



Asbestos Management Policy

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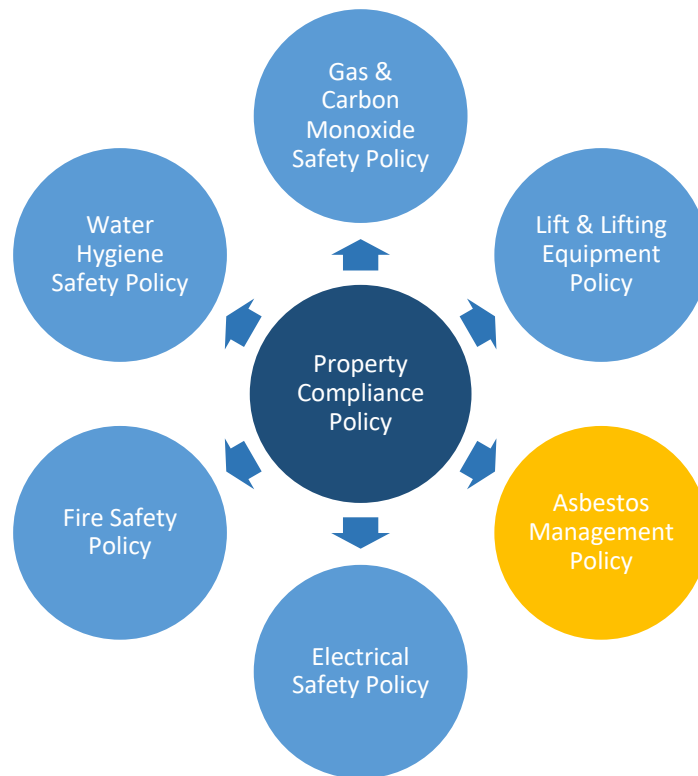
1. Purpose

This document details Highstone Housing Association's (HHA) policy on the safe management of asbestos across their portfolio and how they will meet their duties and responsibilities as a Registered Provider (RP) and responsible landlord.

HHA is committed to providing an environment, which ensures the health, safety and wellbeing of tenants, employees, and visitors to its properties. HHA embraces the principles laid down in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and all relevant legislation.

As an RP, HHA understands that it is responsible for ensuring tenants are safe in their homes. This policy is part of a suite of 7 Property Compliance related policies. It has a direct link to the overarching Property Compliance policy, the content of which should be observed when enacting this Asbestos Management policy.

The linkage between HHA's suite of Property Compliance policies is shown below:



The success of this policy depends on the positive working relationships between the HHA teams, external contractors, and care providers, along with the implementation of agreed procedures and meeting of service level agreements.

This policy applies to all offices, properties, communal or shared areas and other buildings that are owned and / or managed by HHA.

It will be adapted to respond to future legislative or regulatory changes and will be reviewed every 1-year.

2. Policy Objectives

The objectives of this policy are to:

- Establish key principles that will provide a safe and compliant approach to managing asbestos in buildings
- Ensure HHA provides a safe environment for tenants, staff, third parties and any other party visiting or working within any of their properties or buildings across their portfolio
- Provide a platform from which to develop working practices to prevent exposure to asbestos fibers as much as practically possible and manage the risk posed by asbestos
- Set out how HHA will ensure its landlord duties are met in relation to the Control of Asbestos Regulations (CAR) 2012, specifically:
 - Taking reasonable steps to assess if asbestos and / or asbestos containing materials (ACMs) are in their offices, properties or other buildings
 - Recording the location, type and condition of any asbestos found
 - Assessing the risk of anyone being exposed to the asbestos
 - Preparing and enacting a plan on how to manage any risk identified
 - Providing information collected to anyone that might work on or disturb the asbestos

3. Corporate Responsibilities

As set out in the Property Compliance policy, HHA has a duty of care to ensure that tenants, employees and visitors can safely use their buildings and facilities. As a Registered Provider (RP), HHA are dutybound to meet the requirements set out in the Regulator of Social Housing's (RSH) framework of Consumer Standards, specifically the Home Standard that requires RPs to meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

Overall and final responsibility for meeting the Home Standard and ensuring Property Compliance is delivered across all relevant properties and buildings is vested in HHA's Board. As such, the Board will formally approve this policy and review periodically.

Board Members have chosen to delegate the operation and facilitation of this policy to the Managing Director it is the responsibility of management to ensure that the provisions of the regulations and relevant statutory provisions are observed.

4. Statutory Responsibilities

The Control of Asbestos Regulations (CAR) 2012 imposes a duty to manage asbestos in non-domestic properties. For HHA this is relevant to buildings including offices and communal or shared areas located in buildings in which tenants reside.

