



POLICY: ASBESTOS MANAGEMENT

Sections

1. Purpose and aim of the Policy
2. Introduction
3. Our duty
4. Duty to locate and identify asbestos containing materials (ACMs)
5. Duty to share information
6. Asbestos Management Plan
7. Duty to train personnel in asbestos management
8. Review
9. Equality impact assessment
10. Consultation arrangements

Copies of this Policy are available in alternative formats.

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POLICY: ASBESTOS MANAGEMENT

All reference to 'we', 'our' or 'us' in this Policy should be read as meaning Sandbourne Housing Association.

1. Purpose and aim of Policy

- 1.1 The purpose and aim of this Policy is to set out the procedures to manage the presence of asbestos, which is known or is found to be located in our premises, and for controlling the risk presented by such products and monitor to ensure a safe environment for staff, tenants and other persons living in, working or using our premises. It also covers the survey and investigation work.

2. Introduction

- 2.1 The dangers of exposure to asbestos are well documented. Asbestos fibres and dust are potentially very dangerous if inhaled, when they can cause serious lung disease and damage. The symptoms of such disease may not appear for 30 years after exposure to the asbestos. However, the risk of asbestos exposure in the home or the workplace is very small where the asbestos material is undamaged, not disturbed and properly managed. It is, therefore, our policy to identify all sources of asbestos in our properties and manage those sources safely and effectively.

3. Our duties

- 3.1 The relevant legislation relating to the management of asbestos can be found in the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2006. We will comply with this legislation at all times.
- 3.2 The legislation imposes the following duties on us in respect of our residential properties and offices:
- 3.2.1 To take reasonable steps to locate and identify any asbestos containing materials (ACMs).
- 3.2.2 To ensure that all information relating to the existence and location of ACMs is issued to anyone who might disturb them.
- 3.2.3 To produce, implement and review at regular intervals an Asbestos Management Plan.
- 3.2.4 To train all personnel who may come into contact with ACMs.

4. Duty to locate and identify ACMs

- 4.1 All properties under our management will be presumed to contain asbestos until evidence to the contrary has been provided.
- 4.2 The offices, all communal areas of the housing stock and a sample of individual units of housing stock have been surveyed by qualified professionals.
- 4.3 All the surveys carried out were of a type 2 nature covering the whole of the building which is readily accessible and including the taking of samples of any suspicious materials.
- 4.4 Where ACMs were found in a building it has been presumed that all other properties of the same type have similar levels of ACMs. Where no ACMs were found that information has only been applied to the particular building surveyed, but buildings of a similar type will only be surveyed before major works are undertaken or in a void period. However, the maintenance manager will note any possible ACMs when he visits non-surveyed properties in the course of other maintenance work. Where any suspected ACMs are damaged or are in bad condition, a full survey of the property will be commissioned.
- 4.5 Any asbestos found in our properties which is sound, undamaged and not releasing fibres, will not be disturbed. However, its condition will be monitored at regular intervals and not less often than once a year.
- 4.6 Any property which is to undergo major refurbishment work, which has not already been surveyed and which was built before 1999 will be surveyed for the presence of ACMs before refurbishment work commences.
- 4.7 The information accumulated from the surveys will be held in an Asbestos Register by the maintenance manager. This register will detail the exact location of the ACM, its type and the risk level associated with the ACM. It will also record when the ACM was last inspected, its condition at that point and any action taken.

5. Duty to share information

- 5.1 It is essential that the Asbestos Register is maintained accurately and updated regularly. The Chief Executive will inspect the register at least once a quarter.
- 5.2 Information about the location of ACMs must be shared with the resident of the property and any appropriate guidance given. Where the tenant of a property changes, it is the responsibility of the housing manager to ensure that the new tenant is informed of the presence and locations of the ACMs.
- 5.3 Information about the location and type of ACMs within a property must be given to contractors or staff members when they have cause to work in that area of a property. Information will also be shared if there is any uncertainty about the location of the repair work and there is even a remote possibility of the ACM being disturbed in any way.

5.4 Staff and contractors shall report to the office immediately any damaged existing ACMs or any new sources of ACMs discovered during the course of their work within a property.

6. Asbestos Management Plan

6.1 The Asbestos Management Plan is a combination of the Asbestos Register, which details the location and type of all known ACMs in our stock, and the records held on Sassha, which detail dates and results of inspections of properties.

6.2 The guidelines in points 6.3 to 6.5 continue to apply to all properties not yet surveyed.

6.3 Where the presence of ACMs is identified by the surveys the recommendation of the professional surveyors will be followed.

6.4 Where the ACMs are low level (white asbestos) and are sound, undamaged and not releasing fibres they will be left in place and monitored at regular intervals of not less than once a year. The tenants of the property will be informed of the presence of ACMs and given any guidance necessary.

6.5 Where the ACMs are of the more dangerous types (blue or brown asbestos) or are unsound, damaged or releasing fibres, they will be removed as soon as possible by trained and licensed contractors. The advice of the professional surveyors or contractors will be sought concerning the decantation of residents.

7. Duty to train all personnel involved in asbestos management

7.1 All staff who may have to work in any areas where ACMs could be present or disturbed will be given formal asbestos awareness training.

7.2 It is the responsibility of the contractors to ensure that their employees or sub-contractors have been properly trained in Asbestos Awareness. The Association will ask contractors and sub-contractors to confirm that their employees have received appropriate training and to provide evidence of insurance and licence to remove asbestos.

8. Review

8.1 This Policy will be reviewed by the Board every three years, or more often if there are changes in the law or best practice regarding the management of ACMs.

9. Equality impact assessment

Age	Neutral
Being or becoming a transsexual person	Neutral
Being married or in a civil partnership	Neutral
Being pregnant or on maternity leave	Neutral
Disability	Neutral

Race including colour, nationality, ethnic or national origin	Neutral
Religion, belief or lack of religion/belief	Neutral
Sex	Neutral
Sexual orientation	Neutral

10. Consultation arrangements

- 10.1 Our staff will be consulted on this Policy and any reasonable suggestions will be taken into account before the Policy is approved by the Board.