

# radon management policy

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## 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 radon gas in line with the government and regulatory requirements. believe housing will work closely with our customers in relation to testing, mitigation and advise and act upon any concerns raised by customers.

## 2. Policy Aims

Radon is a natural, colourless and odourless gas. It is formed by the radioactive decay of small amounts of uranium that naturally occur in all rocks and soils.

If left unmanaged this radioactive gas can build-up inside properties causing a potential risk to health by damaging lung tissue, and over a long period may cause lung cancer. The higher the level and the longer the period of exposure, the greater the risk will be.

Radon levels vary due to the area, geology and day to day building use. The aim of this policy is to provide a radon testing and mitigation programme to identify and reduce the risk in line with prescribed target levels.

We understand our obligations and will ensure that the risk from radon is managed in accordance with current legislations and guidance. This includes but is not limited to:

- Housing Act 2004
- Ionising Radiation Regulations 2017
- Housing health and safety rating system.
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- The Building Regulations (Approved Document C) 2000
- Construction (Design and Management) Regulations 2015
- Control of Substances Hazardous to Health Regulations 2002

## 3. Scope

This policy will apply to all properties owned and managed by believe housing.

This policy will influence the development of future builds to mitigate the potential effect of radon in new build properties.

#### 4. Roles and responsibilities

As a landlord and employer believe housing have a responsibility to our customers under duty of care and the Housing Act 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.

<b>Roles</b>	<b>Responsibilities</b>
Board	The Board is responsible for ensuring this policy is implemented through the Chief Executive and the Executive Management Team
Chief Executive	Ensure that the management of radon is appropriately resourced and funded for compliance under the Housing Act 2004 and Ionising Radiation Regulations 2017
Executive Directors	Report radon control performance and updates to Board
	Ensure radon control risks are managed in accordance with this policy
The Director of Assets and Compliance	Promote awareness of this radon policy and its associated procedure, across the company
	Regularly report radon control performance and updates to the Chief Executive, Executive Directors, other directors, and other members of the Leadership Team.
The Director of Property Repairs	Ensure that in house teams and contractors working on radon remediation systems are appropriately trained to do so at an appropriate standard.
The Director of Neighbourhoods and Customer Experience	Ensure customers are aware of radon related obligations in their tenancy agreement and are provided with guidance on radon testing and controls at the start of their tenancy
	To assist the Compliance Officers regarding liaison with customers for access to properties
The Director of Development	Ensure all new build properties commissioned by the organisation or purchased are compliant with the relevant radon control legislation and guidance
Strategic Assets Business Leader	Promote awareness of the radon policy and associated procedure across the company
	Regularly reporting radon performance and updates to directors
	Ensure radon risks are assessed and control measures identified and implemented
	Provide clear radon control information for all teams across the company
	Undertake cyclical inspection and maintenance programme for the remediation installations i.e. pumps, fans etc
	Ensure that those undertaking radon testing and remediation are appropriately trained to do so at the correct standard
	Develop, maintain, and regularly review the radon procedure

The Compliance Manager	Overseeing the management of the radon policy, ensuring that believe housing remains compliant with relevant legislation and guidance
	Ensure that radon best practice is followed
	Develop radon testing strategy
	Ensure required radon testing and assessments are completed by a competent person
	Ensuring that radon monitoring programme tasks are completed within set timescales
	Ensure that risk assessments are reviewed
	Ensuring that actions generated from radon risk assessments and monitoring programmes are closed off in a timely and efficient manner
	Regularly liaising with managers and other employees of believe housing to ensure radon risk assessments or monitoring actions are brought to their attention
	Overseeing performance management of radon contractors
	Ensure that relevant radon data is recorded and monitored
	Liaising with the Health and Safety Manager, who has overall responsibility for health and safety across the organisation
	The Compliance Officer
Arrange for radon sampling to be undertaken where required	
Analyse the results of risk assessments and testing programme outputs and ensure non compliances are acted on appropriately and in a timely manner	
Where required, ensure appropriate radon documentation is provided to each property	
Monitor to ensure that remediation measures, where implemented, are achieving the required outcomes, identifying any failings and implementing remedial actions where necessary	
Promote radon awareness with customers	
Liaise with responsible managers and other employees of believe housing regarding radon testing and remediation	
Provide support and ongoing advice regarding radon control across the organisation	
The Health and Safety Manager	Provide competent health and safety advice as stipulated in regulation 7 of the Management of Health and Safety at Work Regulations 1999
	Liaise with the Compliance Team to ensure this policy and associated procedure is audited effectively by the Health and Safety Team
	Investigate accidents and incidents involving radon with a view to highlighting opportunities for improvement
Managers	Make teams aware of the radon management policies and procedure

	Where appropriate include radon management procedures within inductions
	Ensure that all works conducted on radon mitigation measures are in line with the relevant regulations for those items
	Immediately report any radon related issues to both the Compliance and Health and Safety Teams
Employees	Complete any radon related training allocated
	Report any radon related issues, or incidences to their line manager immediately
	Whistleblowing for any radon issues
	Where responsible for works on radon mitigation measures (either directly or via a contractor), ensure that all works are conducted in line with the relevant regulations for those items
Customers	To follow the guidance supplied around radon safety in their home
	To report any faults/defects in the radon mitigation measures which are installed to their home
	To advise believe housing in change of circumstances that may affect the radon measurement within their home in accordance with the tenancy agreement.

## 5. Communication with Customers

believe housing will:

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

## 6. Monitoring and review

The Compliance Team will report key radon related figures to the audit committee on a quarterly basis and continually monitor and audit compliance procedures.

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

- a significant radon incident
- an 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**

This policy should be read and reviewed in conjunction with:

- The Radon Procedure
- Health and Safety Policy
- Repairs and Maintenance Policy
- Future Homes Strategy
- Assured (shorthold) Tenancy Agreement