

asbestos management policy

March 2022

Section number	Title	Page number
1	Policy statement	3
2	Policy aims	3
3	Scope	4
4	Roles and responsibilities	4
5	Communication with customers	7
6	Monitoring and review	7
7	Links to other policies and procedures	8

1. Policy statement

believe housing is committed to providing a safe environment for its employees, customers, visitors, and contractors. Part of this responsibility is to manage the risks associated with asbestos in line with the government and regulatory requirements. believe housing will work closely with our customers and contractors in relation to surveying, removals/remediation and advise and act upon any concerns raised by customers, staff and contractors.

2. Policy aims

Asbestos is a term used for a number of naturally occurring minerals which have crystallised to form long thin fibres and fibre bundles. The fibres have high tensile strength, and chemical, electrical and heat resistance, and were widely used for these properties; either raw (such as asbestos textiles and insulation packings), or more often, combined with other materials (such as fireproofing, insulations, boards, asbestos cement sheets).

Asbestos is a carcinogen and is responsible for lung diseases such as asbestosis and mesothelioma. Almost all asbestos-related deaths and ill health are a result of exposure that happened decades ago.

Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in.

The purpose of this policy is to set out how believe housing will, so far as is reasonably practicable, detect, record and manage asbestos within our properties.

We recognise our legal obligations in relation to asbestos and will operate in accordance with current legislation and approved codes of practice. This includes, but is not limited to:

- The Control of Asbestos Regulations 2012
- Approved Code of Practice L143 Managing and Working with Asbestos
- HSG 264 Asbestos: The Surveying Guide
- Health and Safety at Work Act etc 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- The Landlord and Tenant Act 1985
- The Housing Act 2004
- The Defective Premises Act 1972
- Environmental Protection Act 1990

3. Scope

This policy applies to any building (temporary or permanent) that is owned, occupied, or managed by believe housing. This includes, but is not limited to:

- Housing plus units
- Offices
- Community centres
- Commercial premises
- General needs housing stock (including new build properties).

This also, applies to all customers, employees, contractors, agents, tenants or visitors to these buildings, and activities that they undertake that may disturb asbestos.

4. Roles and responsibilities

As a landlord and employer, in addition to meeting the requirements set out in the Control of Asbestos Regulations 2012, believe housing has a responsibility to our customers under and the Housing Act 2004 to provide a safe home, and for staff under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The Chief Executive is the Duty Holder, and, through the Director of Assets and Compliance, the Compliance Manager is the Responsible Person, with responsibilities further delegated as follows:

Roles	Responsibilities
Board	The Board is responsible for ensuring this policy is implemented through the Chief Executive and the Executive Management Team
Chief Executive	Ensure asbestos risks are assessed and control measures identified and implemented
	Ensure that the management of asbestos is appropriately resourced and funded for compliance under the Control of Asbestos Regulations 2012
Executive Directors	Report asbestos management performance and updates to Board
	Ensure asbestos control risks are managed in accordance with this policy

Director of Assets and Compliance	Regularly report performance and updates to the Chief Executive, Executive Directors, other Directors, and other members of the Leadership team.
	Promote awareness of this asbestos policy and its associated procedure, across the company
Director of Property Repairs	Ensure this policy is implemented within the Property Repairs directorate for both in house teams and external contractors working on their behalf
Director of Neighbourhoods and Customer Experience	Ensure customers are aware of asbestos related obligations in their tenancy agreement and are provided with guidance on asbestos testing and controls at the start of their tenancy
	To assist the Compliance Team regarding liaison with customers for access to properties
Director of Development	Ensure properties acquired are compliant with the relevant asbestos control legislation and guidance
Strategic Assets Business Leader	Promote awareness of the asbestos policy and associated procedure across the company.
	Regularly reporting asbestos performance and updates to Directors.
	Ensure that those undertaking asbestos management, surveying and remediation/removals are appropriately trained to do so at the correct standard
Compliance Manager	Develop, maintain, and regularly review the asbestos procedure
	Oversee the management of the asbestos, ensuring that believe remains compliant with relevant legislation and guidance
	Provide clear asbestos information for all teams across the company.
	Ensure that asbestos best practice is followed
	Develop suitable asbestos management strategy
	Ensure required asbestos management, surveying and remediation/removals are completed by a competent person
	Ensuring that the asbestos monitoring programme is completed within set timescales
	Ensure that actions generated from asbestos risk assessments and monitoring programmes are closed off in a timely and efficient manner.

