



Asbestos Management Policy

December 2017



ASBESTOS MANAGEMENT POLICY

1. Purpose

Manningham Housing Association has a legal duty to ensure the health and safety of its employees, tenants, leaseholders and other stakeholders in relation to asbestos containing materials (ACMs). We will comply with this duty by maintaining a robust asbestos management framework and safe systems of work.

Our legal duty extends to the manner in which we manage asbestos in properties under our control and protect those who may come into contact with asbestos containing materials (ACMs).

2. REFERENCES

The following regulations and approved codes of practice relate to works with asbestos. It is not an exhaustive list, but includes the main regulations to which all should adhere:

- The Health and Safety at Work Act 1974, particularly Section 3: General duties of Employers and Self-employed persons other than their employees.
- The Control of Asbestos Regulations 2012 (CAR 2012)
- The Construction (Design and Management) Regulations 2015
- L143 – HSE Approved Code of Practice (ACoP) to CAR 2012

3. POLICY STATEMENT

Our primary method of control regarding asbestos management is to use an assessment of risks to determine a relevant course of action within an agreed hierarchy of:

- Remove
- Program removal
- Environmental Clean
- Repair and manage
- Encapsulate and manage
- Enclose and manage
- Manage and label
- Manage

We will not undertake any work to a property we manage without first obtaining adequate information on the nature, condition and extent of any ACMs present, or presumed, that are likely to be disturbed.



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We will also ensure that any work carried out to ACMs will only be undertaken by competent, fully trained and accredited contractors. Furthermore we will take all reasonable measures to mitigate the risk of inadvertent or accidental release of asbestos fibres through all work activities by:

- Ensuring all materials in communal areas likely to contain asbestos are identified and inspected annually.
- Taking reasonable steps to ensure that materials in domestic dwellings likely to contain asbestos are identified for properties built prior to the year 2000. To achieve this 100% of all older rehab properties will be surveyed and inspected for ACMs. We will inspect a minimum of 20% of properties within a scheme that were built at the same time and by the same developer. Any ACM information will then be cloned for the whole scheme.
- Maintaining an up-to-date written record of the location, condition, extent and nature of all known and presumed asbestos containing materials.
- Carrying out on-going monitoring of the condition of ACMs and, on a basis of risk, encapsulate or remove the materials as and when appropriate.
- Maintaining a Management Plan for all premises where ACMs are present and ensure that these are monitored, audited and reviewed regularly.
- Informing tenants, leaseholders, staff and other building users of the nature and extent of any known or suspected ACMs.
- Properly managing and recording asbestos within domestic dwellings and fully comply with our legal 'Duty to Manage' requirement of asbestos within communal areas.

4. ASBESTOS MANAGEMENT POLICY

This policy forms part of MHA's management framework for the control and safe management of asbestos materials. Additional information relating to our management framework is included in our Asbestos Management Plan (AMP). Procedures clearly set out operational activity regarding the management of asbestos and methods used to conform to current legislation and guidance.

Key tasks in the delivery of our Asbestos Management Plan are summarised in the table below:

	Duty to manage	Survey / Re-inspection / Training
1	Non- Domestic Stock (communal areas)	Annual Re-inspection
2	Survey for Planned Works and major repairs	When Required
3	Re-inspection of domestic stock where removal has taken place	When Required
4	Staff Asbestos Awareness Training	Every 3 years



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5	Contractor operatives Asbestos Awareness Training	Every 3 years
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5. ROLES AND RESPONSIBILITIES

5.1. Chief Executive

The Chief Executive and ultimately the Board have overall responsibility for the Asbestos Policy but delegate actions to the Duty Holder and other responsible staff as detailed in the Asbestos Management Plan.

The key responsibilities are:

- a) Maintaining an up to date asbestos register.
- b) Ensuring adequate resources are allocated to managing the risks associated to asbestos.
- c) Ensuring adequate processes and procedures are in place to manage the risks arising from asbestos.
- d) Ensuring sufficient information, instruction and training is carried out.
- e) Monitoring the performance of staff and contractors.
- f) Ensuring that members of the public, staff and contractors are not unnecessarily exposed to risk.
- g) Ensuring appropriate risk assessments are undertaken and that regular review is carried out.
- h) Ensuring appropriate inspections are made to assess the condition of ACMs.

5.2. Director of Customer Services

The Director of Customer Services will assist the Chief Executive and is responsible for the overall effectiveness of the Asbestos Management Policy. In doing so The Director is required to:

- Ensure adequate resources are allocated to manage risk arising from asbestos.
- Monitor the performance of staff against the policy.
- Advise the Chief Executive of any problem arising in connection with the management of risk.



