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Policy:	Asbestos Management Policy
Legal Requirements:	Health and Safety at Work etc. Act 1974; The Management of Health and Safety at Work Regulations 1999 (the Management Regulations); and Control of Asbestos Regulations 2012
Regulatory Standards:	<p>The Scottish Housing Regulator has set out Regulatory Standards for all Registered Social Landlords (RSLs) to ensure that RSLs deliver good outcomes and services for its tenants and service users through good governance and financial management.</p> <p>This policy evidences that the following Regulatory Standards are being met:</p> <p>Standard 1. The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p> <p>Standard 2. The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.</p> <p>Standard 4. The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.</p> <p>Standard 5. The RSL conducts its affairs with honesty and integrity.</p>
Notifiable Events Guidance:	In compiling this policy, consideration has been given to the Notifiable Events Guidance issued by the Scottish Housing Regulator and the impact of that guidance on the policy.
Equality and Diversity:	<p>The Association is committed to Equal Opportunities and will endeavour to ensure that all services are carried out in an undiscriminating manner in line with the Association's Equality and Diversity Policy.</p> <p>In particular, the Association will not discriminate on the grounds, of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, gender reassignment or sexual orientation.</p>
Human Rights:	<p>In compiling this policy, consideration has been given to "The Right to Adequate Housing" (Fact Sheet No. 21/Rev.1) published by the Office of the United Nations High Commissioner for Human Rights and the impact of that guidance on the policy.</p> <p>In particular, the Association is satisfied that this policy promotes the key aspects of the right to adequate housing – that it contains freedoms; entitlements; provides more than four walls and a roof; and protects against forced evictions.</p>
Complaints:	Although the Association is committed to providing high levels of service, we accept that there may be occasions where customers may not be satisfied with the service they have received. The Association values all complaints and uses this information to improve the services that it provides. The Association's Complaints Policy describes our complaints handling procedure and how to make a complaint.
General Data Protection Regulation (GDPR):	The Association will treat all customers' personal data in line with its obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in the Association's Fair Processing Notice.
Policy Author:	Kevin Freeman
Policy Review:	In order to ensure that any change in circumstances is accommodated this policy will be subject to review every three years in the month of March.
Policy Approval:	This policy was last reviewed / approved by the Management Committee of Yoker Housing Association Limited at its meeting held on Tuesday the 26th of February 2026.



Statement of Policy Aims and Principles

The purpose of this policy is to set out guidelines to enable Yoker Housing Association (“the Association”) to be assured that we have taken all necessary measures to ensure full compliance with the Control of Asbestos Regulations 2012. This includes the duty to manage any asbestos-containing materials (ACMs) in such a manner as to prevent the exposure of our employees, residents and contractors to asbestos, or, where this is not practicable, to reduce exposure to the lowest possible level.

Policy Objectives

This policy aims to ensure that the Association complies with its duties towards the management of Asbestos Containing Material (ACMs). To achieve this aim the Association will:

- Ensure that systems are in place to enable compliance with our duties in relation to asbestos management.
- Take steps to locate any ACMs in our housing stock and assess their condition.
- Appoint suitably qualified contractors to test, assess and manage ACMs identified within our housing stock.
- Ensure that all ACMs are managed efficiently and associated risks are reduced to as low as reasonably practicable.
- Maintain up to date records on the location and condition of ACMs or presumed ACMs within our housing stock.
- Continually assess the risk posed by ACMs within our housing stock.
- Provide information and advise on the location, type and condition of all asbestos material to contractors who may be at risk of disturbing it.
- Keep plans that set out how the Association will manage the risk associated with ACMs located within our housing stock.

Legislation and Statutory Guidance

The following list represents the most relevant legislation and regulatory guidance in relation to the management of ACMs:

- Health & Safety at Work etc. Act 1974
- Control of Asbestos Regulations 2012
- HSG 227 A Comprehensive Guide to Managing Asbestos in Premises
- L143 Control of Asbestos Regulations: Approved Code of Practice and Guidance

Scottish Social Housing Charter

The Association has taken due consideration of the outcomes and standards within The Scottish Social Housing Charter (SSHC) in the development and implementation of this policy. The outcomes and standards that cover the remit of this policy are:

Outcome 4 – Quality of Housing:

Social landlords manage their businesses so that:

- *Tenants’ homes, as a minimum, when they are allocated are always clean, tidy and in a good state of repair, meet the Scottish Housing Quality Standard (SHQS), and any other building quality standard in place throughout the tenancy; and also meet the relevant Energy Efficiency and Zero Emission Heat Standard.*

Outcome 5 – Repairs, Maintenance and Improvements:

Social landlords manage their businesses so that:

- *Tenants’ homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is done.*



Dutyholders

The Health and Safety Executive advises that you are a dutyholder if:

- You own the building;
- You are responsible through a contract or tenancy agreement;
- You have control of the building but no formal contract or agreement; or
- In a multi-occupancy building, you are the owner and have taken responsibility for maintenance and repairs for the whole building.

