



Asbestos Management Policy

SER-POL-05

Version 8.0

Date approved: 19th October 2021

Approved by: Audit and Risk Committee

1. Introduction

- 1.1 This Policy covers all Southway Housing Trust owned and leased properties.
- 1.2 Southway Housing Trust recognises that exposure to respirable asbestos fibres has the potential to cause serious and irreversible health issues. It is therefore Southway Housing Trust's Policy to prevent the exposure of its employees, contractors and any other persons to asbestos fibres within its properties. Where this is not possible; for example, during removal or maintenance of asbestos containing materials; it is our policy to reduce that exposure to the lowest level that is reasonably practicable.
- 1.3 The Asbestos Management Plan (October 2019) will ensure that this Policy is put into effect.
- 1.4 The aims of the policy therefore are to:
 - a) Ensure the safety and welfare of all people in properties owned or managed by Southway Housing Trust. This includes residents, visitors, staff, contractors and the general public.
 - b) Ensure Southway Housing Trust complies with all relevant legislation and regulation.
 - c) Ensure that Southway Housing Trust, its employees, contractors, occupants and tenants are aware of the presence and location of any asbestos containing materials (ACM) within the respective working areas, together with the action being taken or that is required to ensure that they are not exposed to airborne fibres from ACM.
- 1.5 It is the responsibility of all staff named in the Asbestos Management Plan and anyone who carries out repair, maintenance and improvement works to be familiar with the procedures contained within the Asbestos Management Plan, to comply with these procedures, and also with current legislation, official guidance and good practice.
- 1.6 In this way, Southway Housing Trust, so far as is reasonably practicable, will ensure that the health and safety of its entire staff and other persons are not put at risk from exposure to asbestos fibres.
- 1.7 The supporting Asbestos Management Plan will form the basis of Southway Housing Trust's arrangements for satisfying the relevant legislation. It is in keeping with the statements contained within Southway Housing Trust's Health and Safety Policy; "Arrangements for Asbestos and Asbestos Guidance Notes".

2. Background, Legislative and Regulatory Framework

2.1 Since 21 May 2004, there has been a statutory duty to manage asbestos in non-domestic premises in accordance with Regulation 4 of the then Control of Asbestos at Work Regulations 2002. This piece of legislation amended the 1987 Regulations by incorporating the principle of a '*duty holder*' of the premises. Whilst the 2002 regulations have since been superseded by the Control of Asbestos Regulations 2006 and 2012 (CAR), the responsibilities of the '*duty holder*' specified in Regulation 4 remain.

2.2 CAR also incorporates two other, formerly separate pieces of legislation namely The Asbestos (Licensing) Regulations 1983 and The Asbestos Prohibition Regulations 1992.

2.3 Southway Housing Trust Policy on the management of asbestos, will aim not only to meet our legal obligations, but also to incorporate best practice.

2.4 In principle, to comply with Regulation 4 of the Control of Asbestos at Work Southway Housing Trust 's duty holder will:

- Take reasonable steps to find materials in premises likely to contain asbestos;
- Presume that materials contain asbestos unless there is a strong evidence to suppose they do not;
- Make a written record of the location and condition of ACM and presumed ACM and keep the record up to date;
- Assess the risk of the likelihood of anyone being exposed to these materials;
- Undertake a cyclical inspection program to monitor the condition of any ACM left in situ.

Prepare a plan to manage that risk and put it into effect to ensure that:

- Any material known or presumed ACM is kept in a good state of repair;
- Any known or presumed ACM is, because of the risks associated with its location or condition, repaired or removed; and
- Information on the location and condition of the material is given to anyone potentially at risk.

2.5 The use of asbestos in buildings has been gradually and voluntarily banned since 1969, and by 1999, the UK created a complete ban on the import, supply and use of all forms of asbestos (although asbestos held in stock may have been used after these dates).

2.6 ACM's can only pose a risk to health if they are disturbed and the asbestos fibres become airborne and are inhaled. Therefore, if ACM's are maintained

in good condition, there is not actually a need to remove the products and in fact they may be best left in place and managed and generally speaking, the greater the exposure levels the greater is the risk to health.