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5.3. Property and Estates Manager (Duty Holder)

Is responsible for:

- Ensuring the objectives and contents of the Policy and AMP are fully understood by all their own staff.
- Ensuring that individuals responsible for asbestos management are identified, competent and have sufficient and suitable initial and update training with respect to asbestos issues where appropriate.
- Ensuring that MHA employees have suitable initial and refresher training with respect to asbestos issues to comply with legislation and to ensure a high level of asbestos awareness.
- Ensuring that no works programmes are approved unless and until asbestos information has been obtained by the associations Property Surveyors. Where no asbestos information is available new asbestos surveys will be requested.
- To ensure that only competent and UKAS accredited consultants are employed to provide services in conjunction with identifying and working with ACMs.
- Ensuring that the asbestos portal is updated following completion of any works on ACMs including details of residual asbestos hazards remaining in the vicinity of any proposed work.
- Ensuring that regular inspections of ACMs are undertaken, and updating the Asbestos Portal to reflect the current condition.
- Maintaining the Asbestos portal for all Manningham Housing Association premises.

5.4. Property Surveyors (Asbestos Co-ordinators)

The Property Surveyors are responsible for the day to day running and implementation of the Asbestos Management Plan and are responsible for:

- Ensuring that all repairs and maintenance contractors follow the procedures within the MHA Asbestos Management Plan.
- Ensuring that no contractor's staff members are permitted to start work until they have received their asbestos awareness training.
- Providing information on known ACMs to contractors undertaking work.



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- Providing guidance on abatement actions or precautions to be taken in respect of ACMs.
- Where intrusive work is planned, identify and instigate actions required to undertake a suitable and sufficient assessment to satisfy regulation 5 of CAR2012.
- In conjunction with the appointed Asbestos specialist, organise appropriate asbestos abatement action to facilitate program works.
- Ensuring that the asbestos register is updated following completion of any works on ACMs including providing the Senior Customer Services Officer with details of residual asbestos hazards remaining in the vicinity of any proposed work.
- Ensuring that all asbestos identified as being safe to leave undisturbed is adequately labelled where required in accordance with the Asbestos Management Plan.
- Routinely monitor work to ensure that the procedures in the AMP are being adhered to.

5.5. Employees

All Employees, irrespective of their position shall:

- Take reasonable care for their own health and safety and that of other persons who may be adversely affected by asbestos works, including members of the public, tenants, visitors and contractors.
- Co-operate as appropriate with other staff and agencies to ensure compliance with this policy and all other legal requirements.
- Halt works that, in their opinion, may present a serious risk to health and safety.
- Report any concerns that they may have in relation to the management of asbestos.

5.6. Contractors

Are responsible for:

- Checking the asbestos register before undertaking any work in properties built before 2000.
- Notifying their line manager immediately and stopping work if they encounter damaged or disturbed known or suspected ACMs.



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- Working in accordance with the asbestos risk assessments and method statements and ensuring that all required controls are in place before any work on or near ACMs is started.
- Ensuring compliance with all the procedures within the MHA Asbestos Management Plan.
- Providing the Property & Estates Manager / Property Surveyors with documentary evidence of their asbestos risk assessment / method statements / staff training and asbestos emergency procedures.
- Ensuring that any of their employees undertaking work on Manningham Housing Association properties have received asbestos awareness training in accordance with CAR2012.
- Ensuring that any of their employees undertaking work on Manningham Housing Association properties have been made aware of the Manningham Housing Association Asbestos Management Plan
- Disseminating information on known ACMs to those undertaking the work.
- Not undertaking any work which may disturb known or suspected ACMs.
- Notifying the Asbestos Co-ordinator immediately and stopping work if they encounter damaged or disturbed known or suspected ACMs.

5.7. OD & Performance Manager

Is responsible for:

- Annually auditing compliance with this policy and associated Asbestos Management Plan.
- In conjunction with the Property & Estates Manager investigating and reporting to the Director of Customer Services on any alleged incident of accidental asbestos exposure and for ensuring reporting of incidents under RIDDOR, where appropriate.
- Notification to the Occupational Health Service should any member of staff be involved in an incident of accidental asbestos exposure in order that occupational health advice can be given if required.
- Liaison with and notification to the Health and Safety Executive as required.
- The provision of advice and assistance to the Duty Holder, as required.
- Ensure that any asbestos exposure is recorded on the employees' records, which must be retained for 40 years.



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6. ASBESTOS TRAINING

- 6.1. We will ensure that adequate information, instruction and training is given to all employees. Asbestos awareness training is a mandatory requirement under regulation 10 of the Control of Asbestos Regulations 2012. All relevant staff will attend a suitable training course at least every three years or sooner if required.

7. MONITORING

The following will be used to monitor the effectiveness of the Asbestos Policy:

- a) Number of outstanding domestic or non-domestic Asbestos Surveys reported quarterly to Board.
- b) Monthly monitoring of the actions within the management plan.
- c) Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- d) Annual audit of the Asbestos Management Plan by the Director of Customer Services.

8. REVIEW

A full review of this policy will be carried out every three years or sooner following any legislative or regulatory changes.

9. OTHER RELEVANT DOCUMENTS/ RESOURCES

- 9.1.
 - Asbestos Management Plan
 - Health and Safety Policy
 - Tenancy Agreement
- 9.2. Main contact for further information: Property and Estates Manager.

Policy	Asbestos Management Policy
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Lead Officer	Director of Customer Services