The buildings affected are:

- All non-domestic buildings, whatever the type of business;
- The common areas of domestic buildings e.g. halls, stairwells, lift shafts, roof spaces; and
- All other domestic properties are not affected by the duty to manage.

Why Manage Asbestos? (source: Health and Safety Executive)

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in. Workers who carry out building maintenance and repair are particularly at risk.

There is a long delay between first exposure to asbestos and the onset of the disease. This can vary from 15 to 60 years.

It is now illegal to use asbestos in the construction or refurbishment of any premises, but many thousands of tonnes of it were used in the past and much of it is still in place. There are three main types of asbestos that can still be found in premises:

- Blue asbestos (crocidolite);
- Brown asbestos (amosite);
- White asbestos (chrysotile).

All of them are dangerous carcinogens but blue and brown asbestos are more hazardous than white.

Any buildings built or refurbished before the year 2000 may contain asbestos. As long as the ACM is in good condition and is not being or going to be disturbed or damaged, there is negligible risk. But if it is disturbed or damaged, it can become a danger to health because people may breathe in asbestos fibres that are released into the air.

The table below provides an overview of the three main types of asbestos:

Type	Banned	Risk	Common Use
Crocidolite	1985	Most dangerous	High-temperature insulation
Amosite	1985	Very hazardous	Ceiling tiles / boards
Chrysotile	1933	Less potent (still carcinogenic)	Roofing / brake pads

What does the Duty to Manage Asbestos Involve? (source: Health and Safety Executive)

The duty to manage asbestos is included in the Control of Asbestos Regulations 2012. The Association as a dutyholder is required to manage the risk from asbestos by:

- Finding out if there is asbestos in our premises, its location and what condition it is in;
- Making and keeping an up-to-date record of the location and condition of ACMs and presumed ACMs in our premises;
- Assessing the risk from the material;
- Preparing a plan that sets out how we are going to manage the risk;
- Taking the steps needed to put the plan into action;
- Reviewing and monitoring the plan and the arrangements made to put it in place; and
- Developing a system that provides information on the location and condition of the material to anyone who is likely to work on it or disturb it.



Asbestos Policy

The Association complies with this duty by taking the following steps:

5 Step One – Survey and sample for asbestos

The Health and Safety Executive provides the following advice:

- 10 • All asbestos use was prohibited by 1999.
- If the building was constructed or refurbished before the year 2000, assume asbestos is present.
- If not, asbestos is unlikely to be present – no action required.

15 The Association appointed specialist contractors to carry out surveys of common areas in buildings which were refurbished or constructed in the same year by the same contractor and designed by the same design team. One building was selected as a sample from each group of refurbishment or new build projects. The Association maintains an Asbestos Register in which the survey results are recorded.

20 All specialist contractors used by the Association are accredited for asbestos survey work, have suitable liability insurance and are required to provide evidence of their experience in such work.

Where the surveys demonstrated strong evidence that no ACMs are present, no further action is taken other than to record this fact on the Asbestos Register.

25 When undertaking some planned maintenance works, such as bathroom replacements, the contractor will carry out an asbestos survey on a sample of properties. Where asbestos is detected or suspected following these surveys, the Association will seek advice from a specialist contractor on how the risk should be managed.

Step Two – Assess the condition of any ACMs

30 The Association takes advice from specialist contractors if ACMs are found, or their presence are assumed, during the course of the surveys. The type of ACM, the amount of it and its condition will determine its potential to release asbestos fibres into the air, if disturbed. If the ACMs are in poor condition, the Association will instruct the specialist contractor to arrange repairs or have them sealed, enclosed or removed.

35 If, during void or other inspections, we identify materials which we suspect may contain ACMs, we will instruct a specialist survey of the area(s) in question and instruct the specialist contractor to arrange repair, removal, enclosure or to seal the area.

Step Three – Keep a written record or register

40 The Association records the ACMs which were found during surveys detailing where they are and their condition. The Asbestos Register will record this information and will be available electronically. The individual survey records are scanned and maintained.

Step Four – Act on your findings

- 45 • We will pass a copy of our Asbestos Register to any contractor carrying out maintenance work on our properties.
- We will assess the potential risk from ACMs (how likely they are to be disturbed).
- We will draw up a priority plan of action.