	<p>Regularly liaise with managers and other employees of believe housing to ensure asbestos risk assessment or monitoring actions are brought to their attention.</p> <p>Overseeing performance management of asbestos surveying and remediation/removals contractors.</p> <p>Ensure that relevant asbestos data is recorded, updated and monitored.</p> <p>Regularly Liaise with the Health and Safety Manager, regarding effectiveness and implementation of the asbestos policy and review of asbestos related incidents or issues.</p>
Compliance Officer	<p>Manage appointed contractors performing asbestos surveying and remediation/removals</p> <p>Analyse the results of risk assessments and testing programme outputs and ensure non compliances are acted on appropriately and in a timely manner.</p> <p>Manage and monitor the non-domestic reinspection programme</p> <p>Where required, ensure appropriate asbestos documentation is provided to each property.</p> <p>Monitor to ensure that remediation measures, where implemented, are achieving the required outcomes, identify any failings and implement remedial actions where necessary</p> <p>Promote asbestos awareness with our staff and customers</p> <p>Liaise with responsible managers and other employees of believe housing regarding asbestos management, surveying and remediation/removals</p> <p>Provide support and ongoing advice regarding asbestos control across the organisation</p>
Health and Safety Manager	<p>Provide competent health and safety advice as stipulated in regulation 7 of the Management of Health and Safety at Work Regulations 1999</p> <p>Liaise with the Compliance Team to ensure this policy and associated procedure is audited effectively by the Health and Safety Team.</p> <p>Investigates accidents and incidents involving asbestos with a view to highlighting opportunities for improvement.</p>
Managers	<p>Make teams aware of the asbestos management policies and procedure.</p> <p>Where appropriate include asbestos management procedures within inductions.</p>

	Ensure that in house teams and contractors working on our properties adhere to asbestos regulations and believe's asbestos policies and procedures.
	Immediately report any asbestos related issues to both the Compliance and Health and Safety Teams
Employees	Complete any asbestos related training allocated
	Report any asbestos related issues, or incidences to their line manager immediately
	Whistleblowing for any asbestos issues
	Ensure that all works adhere to asbestos regulations and believe housing's asbestos policies and procedures.
Customers	To follow the guidance supplied around asbestos safety in their home
	To report any damage or defects in the asbestos containing materials within their home.
	Not carry out DIY where asbestos may be impacted without consent or allow contractors to do so

5. Communication with customers

believe housing will:

- at least annually promote asbestos awareness with our customers
- advise customers of the results of asbestos surveys undertaken within their homes
- keep customers updated on any asbestos mitigation works taking place, both in their homes and residential buildings
- act upon any asbestos safety concerns reported by our customers
- liaise with our customers regularly to discuss asbestos safety precautions and other compliance matters.

6. Monitoring and review

The Compliance Team will report key asbestos related performance indicators to the audit committee on a quarterly basis and continually monitor effectiveness of the policy and compliance procedures.

The policy will be reviewed every two years or unless there is:

- a significant asbestos incident
- important change in circumstances or legislation, which would warrant a review being carried out at an earliest date
- any issues raised regarding the policy by an independent organisation undertaking audit or review.

7. Links to other policies and procedures

The document should also be read in conjunction with:

- Asbestos Procedure
- The Health and Safety Policy
- Repairs and Maintenance Policy
- Void Repairs Procedure
- Assured (shorthold) Tenancy Agreement.