- 2.7 Southway Housing Trust's Policy conforms to the Health and Safety at Work Act 1974; the Management of Health and Safety at Work Regulations 1999; Workplace (Health, Safety and Welfare) Regulations 1992; the Occupiers' Liability Acts 1984; the Health and Safety (Safety, Signs and Signals) Regulations 1996, and the Control of Asbestos Regulations 2012 (CAR).
- 2.8 As part of Southway Housing Trust's overall commitment to the health and safety of its employees, residents, contractors and members of the public in general, the Asbestos Policy is designed to prevent exposure to the hazards associated with asbestos containing materials identified and remove all asbestos from its premises. Southway Housing Trust will remove, leave undisturbed or encapsulate asbestos as appropriate to location and risk
- 2.9 The overall long term Policy is to remove all asbestos from its premises. In the short to medium term the Policy is to identify, locate and annually monitor any ACM in undamaged condition. Any identified damaged ACM will be sealed, repaired and monitored or removed.
- 2.10 Southway Housing Trust will promote awareness of the hazards of asbestos containing materials through information and training for employees, information to contractors working in our homes and common areas and information to residents.
- 2.11 All staff, whether they are external contractors or in house staff, particularly maintenance staff whose day to day activities may take them into areas containing ACM, will be provided with appropriate training including a balanced knowledge of the health risks; that risk is generally dependent upon exposure levels and that ACM in good condition is safe and usually best left in place, and the procedures that they should follow if damaged ACM are found.
- 2.12 Southway Housing Trust will maintain an asbestos register, which is currently integrated into the IBS/Capita Housing Management system.
- 2.13 Southway Housing Trust will freely provide information on asbestos within the premises that they own and manage and ensure that occupants of asbestos containing premises are informed of the hazards and safe working methods.
- 2.14 Southway Housing Trust will implement an effective asbestos management plan so that appropriate measures, such as monitoring, encapsulation, sealing, labelling, inspection or removal of the material are undertaken.
- 2.15 To ensure identification and location of asbestos containing materials, Southway Housing Trust will always deploy suitably qualified personnel to survey a sample of the housing stock and a 100% survey of all communal

areas. Southway Housing Trust will annually review the asbestos management plan and procedures.

2.16 The Policy, Plan and Procedures will apply to all premises under the control of Southway Housing Trust, including tenants' homes without exception.

2.17 Other relevant legislation:

- Health & Safety at Work Act 1974
- Gas Safety (Management) Regulations 1996 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations (2006 Amendment & 1999)
- Construction (Design and Management) Regulations 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Regulatory Reform (Fire Safety) order 2005
- Building Regulations and Building Standards Regulations

3. Roles and Responsibilities

3.1 Responsibility for the management of asbestos safety lies ultimately with the Board, although delegated authority is given to the Chief Executive, acting as duty holder for the management and delivery of The Asbestos Management Plan (October 2019).

3.2 The Strategic Director of Property and Development has overall responsible for ensuring compliance with this Policy and The Asbestos Management Plan (October 2019).

3.3 The Head of Health and Safety and Compliance is responsible for the implementation of this Policy and The Asbestos Management Plan (October 2019).

3.4 The Compliance Manager is responsible for the day to day management and compliance for Asbestos Management across all Southway Housing Trust owned and managed premises.

3.5 The Compliance Manager will put suitable systems in place, for monitoring the effective implementation of this Policy. The key performance indicators for the

effective management of Asbestos will form part of the compliance report which will be updated monthly.

- 3.6 The Compliance Report will be reviewed monthly by the Head of Health and Safety and Compliance and the Compliance Manager. The Compliance Team will be responsible for the scrutiny and audit of the relevant processes to assure compliance.
- 3.7 The Policy will be reviewed annually, if there is a change in legislation or following an incident. The Management Plan and procedures will be reviewed annually, if there is a change in legislation or following an incident, to ensure that they remain fit for purpose on a day to day basis.

4. Equality and Diversity

- 4.1 Southway Housing Trust will ensure that this policy is applied fairly and with sensitivity to the diverse needs of individuals and communities.
- 4.2 This policy and other related Southway Housing Trust policies and publications can be provided on request in other formats (e.g. in an alternative language, in Braille, on tape, in large print).

5. Links to Other Policies

- Fire Safety Policy
- Gas Policy
- Electrical Safety Policy
- Health and Safety Policy
- Mutual Exchange Policy
- Single Equality Scheme
- Responsive Repairs Policy
- Voids Management Policy

POLICY REVIEW HISTORY	
<i>To be completed during each review</i>	
Previous versions	
V1 – Shadow Board – 14/08/2007 – Control of Asbestos Policy	
V2 – Board – 25/02/2009 – Asbestos Policy	
V3 – Board – 05/07/2011	
V4 – Audit and Risk Committee – 02/12/2013	
V5 – Audit and Risk Committee – 2 nd November 2016	
V6 – Audit and Risk Committee – 15 th October 2019	
V7 – Audit and Risk Committee – 13 th October 2020	
V8 - Audit and Risk Committee – 19th October 2021	
Date of last EIA:	25/01/2017
Review lead by:	Head of Health and Safety and Compliance
Main points or amendments made and reasons	
<ul style="list-style-type: none"> ▪ Review date amended ▪ Updated to reflect changes in structure ▪ Strengthened the Trust’s approach to monitoring compliance. 	
Next review due:	Q3 2022/23
Approval Level:	Audit and Risk Committee