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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) Control of Asbestos Regulations 2012
Regulatory Standards:	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. This policy evidences that the following Regulatory Standards are being met: Standard 1. The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users. 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. Standard 4. The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose. Standard 5. The RSL conducts its affairs with honesty and integrity.
Equality and Diversity:	The Association is committed to Equal Opportunities and will endeavour to ensure that all services are carried out in an un-discriminating manner in line with the Association's Equality and Diversity Policy. 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.
Human Rights:	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. 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.
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 23rd of February 2023.



Statement of Policy Aims and Principles

5 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.

Dutyholders

10 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
- 15 • 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;
- 20 • The common areas of domestic buildings e.g. halls, stairwells, lift shafts, roof spaces;
- All other domestic properties are not affected by the duty to manage.

Why manage asbestos? (source: Health and Safety Executive)

25 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.

30 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:

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

40 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 released into the air.



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 the 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
- Setting up a system for providing information on the location and condition of the material to anyone who is likely to work on it or disturb it.

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

Step One – Survey and sample for asbestos

The Health and Safety Executive provides the following advice:

- 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.

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.

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.

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

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.

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 seal the area.

Step Three – Keep a written record or register

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 on a ledger.



Step Four – Act on your findings

- We will pass a copy of our Asbestos Register to any workmen/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:

- 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;
- 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.

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.