The duties, as set out in the CAR 2012 regulations, sit with the “Duty Holder”. The duty holder is the person in charge of the premises and maintenance activities in HHAs non-domestic premises and common or shared areas in buildings and properties that provide rented or leased accommodation.

In HHA, the role of Duty Holder relating to asbestos management sits with the Repairs Manager

It is not a requirement of the regulations to remove all asbestos when identified, however any ACMs known to HHA must be managed by reasonably practicable means to prevent exposure to asbestos fibers. HHA’s procedures and working practices will ensure appropriate management of this.

The wider regulatory framework under which this policy is set can be found in Appendix I.

5. Policy Detail

An Asbestos Management Survey (AMS) will be undertaken on each relevant property (i.e. those built before 2000) to establish whether there are any asbestos containing materials within the building.

The AMS and associated sampling must include identification of the material product type, the asbestos type and the fiber type. The content, location and condition must be documented together with an assessment of the risk of that material to cause harm based on accessibility and activities carried out within the location.

All know ACMs will be re-inspected on an annual basis or earlier if identified as required in the AMS.

HHA will work with contractors and tenants to ensure that asbestos inspections are carried out at the required intervals.

Inspections will be carried out by a suitable qualified and competent person.

Asbestos Safety Management Plans will be put in place where required. These plans and associated information will be accessible to relevant staff and contractors visiting and working within the property.

HHA will ensure an assessment is completed on each property at the time of being taken into management to determine if an asbestos survey is required.

HHA will consider individual circumstances and the support needs of tenants residing in their properties when arranging surveys and completing any remedial works required.

Tenants will be advised where ACMs are present in their home and advice provided to support their continued safety in their home. HHA will inform tenants of any asbestos related works that need to be carried out in their home and any communal or shared areas they use.

6. Documentation and Record Keeping

HHA will ensure an Asbestos Register is kept which is based on the property portfolio and details the results of the AMSs.

Documentation relating to AMSs and associated works (e.g., certification, works orders etc.) shall be kept and clearly referenced to the correct property listed on the Asbestos Register.

The Asbestos Register will be updated as soon as possible following new surveys or re-inspections, the removal or encapsulation of asbestos and any other change that will affect the information held on the register.

All entries and changes to the Asbestos Register will be made in an accurate and timely manner and by approved persons only.

Details held on the Asbestos Register will be accessible to relevant staff and contractors prior to working within the property.

Certification and any other relevant documentation must be completed in accordance with the associated statutory regulations and available for inspection where required.

7. Qualifications and Training

HHA will either employ directly or procure the services of appropriately trained and qualified personnel in carrying out its statutory responsibilities relating to asbestos management.

All licensable work will be undertaken by licensed contractors and notified to the Health and Safety Executive within the required timescales.

The Duty Holder will be suitably qualified, experienced, and competent.

HHA will ensure all staff undertaking roles within this area of Property Compliance will have the appropriate training and support required for their role.

8. Performance and Risk Monitoring

Property Compliance risks are recorded on the risk register, which is reviewed quarterly by the Board.

Activity and performance relating to asbestos management is included as a standard agenda item at every Board meeting. Board members are updated at least quarterly with performance information relating to all areas of property compliance.

The Repairs Manager has day to day oversight of performance and risk monitoring in relation to Asbestos Safety.

9. Equality, Diversity & Inclusion

HHA will ensure the requirements of the Equality Act 2010 are met.

Actions under this policy will ensure that all customers will be treated fairly, with dignity and respect regardless of their age, disability, gender or gender reassignment, marital status or civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Vulnerabilities of HHA tenants and their individual circumstances will be taken into account when enacting this policy.

10. Document Control

Version Number	Description of Change(s) Applied and Reason	Author of Change	Date approved by board

Appendix I

This policy operates within the wide context of a regulatory legal framework. This framework includes, but is not exclusive to:

- The RSH Regulatory Standard (The Home Standard)
- Health & Safety at Work Act 1974
- Control of Asbestos Regulations (CAR) 2012
- Management of Health & Safety at Work Regulations (1999)
- Workplace (Health, Safety & Welfare) Regulations 1992
- Hazardous Waste Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)
- Construction Design and Management Regulations 2015
- Approved Codes of Practice (ACoP) (Health and Safety Commission)
- ACoP L143- Managing and Working with Asbestos (December 2013)
- HSG264 (Asbestos)
- HSG247 – Asbestos: The licensed contractor guide
- HSG248 – Asbestos: The analysts guide
- HSG213 – Introduction to asbestos essentials (First Edition)
- HSG210 – Asbestos essentials task manual (Second Edition)
- HSG227 – Comprehensive guide to managing asbestos in buildings
- Guidance Documents (Health & Safety Executive)