

## **POLICY: ASBESTOS MANAGEMENT**

### **Sections**

1. Purpose and aim of the Policy
2. Introduction
3. Legal requirements
4. Locating and identifying ACMs
5. Duty to share information
6. Asbestos Management Plan
7. Duty of all involved in the management of asbestos
8. Review
9. Equality impact assessment/Protected characteristics
10. Consultation arrangements

Copies of this Policy may be made available in alternative formats on request.

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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 Our major priority is the health and safety of our customers and staff, and the core purpose of this Policy is to protect them and others from the risks that are associated with Asbestos Containing Materials (ACMs).
- 1.2 Our objective is to effectively manage all ACMs across the property portfolio and reduce the asbestos related risks to as low a level as is reasonably practicable. To achieve this, we will ensure that all asbestos related work is properly surveyed, undertaken and managed in accordance with all legal requirements and best practice guidance.

### **2. Introduction**

- 2.1 The dangers of exposure to asbestos are now well documented. Asbestos fibres and dust are potentially very dangerous if inhaled, when they can potentially cause serious lung disease and damage. The symptoms of such disease are almost always delayed and can occur up to 30 years after the exposure.
- 2.2 However, the risk of asbestos exposure in the home and in the workplace is very small where the material is undamaged, not disturbed and is properly managed.

### **3. Legal requirements**

- 3.1 The principle legislation and guidance relating to this Policy are:
  - 3.1.1 **Health and Safety at Work etc. Act 1974** – This is the parent legislation providing the framework for all subsequent asbestos related legislation.
  - 3.1.2 **The Management of Health and Safety at Work Regulations 1999** – Address health and safety issues specific to the workplace, affecting the workforce and third parties.
  - 3.1.3 **Control of Asbestos Regulations 2012** – Are wider than just the workplace and require organisations to have an asbestos management plan in place.

- 3.1.4 **The Construction (Design and Management) Regulations 2015** – Whilst these do not specifically relate to asbestos, they set out the requirements for the management of construction projects.
- 3.1.5 **HSG 264; Asbestos: The Survey Guide** – Sets out requirements for the surveying, sampling and assessment of asbestos containing materials.
- 3.1.6 **HSG 227; A comprehensive guide to managing asbestos in Premises** – Provides guidance on preventing or minimising the exposure of employees to asbestos.
- 3.1.7 **L143; HSE Approved Code of Practice and guidance** – provides guidance in relation to managing and working with asbestos.
- 3.2 In summary the above impose the following duties upon us in relation to our homes and offices:
  - 3.2.1 To take reasonable steps to locate and identify and asbestos containing materials (ACMs).
  - 3.2.2 To ensure that all information relating to the existence and location of ACMs is issued to everyone who may potentially disturb them.
  - 3.2.3 To produce, implement and review at regular intervals an Asbestos Management Plan.
  - 3.2.4 To ensure that all staff who may come into contact with ACMs receive appropriate training.

#### **4. Locating and identifying ACMs**

- 4.1 All properties in our management will presume to have ACMs present until evidence to the contrary has been provided.
- 4.2 The offices, all common areas and a sample of homes have been surveyed by qualified professional.
- 4.3 All the surveys were ‘type 2’ commonly referred to as asbestos management surveys in order to comply with the Control of Asbestos Regulations 2012. These cover the entire building which is readily accessible and include taking and analysing samples of materials thought to be ACMs.
- 4.4 Where ACMs were identified in a building it is assumed that all other properties of the same type contain the same or similar levels of ACMs. Where no ACMs were found that classification has only been applied to the building which was surveyed. Those of the same or similar type will be subject to individual surveys in advance of any major works being undertaken.

Our Maintenance Managers will undertake a visual inspection of individual properties that have not been surveyed as they undertake other

maintenance work. Where they identify any ACMs in a poor condition or have been damaged they will commission a management survey by a suitably qualified professional.

- 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 as follows:
  - 4.5.1 Asbestos containing material (ACM) containing insulation and asbestos insulating board will be inspected every 12 months.
  - 4.5.2 Bonded ACM such as floor tiles, toilet cisterns, textured coatings, and any asbestos cement flues to be inspected every 2 years.
  - 4.5.3 ACMs external to properties such as roofing products and rainwater goods will be inspected every 3 years.
- 4.6 Any property constructed before 2000 where major works are planned which has not already been surveyed, will be subject to asbestos management survey prior to these commencing.
- 4.7 Where asbestos insulation board (AIB) is known to be present in a property or communal area, the management survey will be repeated at 10 year intervals to ensure that there has been no change or deterioration in the condition during the intervening period.
- 4.8 The information gathered from the surveys has been collated to form the Asbestos Register. This details the exact location of ACMs, their type and the associated risk with each. It also records the last date that the ACM was inspected, the 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. In addition, the periodic inspection and re-surveying of ACMs (see sections 4.5 and 4.7) will be reported to the Board at quarterly intervals.
- 5.2 Information about the location of ACMs, where present, will be shared with the resident of the property and appropriate guidance given. Where the tenant of a property changes it is the responsibility of the Housing Services Manager to ensure that the new tenant is informed of both the presence, and location of ACMs in their home.
- 5.3 Information about the location and type of ACMs within a property will be given to contractors and/or staff members when it is necessary for them to work within that property. This extends to where there is any uncertainty about the location or the nature of the repair work that is needed and there is even a remote possibility of an ACM being disturbed in any way.

- 5.4 Staff and contractors are expected to immediately report to us any damage to existing ACMs or any sources of ACMs discovered during the course of their work in 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 housing stock, and the information held on our database, which records the dates and results of the inspections of individual properties and communal areas.
- 6.2 The guidance in points 6.3-6.5 below continues to apply to any properties that have not yet been surveyed.
- 6.3 Where the presence of ACMs is identified by a management survey the recommendations of the professional surveyor who undertook this will be followed.
- 6.4 Where 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 as detailed in sections 4.5 and 4.7 of this Policy.
- 6.5 Where ACMs are the more dangerous types (blue and brown asbestos), or are unsound, damaged or releasing fibres, they will be removed as soon as possible by trained and appropriately licensed contractors. The advice of the professional surveyors and contractors will be sought in deciding whether it is appropriate to temporarily move residents to alternative accommodation whilst these works are undertaken.

## **7. Duty of all involved in the management of asbestos**

- 7.1 All staff who may have to work in areas where ACMs could be present or disturbed will be provided with asbestos awareness training.
- 7.2 It is the responsibility of contractors to ensure that their employees and/or sub-contractors have been properly trained in asbestos awareness. We will ask contractors to confirm that their employees and sub-contractors have received appropriate training. Contractors engaged to remove asbestos must provide us with evidence of their licence to do so and appropriate insurance.

## **8. Review**

- 8.1 This policy will be reviewed by the Board every three years, or more often if there are substantive changes in the law or best practice in connection with the management of ACMs.

## **9. Equality impact assessment/Protected characteristics (as at 8 January 2019 or later amendments/additions).**

- 9.1 Neutral.

**10. Consultation arrangements**

- 10.1 Our staff have been consulted on this Policy and any reasonable suggestions have been taken into account in advance of the Policy being considered by the Board.