

Loreburn Group

# Asbestos Management Policy



**Creating Great Places to Live**

<b>Policy</b>	Asbestos Policy									
<b>Version Reference</b>	2									
<b>Approved by</b>	MC			LET	X			MT		
<b>Date of Approval</b>	January 2020									
<b>Review Period</b>	3 Yearly <b>or</b> as legislation or substantive changes occur									
<b>Review Due</b>	January 2023									
<b>Policy Champion</b>	Head of Asset Management									
<b>Who this policy affects</b>	Staff	X	Customers	X	Contractors	X	Members of the Public	X		
<b>Where this policy affects</b>	General needs	X	Sheltered	X	Supported	X	Offices/staff base	X		

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## 1. Purpose

- 1.1 This policy explains how Loreburn Housing Association will manage the risk posed by asbestos containing materials (ACMs) and materials presumed to contain asbestos at premises owned, managed, or controlled by the association.
- 1.2 The policy also ensures compliance with the duties placed upon it by the items of legislation detailed in section 2 of this policy document.
- 1.3 Loreburn H A will promote good practice and partnership working in relation to the safety relating to asbestos and the associated risks.
- 1.4 This Policy is supported the [Asbestos Procedural Guide](#).

## 2. Legislative Background and Guidance

- 2.1 Asbestos is a naturally occurring fibrous material used in a large range of building materials and products. When materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled, they can cause fatal serious diseases, for example Mesothelioma, Asbestos-related lung cancer, Asbestosis, Pleural thickening.
  - 2.1.1 Further information is available from <http://www.hse.gov.uk/asbestos/dangerous.htm>
- 2.2 In preparing this policy we have taken account of the following legal obligations and guidance:
  - Health and Safety at Work Etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Control of Asbestos Regulations 2012
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - Construction (Design and Management) Regulations 2015
  - “Managing and working with asbestos” – Control of Asbestos Regulations 2012 L143 (second edition) Published 2013
  - The HSE Guidance Note, Asbestos: The survey guide” HSG 264 2<sup>nd</sup> Edition, 2012

- HSG248 Asbestos: The Analysts' guide for sampling, analysis and clearance
- Procedures
- The HSE Guidance Note "A comprehensive guide to Managing Asbestos in premises HSG227"
- An HSE Task Manual: Asbestos Essentials HSG 210 4<sup>th</sup> Edition 2018

For further information <http://www.hse.gov.uk/asbestos/>

### 3. Aims of this Policy

- 3.1 Through this policy we aim to establish procedures to ensure compliance with respective legislation and guidance and protect the health, safety and welfare of our customers, employees, contractors and visitors.
- 3.2 To promote effective communication with all stakeholders and partner agencies.
- 3.3 To achieve continuous improvement in the overall by setting and monitoring targets and improving performance where practicable.
- 3.4 To implement processes in an efficient manner and ensure the overall approach meets the provisions of the association's Health & Safety Policy and Risk Management Policy.
- 3.5 To ensure respective services are procured in line with the Association's Procurement and VFM Strategy, Procurement Policy, Financial Regulations and Standing Orders.
- 3.6 To have a system in place for prioritising surveys / re-surveys. For example, planned maintenance works.
- 3.7 To gain feedback from customers and contractors to help improve the service
- 3.8 To implement the associations Asbestos Management Plan (see Appendix one), maintain the Asbestos Register and effectively manage ACMs
- 3.9 To regularly update EMT, Health & Safety Committee and Management Committee on performance

### 4. Associated Policies & Information

- Voids and Reactive Repairs Polices
- Aids and Adaptations

- Planned Maintenance Policy
- Cyclical Maintenance Policy
- Risk Management Policy
- Health & safety policy
- Asset Management Strategy
- Stock Condition Surveys
- Building Performance Standards
- Asbestos Register
- Asbestos RAMS (IHR)

## 5. Outcomes from this Policy

5.1 The anticipated outcome of this policy is to: -

- Minimise the risk to residents, staff, consultants, contractors, the public and visitors from exposure to ACM's on premises owned, managed, or controlled by the association
- Manage Asbestos Containing Materials (ACMs)
- Ensure asbestos does not become a risk to staff, contractors and customers by undertaking inspections and surveys
- Ensure asbestos information is available to staff, contractors and customers
- Implement and maintain our asbestos register, policy and management plan for all properties owned or managed by the Association
- To ensure that works which may involve contact with the, protection, encapsulation or removal of ACM's is undertaken strictly in accordance with regulatory requirements, ACOP and guidance documents published by the HSE to ensure, so far as is reasonably practicable that no one is put at risk.
- The Association has undertaken asbestos management surveys to all property archetypes and unique properties owned or managed and built before the year 2000 to determine the presence of ACMs. This data will be held on the associations IT system which will be accessible to all staff.

