Health safety and welfare of employees and anyone who may be affected by their undertakings.</p> <p>Secondary legislation including the Control of Asbestos Regulations 2012 impose specific duties on employers and employees related to the management of asbestos.</p> |
| Director Environment and Regeneration | Duty Holder Control of Asbestos Regulations 2012 | Delegated by the Chief Executive as Duty Holder for “The Control of Asbestos Regulations 2012. To ensure the Council comply with ACOP (L143) which gives specific information on the health and safety law that applies to the management of asbestos risks within Council premises. |
| Head of Physical Assets | Responsible Person | Appointed Asbestos Responsible Person by the Duty Holder (Control of Asbestos) The Asbestos Responsible Person is described as someone with responsibility for managing and controlling all identified risks from asbestos. |
| Service Manager Assets | Deputy Responsible Person | Delegated as the day to day responsible person by the Head of Physical Assets for managing and controlling all identified risks from Asbestos by ensuring appropriate systems and resource are in place. |
| Property Management Team Leader | Appointed Team | <p>Appointed Team within the Service by the Responsible Person(s)</p> <p>Ensuring the Appointed Person is meeting the requirements set out by the Duty Holder(s) and Responsible Person(s). and providing support to the appointed person where required.</p> |
| Property Officer (Statutory Compliance) | Appointed Person | Manages the day-to-day requirements under the Control of surveying, testing, condition checks, remedial works etc. Control of record keeping and highlighting any issues arising which are a cause concern. |
| Health and Safety Team Leader | Competent advisor | Responsible for controlling, reviewing and updating the procedures and policies relating to the Control of Asbestos in collaboration with the Duty Holder(s) and Responsible Persons(s). |

| Designation | Role | Responsibilities |
|-------------|--|--|
| | | Monitoring compliance with these procedures and policies. |
| Employees | Compliance with this policy and procedure. | Comply with any processes or procedures laid down in this policy and to bring to the attention of the appointed person any concerns regarding these procedures or the presence or condition of asbestos. |

8 TRAINING/INFORMATION

8.1 Information

Inverclyde Council recognises the need to provide staff with relevant information on asbestos management. Employee awareness will help with the implementation of this policy. Information on asbestos management systems will be made available on the Council's Intranet System ICON, via Line Managers and Trade Union Safety Representatives or via Organisational Development, Human Resources and Comms. The information will be updated on a regular basis.

8.2 Training

The Council recognises that training of managers/team leaders and employees is important to ensure that all employees have the necessary skills to carry out the requirements of this policy. Training will be made available to all relevant staff with identified duties within the written control scheme or, if identified through the risk assessment process, other specialist training can be made available. All training provided will include information about this Council policy.

- The authorised person with managerial responsibility for asbestos and nominated deputies will undertake regular accredited training to ensure that they have the appropriate competency to manage asbestos risks. Appropriate courses include:
 - BOHS P405 – Management of Asbestos in Buildings.
- Persons in control of or carrying out construction or maintenance works should receive annual asbestos awareness training.
- Persons in control of premises should receive regular asbestos awareness training.

8.3 Communication of the Policy

The Council recognises the importance of communicating the policy to all employees. This policy will be communicated to staff via the Corporate Health and Safety Committee, the Council's team briefing system and a copy will be placed on the Council's Intranet system ICON.

9 MONITORING, EVALUATION & REVIEW

This policy was ratified by the Council's Policy and Resources Committee on 26 March 2024 and implemented immediately thereafter.

Regular monitoring and review are necessary to measure the effectiveness of the policy and to ensure it remains relevant to the needs of the Council. This policy will be subject to monitoring and review on a regular basis by the Corporate Health and Safety Section via the Corporate Health and Safety Committee.

The policy will be reviewed every four years thereafter unless there is significant change in legislative requirements or risk assessment identifies a need for review. Measuring the effectiveness of the policy will include the auditing of compliance with this policy.