

Policy on:	Asbestos Management
Compliant with Charter Outcomes and Standards:	4. Quality of Housing
Compliant with Equal Opportunities:	Yes
Compliant with Business Plan:	Yes, To ensure appropriate Health & Safety Management of Asbestos.
Compliant with Risk	Yes, Risk 4, Health & Safety – Compliant with employer and landlord health and safety obligations.
Date for Approval:	January 2022
Date for Review:	January 2027
Responsible Officers:	Asset Manager

This policy is available, on request, in different languages and in other formats such as large print, audio format and braille as required.



Asbestos Management Policy

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Asbestos Management Policy

1. Introduction

The purpose of our Asbestos Management Policy is to clearly set out our approach to managing asbestos risk. Our objectives are.

- To fulfil our legal obligations and.
- To fulfil our duties to tenants, staff, contractors and all third parties.

We have a Duty to Manage Asbestos risk as relevant to most of our housing stock being constructed between 1948 and 1958. Health & Safety Executive guidance notes that buildings constructed after 2000 are deemed to be asbestos free.

We will adopt a practical approach to our assessment of asbestos risk before undertaking maintenance or major refurbishment work. Where the presence of Asbestos Containing Materials (ACMs) is suspected, a specialist asbestos sample & test will be instructed. No member of staff will take samples of suspect ACM. Work will not be undertaken until the test results are received. If a test is positive, an assessment of the risk will be made to determine if removal or on-going management is appropriate.

We have established a strong stock information database and record the presence of ACMs (Asbestos Containing Materials). We will continue to adopt a responsible and proportionate approach to assess suspect ACMs when undertaking work.

2. Legislation

The risk and danger of exposure to asbestos is well documented in relation to the construction and maintenance industries. Our duties under the Health & Safety at Work Act 1974 require us to ensure the health & safety of employees and other third parties as far as reasonably practicable. We have a duty to manage asbestos risk when undertaking refurbishment or maintenance work to our housing under.

- Construction (Design and Management) Regulations 2015, (CDM) and.
- The Control of Asbestos Regulations 2012

3. Personnel Responsibilities

We employ a CDM “Principal Designer” when undertaking contract work. The Principal Designer is responsible for designing health & safety risk management matters, preparing the contract Health & Safety File, and providing specialist advice to assist us in meeting Health & Safety obligations.

Principal Designer shall:

- Adhere to the requirements of the Construction (Design & Management) Regulations 2015, Approved Code of Practice (ACOP)
- Identify & collate pre-construction phase plan
- Assess if asbestos surveys need to be commissioned
- Prepare the Health & Safety File

The Asset Manager shall.

- Share our asbestos register with contractors and consultants on appointment
- Confirm Asbestos survey arrangements at Pre-Start Contract Meetings
- Ensure Asbestos Awareness training and guidance is provided to staff
- Conduct annual inspections of known ACMs
- Ensure that sufficient arrangements exist to implement and manage this policy and its procedures
- Ensure the policy and procedures are regularly reviewed and updated
- Ensure practice on the removal of ACMs complies with regulations.

The Asset Team shall;

- Arrange sampling & testing of suspected ACMs
- Provide information on the presence of ACMs to contractors, tenants, and other relevant parties.
- Update the Asbestos Register on receipt of test results
- Advise the Asset Manager on the presence ACM's

All Staff shall:

- Read understand and follow the guidance of this policy
- Undergo Asbestos awareness training

Contractors shall:

- Read understand and fully implement this policy
- Ensure guidance and awareness training for operatives is provided
- Ensure that operatives are made aware of the asbestos risk within our stock
- Ensure that all legal duties are fulfilled

Sign the Contractor Declaration, Appendix 1.

4. Asbestos Definitions

There are three main types of asbestos.



TYPE	RISK CATEGORISATION	COLOUR	SOME COMMON USES IN PREMISES
Chrysolite	LOW	White	Cement products textured decorative coatings, Bitumen, or vinyl materials. Roofing, cladding, plasters and floor or ceiling tiles.
Amosite	HIGH	Brown	Fire protection – Sprayed coatings, lagging insulation boards.
Crocidolite	HIGH	Blue	Fire protection – Sprayed coatings, lagging insulation boards.

Some ACMs are more vulnerable to damage and are more likely to disperse fibres. In general, materials that contain a high percentage of asbestos are high risk as they can be more easily damaged and release fibres. Cement based products are categorised as low risk; asbestos is contained within the cement and is unlikely to give off fibres unless badly damaged or is drilled or cut.

5. Asbestos Register

The Asbestos Register is our key document for handling and recording all information on the presence of and testing of asbestos. The Register records all known test results, positive or negative and management notes by.

- Property Address
- Location of asbestos and 2m of area
- Type of Asbestos
- The condition and risk associated with the type of asbestos
- Remedial Action
- On-going Inspection details

Our Asbestos Register records where ACMs are present in our stock. We have identified the following asbestos risks.

- Soffit Boards Atholl Steel Construction Low Risk
- Soffit Boards Cruden Cottage Construction Low Risk
- Garage Roof Kilmaurs – Trad Cottage Low Risk
- Vinyl Floor tiles Netherthird – Weir Steel Low Risk



The Asbestos Register is maintained and updated from in-house surveys, independent stock condition surveys, periodic structural surveys and from specific asbestos surveys. The register contains the address of the property, the specific location of the suspect ACM, the date and outcome of the test result and action taken to manage the risk of exposure to asbestos. We conduct specific asbestos surveys where suspect ACM is discovered and on a sample basis prior to refurbishment work.