The following factors will be considered:

- 50 • Is the ACM in a position where it is likely to be disturbed;
- How much ACM is present;
- Is there easy access to the ACM;
- Are people likely to disturb it;
- 55 • Numbers of people who use the area where it is located;
- Is maintenance, refurbishment or other work likely to be undertaken where the ACM is located.



Asbestos Policy (continued)

The Association's policy in relation to the identification, management and treatment of asbestos at all times is to take the advice of specialist contractors who are accredited, trained and experienced in such work.

Step Five – Keeping our records up to date

The Association will instruct regular reinspection by a specialist contractor of any ACMs found or detected on our premises. We will take the advice of the specialist contractor in relation to the appropriate timescale between such inspections depending on the type of material, where it is located and its condition.

The Asbestos Register will be updated as necessary to reflect any changes.

Checklist

The Association aims at all times to adhere to the following Health and Safety Executive's checklist in relation to ACMs:

- **Find** You must check if materials containing asbestos are present or liable to be present.
- **Condition** You must check what condition the material is in.
- **Presume** You must assume the material contains asbestos unless you have strong evidence that it does not.
- **Identify** If you are planning to have maintenance or refurbishment carried out, or the material is in poor condition, you may wish to arrange for the material to be sampled and identified by a specialist.
- **Record** Record the location and condition of the material on a plan or drawing.
- **Assess** You must decide if the condition or location means the material is likely to be disturbed.
- **Plan** Prepare and implement a plan to manage these risks.

Management Roles and Responsibilities

The Senior Housing Services Manager has responsibility for overseeing the implementation of the Asbestos Management Policy while the Property Services Officer is responsible for keys aspects of the day-to-day service delivery.

The keys roles and responsibilities are detailed in the table below:

Function / Task	Responsibility
<ul style="list-style-type: none"> • Review and approval of the Asbestos Management Policy. 	Management Committee
<ul style="list-style-type: none"> • Monitoring and review of the Asbestos Management Policy. • Seeking advice of any amendments considered necessary to the Asbestos Register survey information. • Isolating the area adjacent to any ACMs or suspected ACMs where they have been disturbed or damaged and liaison with the asbestos consultant. 	Housing Services Manager
<ul style="list-style-type: none"> • Ensuring the regular and routine inspections of ACMs identified within the housing stock. • Liaison with competent contractors. • Updating the Asbestos Register. • Ensuring method statements and risk assessments are sought from contractors prior to them carrying out works in the vicinity of ACMs. 	Property Services Officer (Asbestos Co-ordinator)
Consulting and management services to all asbestos removal projects including advice regarding Safe Systems of Work. It is the licensed Contractor's responsibility to: <ul style="list-style-type: none"> • Carry out all works in accordance with legislation and ACOP. • Provide statutory notifications to the relevant enforcing authority. • Provide detailed method statements and risk assessments. • Dispose of waste in accordance with the Hazardous Waste Regulations 2005 and provide consignment documentation / waste carriers license. • Ensure all staff are fully trained and have the appropriate medical records. • Provide adequate insurance cover. 	Asbestos Consultant



Asbestos Register

5 The Association maintains an Asbestos Register which is a live document that is regularly updated to ensure that it contains current information on the presence of ACMs. The register allows the Association to actively manage any asbestos, or presumed asbestos, within the housing stock. The register is updated to reflect any changes to the risk associated with ACMs such as a deterioration in a material's condition.

The register contains the following information:

- 10 • All known and presumed ACMs with the Association's housing stock;
- The types of ACMs present in the housing stock;
- How much asbestos there is and its condition, including dates of the original and last inspection;
- The potential of each ACM to release fibres (a material assessment) and likelihood of disturbance (a priority assessment) during the day-to-day running of the building;
- 15 • Details of remedial action / removal; and
- Where asbestos is presumed to be located and the surveyor has been unable to access areas.

20 The register is reviewed at least once a year but is also updated following the completion of asbestos surveys or in response to changes to the risk associated with an ACM.

Asbestos Surveys / Asbestos Management Plan

25 An Asbestos Management Survey programme has been carried out by competent UKAS (United Kingdom Accreditation Service) accredited asbestos management consultants for our housing stock that was built or renovated prior to 2000 (the HSE expects that asbestos containing materials would be in use from 2000). These surveys detail the location and assess the condition of ACMs within the housing stock.

30 The findings from all surveys are recorded within the Asbestos Register. The findings from surveys where ACMs are identified are also used to develop an Asbestos Management Plan (AMP) for each property. The AMP sets out the arrangements for managing the risks from asbestos containing materials (ACMs) located within a property.

35 Prior to any refurbishment, demolition or major repair works to the fabric of the building, which is not known to be asbestos free, a competent UKAS accredited asbestos management consultant will be commissioned to undertake a Refurbishment or Demolition (i.e. intrusive) asbestos survey of the area to be worked upon.

