Asbestos Management Policy

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Resident Input	
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1. What this policy is for

1.1 This policy sets out Southway Wythenshawe Homes' commitment to managing asbestos safely as a landlord and employer, It explains the standards, governance and assurance arrangements we will use to protect customers, occupants, colleagues, contractors, visitors and other people who may be affected by asbestos as part of the suite of policies under the Compliance Framework Policy.

1.2 We will prevent exposure to asbestos fibres wherever reasonably practicable. Where this is not possible, we will reduce exposure to the lowest reasonably practicable level.

1.3 The Asbestos Management Plan, procedures and delivery controls explain how the commitments in this policy will be put into practice.

2. Who this policy applies to

2.1 This policy applies to Southway Wythenshawe Homes colleagues, Board and committee members, contractors, consultants and suppliers whose work may affect, or be affected by, asbestos management. It also protects customers, occupants, visitors, and members of the public.

Area	**Application**
Domestic homes	All types of homes owned, managed or controlled by Southway Wythenshawe Homes, including garages and outbuildings.
Non-domestic premises and communal areas	Offices, community buildings, commercial premises, and common parts where relevant duties apply.
Managed, leased or shared premises	Premises occupied, leased, managed or shared by Southway Wythenshawe Homes where we have asbestos responsibilities.

Works and property activity	Repair, maintenance, improvement, refurbishment, demolition, and re-letting activity where asbestos may be present.

2.2 This policy covers all types of asbestos and applies to repair, maintenance, improvement, refurbishment demolition and re-letting activity where asbestos may be present.

3. Regulation and Legal Requirements

3.1 This policy supports compliance with the following legislation, regulation and recognised guidance:

- Health and Safety at Work etc. Act 1974.
- Control of Asbestos Regulations 2012, including the duty to manage under Regulation 4 (CAR).
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Construction (Design and Management) Regulations 2015.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Building Safety Act 2022.
- Social Housing (Regulation) Act 2023 and the Regulator of Social Housing consumer standards.
- HSE Approved Code of Practice L143, Managing and working with asbestos.

4. Risk Management

4.1 The Board will review the corporate risk register annually and agree the risk appetite for asbestos compliance. The current risk appetite is ‘Averse’, meaning the avoidance of risk is a key organisational objective.

4.2 The Audit and Risk Committee will oversee corporate risks associated with this policy. The specific risk associated with this policy is:

GP2 Failure to meet asset compliance in line with regulatory standards.

4.3 We will maintain an Asbestos Management Plan, supporting procedures and provide adequate resources to reduce the risk of non-compliance.

4.4 We will inspect and reinspect retained materials on a risk basis and maintain an up to date record of location, condition, assessment and management action.

4.5 We will repair, seal, encapsulate or remove material according to condition, location and assessed risk.

4.6 Actions, deadlines, responsible owners, interim controls, and evidence of closure will be recorded in an auditable system.

4.7 The Asbestos Management Plan will be reviewed at least every 12 months and sooner after relevant changes or an incident.

What we will do

4.8 Asbestos information and records

- Take reasonable steps to identify materials that may contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Maintain an accessible and auditable register and records of the location, condition, assessment and management action for known or presumed asbestos-containing materials.
- Make relevant asbestos information available to colleagues, contractors and others, before work starts and place clear warnings on applicable work orders.
- Protect health information and exposure records in line with data protection requirements.

4.9 Surveys and works

- Use suitably qualified and competent people to undertake asbestos surveys.
- Assess affected materials before intrusive repairs, refurbishment, demolition or empty home re-let work.

- Use licensed asbestos removal contractors.
- Require suitable risk assessments, method statements and plans of work before any activity starts.
- Manage contractor competence and performance through the Southway Wythenshawe Homes Procurement Policy.
- Stop work and manage the area safely when suspected or damaged asbestos is found, or the asbestos information provided is inadequate.
- Re-inspect asbestos containing material with medium or high-risk rating at the interval advised by Contract Asbestos Management Surveyor.

4.10 Residents and building users

- Provide customers with clear, proportionate information about known or presumed asbestos, its location, and how to avoid disturbing it.
- Consider temporary relocation where intrusive works, risk and the impact on the resident justifies it.
- Take account of a resident's individual needs, provide accessible information, and reasonable adjustments when required.
- Provide information through a range of channels including newsletters and our website and ways for residents to question or raise concerns, including complaints through the Southway Wythenshawe Complaints Policy.

4.11 Contractors and third parties

- Define asbestos responsibilities in contracts, leases, management agreements and other formal arrangements.
- Check competency of contractors through qualifications, licenses, experience and insurance.
- Monitor performance and escalate non-compliance through contract governance and safety arrangements.

5. Escalation

5.1 Significant non-compliance means a potential legal or regulatory breach, a health and safety risk, or a matter requiring management outside routine processes.

5.2 Operational non-compliance must be formally reported to the Executive Director of Homes and Property. They will agree corrective action with relevant building safety leads and ensure the Executive Board is updated.

5.3 Significant matters will be considered for escalation to the Audit and Risk Committee and Board.

5.4 For serious non-compliance, the Executive Board, and Board will consider disclosure to the Regulator of Social Housing, Health and Safety Executive, Building Safety Regulator or another relevant body.