## 6. Complaints

- 6.1 Loreburn H A operates a Complaints Procedure that is available to any customer who is not satisfied with the way their case has been dealt with.
- 6.2 Details of the complaints procedure are detailed in Loreburn H A's Complaints Policy/Procedure.

- 6.3 Loreburn H A's takes the learning from complaints to ensure when possible service improvements are made. Any complaints relating to asbestos will be used to monitor and improve the service.
- 6.4 If the customer is not satisfied with the outcome of their complaint and have exhausted the complaints process above, they have the right to refer the matter to the Scottish Public Services Ombudsman.

## 7 Measuring performance

- 7.1 Performance monitored through Loreburn H A's Performance Management Framework using the Scottish Housing Regulator Annual Return Indicators and Loreburn H A's Strategic Performance Indicators and operational performance indicators.
- 7.2 Annual targets for collection are set based on the Scottish Housing Regulators' ARC national performance data, HouseMark peer benchmarking and internal results.
- 7.3 Loreburn H A will consult customers, stakeholders and other agencies in order to continually measure good practice.
- 7.4 This policy will adhere to Loreburn H A's commitment to Continuous Improvement and Value for Money.

## 8 Policy review

- 8.1 The policy champion is the Asset Manager. The policy implementation checklist is set out below.
- 8.2 This policy will be reviewed **every three years** or as required due to legislative or regulatory change. The review will be completed by the Policy Champion and circulated to the Executive Management Team for approval.

## 9 Equality and Human Rights

- 9.1 There are many reasons why people may have difficulties accessing our services. These may include dyslexia, illiteracy and mental illness. It is the duty of all staff to ensure these issues are taken into account to ensure that information is appropriately communicated in ways those individuals can understand.

9.2 Loreburn H A is committed to equality of opportunity and will ensure that policy and procedures will not unfairly discriminate against people on grounds of sex or marital status, racial grounds, disability, age sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.

9.3 Loreburn can provide:

- Translation service for those for who English is not their first language.
- Large text or audio tapes for people who are visually impaired.
- Assistance for people who are profoundly deaf.
- Assistance for people who have challenges around literacy and / or numeracy

## **10 Risk Management**

10.1 Given the importance of the risks set out in this policy it is recognised that these have to be effectively managed. This will be achieved through the cyclical review of all Asset Management policies and procedures to ensure compliance with all legislative requirements and regulatory and best practice guidance.

## 11 Responsibilities Chart

11.1 The chart below illustrates the responsibilities of all staff in relation to this policy.

Responsibilities	CEO / MC	LET	HofAM	HofIHR	Assistant Manager	All Staff
To set the policy and direction with regards to Asbestos	✓					
Ensure Loreburn H A staff have a robust understanding of Asbestos and the associated risks		✓				
Manage service, reporting and update EMT quarterly			✓	✓		
Take lead on applications, make day to day decisions					✓	
Policy Champion			✓			
Ensure effective and clear communication with key stakeholders including customers				✓	✓	
Reporting concerns to Line Manager					✓	
Participate in meetings and provide evidence for investigations as required					✓	
Ensure complaints feedback is used to improve service			✓	✓		
Working with Head of OD & HR ensure staff have appropriate training			✓	✓		
Ensure policy is reviewed annually or as necessary			✓	✓		
Ensure E&D guidance is adhered to		✓				

## Policy Assessment Checklist

### Health & Safety Assessment

**Does this policy have the potential to affect:**

Lone Working	No
Safety and/or wellbeing of customers	Yes
Safety and/or wellbeing of customers	Yes
<b>Have the above items been considered in the preparation of this policy?</b>	Yes

**Comments:**

### Equality, Diversity & Inclusion Assessment

**Does this policy have the potential to affect:**

Staff's rights to equal opportunities	No
Tenants' / Customer's rights to equal opportunities	No
Tenants' / Customer's ability to access to homes and/or services	No
<b>Have the above items been considered in the preparation of this policy?</b>	Yes

**Comments:**

### Agile Working Assessment

**Agile working requirements have been considered and addressed in the preparation of this policy:** No