



Asbestos Management Policy

CHARITY POLICY & PROCEDURE

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Asbestos Management Policy

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Asbestos Management Policy

Aim

The aim of this **Asbestos Management Policy** is to ensure that Asbestos-Containing Materials (ACMs) within all buildings and assets under the control of Talbot House Children's Charity ("the Charity") are managed safely and in compliance with all relevant legislation. This policy aims to prevent exposure to asbestos fibres, safeguard the health of employees, contractors, visitors, and the public, and outline the procedures for identifying, monitoring, and controlling asbestos risks.

This policy applies to:

- All buildings, structures, equipment, or assets owned, leased, or managed Talbot House Children's Charity.
- All employees, contractors, consultants, visitors, and any other persons who may come into contact with ACMs.
- All activities involving the inspection, maintenance, renovation, or demolition of premises where ACMs may be present.

1. Policy Statement

The Charity is committed to:

- Preventing exposure to asbestos fibres.
- Identifying and managing ACMs safely and responsibly.
- Complying with all legal and regulatory requirements regarding asbestos.
- Ensuring that only trained and competent persons undertake asbestos-related work.
- Maintaining clear records and implementing robust monitoring systems.

2. Roles & Responsibilities

- The Premises Manager and the Senior Management Team are responsible for:
 - Ensuring compliance with asbestos legislation.
 - Providing adequate resources for asbestos management activities.
 - Approving and oversee the implementation of the Asbestos Management Plan.
- Asbestos Responsible Person / Duty Holder
 - Maintain the Asbestos Register and Asbestos Management Plan.
 - Ensure regular inspections and re-assessments of ACMs.
 - Coordinate asbestos surveys by competent professionals.
 - Ensure appropriate communication of asbestos information to staff and contractors.
- Managers and Supervisors
 - Ensure staff under their supervision follow asbestos safety procedures.
 - Verify that contractors receive asbestos information before starting work.
 - Report any suspected ACM or disturbance immediately.
- 4.4 Employees
 - Comply with all asbestos safety requirements.
 - Report damaged materials or suspected asbestos immediately.
 - Only undertake work involving ACMs if properly trained and authorised.
- 4.5 Contractors
 - Must review the Asbestos Register before starting work.
 - Must not disturb ACMs unless licensed and authorised.
 - Must comply with all relevant asbestos legislation and organisational safety procedures.

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3. Identification of Asbestos

Asbestos surveys (management, refurbishment, or demolition surveys) will be conducted by UKAS-accredited or otherwise competent surveyors.

- Findings from surveys will be recorded in the Asbestos Register, which will be maintained and updated whenever ACMs are discovered, removed, or disturbed.

4. Risk Assessment & Control Measures

All ACMs will be risk-assessed based on condition, likelihood of disturbance, and potential for exposure. Control options include:

- Labelling and monitoring
- Encapsulation or sealing
- Repair or removal

Removal will only be performed when necessary and by licensed contractors.

5. Asbestos Management Plan

The organisation will maintain an Asbestos Management Plan outlining:

- Locations and conditions of ACMs
- Responsibilities and training requirements
- Procedures for emergency response
- Monitoring and re-inspection schedules (typically every 6–12 months)
- Plans for long-term control or removal

6. Training

Employees whose work could disturb ACMs will receive asbestos awareness training.

- Specialist training will be provided for staff involved in inspections, sampling, or work on ACMs.
- Records of all training will be retained.

7. Emergency Procedures

If ACMs are accidentally disturbed:

1. Stop work immediately and evacuate the area.
2. Restrict access and prevent others from entering.
3. Notify the Asbestos Responsible Person.
4. Arrange for air monitoring, assessment, cleaning, and remediation by licensed professionals.
5. Record the incident and implement corrective actions.

8. Record Keeping

The organisation will retain:

- Asbestos surveys.
- Asbestos Register entries.
- Risk assessments.
- Removal and remediation records.
- Contractor licences and training certificates.
- Monitoring and inspection reports.

All records will be kept for a minimum of 40 years, or in accordance with jurisdictional legal requirements.

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9. Review

This policy is non-contractual and is subject for review every 2 years or in line with changes to legislation or following an asbestos incident. This policy may be subject for review prior to the date shown if deemed necessary. The Premises Manager is responsible for reviewing this policy.