Damaged or Disturbed / Suspected Asbestos Containing Materials

40 It is the responsibility of all staff to report to the Asbestos Co-ordinator if they suspect that disturbed or damaged asbestos containing materials may be present in a building owned or occupied by the Association. In a case where a material is suspected of containing asbestos, and where this may reasonably be disturbed, this would also apply.

In such cases, a specialist consultant for the sampling and analysis of asbestos will be contacted to carry out a localised survey and report. If asbestos is identified within the sample, advice will be sought from a specialist consultant on the appropriate course of action.

45 Where damage to any material known to contain asbestos has taken place and is likely to give rise to airborne respirable fibre release, the Asbestos Co-ordinator will arrange for isolation of the area pending investigation. They will also arrange for air monitoring tests (measurement of airborne concentrations) to be carried out. Sampling and analysis will be carried out by a specialist consultant to determine the level of any potential contamination, or to provide reassurance that unacceptable contamination has not occurred. Details of air tests results will be maintained for inspection and record purposes.

50 Remedial action will be required when airborne fibre levels exceed 0.01 f/cc. The nature of the works must be agreed with the Asbestos Co-ordinator and Housing Services Manager.

55 When remedial action becomes necessary following exposure, the relevant facts may have to be reported to the Health & Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Advice should be sought from a specialist asbestos consultant to determine whether the incident is in fact RIDDOR reportable.



Prohibition of Staff Handling Asbestos

Unless properly trained to do so, Association staff will not be permitted to handle or work on ACMs.

5 In the event that the Association opts to handle ACMs (e.g. for the purpose of sampling), appropriate training will be provided, insurances will be obtained and this policy will be updated to reflect the acceptable process.

Working with Asbestos Containing Materials

10 Most work likely to disturb or remove asbestos must be carried out by a HSE licensed asbestos removal contractor and notified to the HSE fourteen days prior to commencement. However, the Control of Asbestos Regulations 2012 does allow work with certain lower risk asbestos containing materials (e.g. asbestos cement and asbestos textured coatings) to be carried out by non-licensed personnel and without notification to the HSE.

15 The three categories of asbestos work are:

- Major Works: Licensed works – 14 day notification and licensed contractor (highest risk work).
- Minor Works: Notifiable non-licensed works – notification before works start and competent (non-licensed) contractor.
- Minor Works: Non-notifiable non-licensed works – no notification and competent (non-licensed) contractor.

20 The HSE Decision Flow Chart (Appendix 1) illustrates the decision making process on appropriate classification of works.

25 Where any doubts exist over the correct classification or scope of asbestos works, advice should be sought from a specialist consultant prior to any works being carried out on ACMs. The Association may also appoint a specialist consultant to scope, specify, tender and project manage asbestos contracts.

30 Where work does not require to be carried out by a licensed contractor (i.e. minor works) it will be carried out in a safe manner, by appropriately trained personnel, reducing the generation of airborne dusts to as low a level as reasonably practicable. All method statements and risk assessment for such work will be screened by a competent person prior to the work commencing.

Where licensed contractors are required to carry out asbestos works, the following documentation will be requested from the contractor prior to the commissioning of works, and copies retained by the Association:

- Current asbestos license check on HSE website.
- Insurance certificate indicating the contractor is covered for asbestos work.
- A representative example of medical examination certificates (conducted by an Employment Medical Advisory Service registered doctor) for personnel who will work on the project.
- A representative example of training records for personnel who will work on the project (asbestos management and handling courses), usually provided by a United Kingdom Asbestos Training Association (UKATA) member.
- Where applicable, notification of the works to the HSE fourteen days prior to commencement.
- Method statement and risk assessment for the project (Plan of Work).

45 At the conclusion of all asbestos works (unless included within an Asbestos Programme Management package), the Association will directly appoint an accredited Asbestos Analyst to carry out the required level of inspection and test. For licensed work, this will include a visual inspection and a reassurance air test.

Training

50 The Association will ensure that all relevant staff have suitable training to ensure they have the knowledge and understanding of the risks associated with ACMs. The Association will retain a record of all training undertaken in relation to asbestos awareness or management.



Advice and Guidance

The Association uses the following methods to provide residents with advice and guidance in relation to asbestos containing materials:

- 5
- Provide information on the Association's website in relation to asbestos.
 - Publish the Association's Tenant Health and Safety Handbook on the Association's website.
 - Provide tenants with a copy of the Tenant Health and Safety Handbook upon request.
 - Provide new tenants with a copy of the Association's Tenant Health and Safety handbook at tenancy sign-up.



Appendix 1 – Decision Flow Chart