Where suspect ACMs are discovered in a property at any time, either by contractors, staff or occupants, tests will be instructed to confirm materials before any work is undertaken.

6. Survey Strategy

We routinely conduct a range of Surveys to help identify ACM risk: -

- Stock Condition Surveys – Staff conduct around 120 property surveys each year to ensure our Stock Information is robust and ensures compliance with current Legislation.
- Void Inspection Surveys - Approximately 80 surveys are carried out each year as properties become vacant.
- 5 yearly Stock Condition Survey by independent consultants - A 10% sample survey of all stock to assess housing condition, validate our Stock Information Database and compliance with SHQS (Scottish Housing Quality Standard)
- Pre contract surveys for Cyclical, Planned and Adaptation works – A 20% sample survey of all house types undergoing work. Conducted by specialist asbestos testing companies to carry out tests at sample areas throughout the property depending on the nature of the work.

As part of the pre-contract preparation work and in accordance with Construction Design & Management Regulations, we will instruct the contractor to undertake a 20% intrusive survey sample of property types to risk assess for ACMs before commencing work.

7. Asbestos Training and Awareness

All association staff will complete and maintain UCAT approved Asbestos Awareness training to enhance their awareness of asbestos. This training will be refreshed every three years.

8. Asbestos Management

On-Going Management

The Asset Manager will conduct annual inspections of ACMs to assess the condition and any deterioration for on-going management arrangements. Results will be updated on the Asbestos Register.

The Repairs Administrator will maintain the Asbestos Register with asbestos test results from reactive work and 'Red Flag' the property details where ACM is confirmed.

The Asset Manager will ensure that Cyclical & Planned maintenance asbestos test results are incorporated into the Asbestos Register.

Physical surveys of properties continue to be recorded and entered into our Stock Information Database. These surveys, help identify the presence of potential asbestos containing materials, such as artex, and will be subject to specialist testing.

Where asbestos is identified and it is:-

- in good condition; and
- is not likely to be damaged; and
- is not likely to be worked on;

It will be left in place, recorded for on-going inspection in the asbestos register and managed through the inspection process.

Asbestos Removal

Before a decision to remove asbestos is made, we will consider;

- Whether the asbestos is preventing some other maintenance activity from proceeding without causing serious disturbance.
- Whether it is subject to mechanical damage and regularly having to be reassessed.
- Whether it is in a loose and very friable condition.

The decision on whether the material should be removed or encapsulated will be made by the Asset Manager, based on the asbestos test results, and recorded in the Asbestos Register.

Specialist asbestos removal companies will undertake the removal of Medium and High-risk ACMs. We will ensure that any work on asbestos containing materials, will be undertaken by a Health and Safety Executive (HSE) Licensed Contractor, irrespective of the expected duration of the work and the nature and size of asbestos material involved.

Prior to any removal work commencing, a detailed Method Statement is required by the licensed contractor for approval by The Asset Manager. This includes the control measures, procedures for the disposal of waste and all monitoring arrangements, including air monitoring.



Any waste containing asbestos can only be disposed of at licensed sites. The Asset Manager will check to ensure compliance with the Method Statement is achieved and all appropriate certification is received.

Where removal of asbestos from a tenanted property is estimated to cause significant damage or requires the tenant to be temporarily vacated from the property, the Asset Manager shall consider an award of redress and/or provision of temporary accommodation in line with the Decant, Home Loss and Redress policy.

9. Equality and Diversity

The Association will comply with the terms of our Equality and Diversity policy and our commitment to the promotion of equal opportunities throughout our day to day business. We do not discriminate on the grounds of ethnic origin, disability, gender, marital status, sexuality, age, language, political and religious beliefs, social class or any other form of discrimination.

The Association is committed to monitoring data and use our completed Equalities Monitoring Form to inform how we shape our service delivery.

10. Feedback and Complaints

Shire Housing Association strives to provide an excellent customer service at all times and welcomes feedback and comments from our customers. We will seek feedback via our website, e-mail, in writing and verbally to learn from service users experiences, using them to shape and develop our service.

We operate a Complaints Policy that is open and transparent, should any customer or service user feel the need to make a complaint against an individual or the organisation, the complaints policy and procedure will be implemented. All complaints will be recorded and dealt with under Complaints Policy and Procedures, which meet the requirements of the Scottish Public Services Ombudsman.

11. Performance Monitoring and Review

The Management Board will review and approve Key Performance Indicators and targets on an annual basis and outcomes will be monitored at quarterly meetings.

This policy will be reviewed every 5 years or earlier if deemed necessary due to legislative or other changes.



Appendix 1 – Contractor Declaration

Shire Housing Association Ltd expects all Contractors working on its premises to:

- Read and understand Asbestos related information provided by The Association for the purposes of planning and prior to commencing work.
- Ensure all operatives carrying out work on site have been made aware of the Asbestos Register and any additional Asbestos surveys carried out.
- Be able to demonstrate that all operatives, inclusive of sub- contractors, have been given asbestos awareness training and induction. This can be demonstrated on production of their individual training certificate if requested.
- Cease work upon discovery of suspect ACMs and ensure work environment is left in a safe condition. Report the discovery of suspect ACMs immediately to the Association.
- Await the outcome of the results of any Asbestos surveys undertaken to identify the materials and the instruction of the Association prior to re-entering the area.

Signed.....

Date.....