5.5 Applicable RIDDOR events will be investigated and lessons acted upon.

5.6 Asbestos exposure and health records will be maintained and anyone affected will be provided with appropriate health guidance.

5.7 A significant incident, material regulatory change or evidence of control failure will trigger consideration of an early policy review.

6. Quality Assurance

6.1 We will update operational teams regularly so that legal, regulatory and policy requirements remain understood and are reflected in delivery.

6.2 Competent independent or external assurance will be used to assess the asbestos service provided.

6.3 Audits and assurance reporting will identify gaps, overdue items, corrective action, and evidence of completed work so remedial action can be taken.

6.4 Lessons from incidents, complaints, audits, regulatory activity, and customer feedback will inform improvement.

7. Equality, Diversity and Inclusion

7.1 An Equality Impact Assessment has been completed on 30th September 2026.

8. Who is responsible

Officer or body	Responsibility
Board	Approve the policy and priorities, oversee implementation and receive assurance on compliance and risk. Legal Duty Holder under CAR 2012.
Executive Board	Monitor compliance, resources, and significant non-compliance.
Health and Safety committee	Review detailed delivery data, exceptions and corrective actions and report through to the Audit and Risk Committee.
Audit and Risk Committee	Oversee corporate asbestos management risk and review assurance reports.
Customer Experience Committee	Review customer impact, engagement, and relevant service performance.
Executive Director Homes and Property	Provide strategic oversight, ensure compliance is maintained and escalate significant matters. Assumes role of Health and Safety Lead under Social Housing Regulation Act 2023.
Head of Assets and Building Safety	Lead operational delivery, management, and monitoring.
Building Safety Manager	Operational management of asbestos programme, records, plans, contractors, inspections and day-to-day compliance.
Health and Safety Manager	Non-compliance reporting to Health and Safety Committee.
Building Safety Team	Undertake scrutiny, audit, data-quality checks and challenge any missing or unsuitable data.
Managers and team leaders	Ensure teams understand the policy and maintain the required competence.

All colleagues	Use asbestos information, follow approved controls and report concerns promptly.
Contractors, consultants and suppliers	Meet legal, contract, competence and information requirements and follow approved controls.

9. Competence and Training

9.1 Line managers will ensure mandatory training and required qualifications remain current for colleagues delivering this policy.

9.2 Board and committee recruitment and development will support the governance skills needed for strategic oversight.

9.3 People managing asbestos must have knowledge, skills, qualifications and experience proportionate to their responsibilities. Specifically:

- The Executive Director of Homes and Property and the senior team will hold the Chartered Institute of Housing Level 5 Diploma in Housing or equivalent.
- The Building Safety Manager will hold Level 6 Fire Safety Qualification and Level 6 Building Safety qualification.

9.4 Asbestos awareness training will be provided to colleagues who may encounter asbestos.

9.5 Role-specific technical qualifications or training will be provided to colleagues who manage asbestos.

9.6 Managers engaging contractors must check and retain evidence of relevant qualifications, licences, experience and insurance during procurement and at least annually thereafter.

9.7 Training may include formal learning, team meetings, one-to-one meetings, on-the-job training and toolbox talks.

10. Monitoring and Reporting

10.1 We will monitor delivery through agreed indicators and assurance information. This includes but is not limited to:

Area	Minimum information
Plans, inspections and surveys	Applicable plans, inspections and surveys due, completed and overdue.
Risk actions	Open, overdue and extended actions, risk priority, interim controls and evidence of closure.
Data quality	Reconciliation, exception checks and validation of asbestos records and warning notifications.
Incidents and escalation	Incidents, RIDDOR decisions, investigations, corrective action, lessons and regulatory contact.
Customer experience	Information, support, reasonable adjustments, complaints, and learning.
Competence and contractors	Training completion, qualifications, licences, audit findings, and performance concerns.
Independent assurance	Internal audit and external technical review.

10.2 Asbestos management performance will be internally reported to:

Monitoring Body	Frequency
Board	Every meeting – bi monthly
Executive Board	Every Meeting – bi-monthly
CX Committee	Every meeting – bi monthly

10.3 The policy will be reviewed at least every three years, or sooner following a material change in law, regulation, risk, organisational responsibility, serious incident or assurance finding.

11. Glossary

Term	Definition

ACM	Asbestos containing material.
Asbestos Management Plan	The controlled document setting out how asbestos risks are managed, including responsibilities, records, inspections, communication and action.
Competent person	A person with sufficient knowledge, skills, qualifications and experience for the assigned asbestos task.
Duty holder	The person or organisation with duties under Regulation 4 of the Control of Asbestos Regulations 2012 for relevant non-domestic premises.
HSE	Health and Safety Executive.
LARC	Licensed Asbestos Removal Contractor.
Non-compliance	A potential or actual breach of law, regulation or policy, or a health and safety risk requiring management outside routine arrangements.
Presumed ACM	Material treated as containing asbestos unless there is strong evidence that it does not.
Reasonable adjustment	A change made to remove or reduce disadvantage for a person.
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.