



Loreburn Group

Asbestos Management Policy

Policy	Asbestos Management Policy					
Version reference	3					
Approved by	MC		LET		MT	X
Date of approval	April 2023					
Review period	Every 3 Years or as legislation or substantive changes occur					
Review due	April 2026					
Policy champion	Team Manager – Cyclical Compliance					

1 Purpose of this Policy

- 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 Related policies, procedures, and documents

- 2.1 This Policy should be read in conjunction with the following LHA policies and procedures:
 - Voids and Reactive Repairs Polices
 - Aids and Adaptations
 - Planned Maintenance Policy
 - Cyclical Compliance Policy
 - Risk Management Policy
 - Health & safety policy
 - Asset Management Strategy
 - Stock Condition Surveys
 - Building Performance Standards
 - Asbestos Register
 - Asbestos RAMS (IHR)
 - Contract Management and Performance Monitoring Policy and Procedure
 - Adverse Event Policy and Procedure

- Contractor's Working Arrangement

3 Legislative background

3.1 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.

3.2 Further information is available from

<http://www.hse.gov.uk/asbestos/dangerous.htm>

In preparation for this Policy, we have taken account of:

- 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 2nd Edition, 2012
- HSG248 Asbestos: The Analysts' guide for sampling, analysis and clearance
- The HSE Guidance Note "A comprehensive guide to Managing Asbestos in premises HSG227"
- An HSE Task Manual: Asbestos Essentials HSG 210 4th Edition 2018
- For further information <http://www.hse.gov.uk/asbestos/>

4 Aims of this Policy

- 4.1 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.
- 4.2 To promote effective communication with all stakeholders and partner agencies by ensuring Asbestos information is issued with all relevant work orders.
- 4.3 To achieve continuous improvement in the overall by setting annual targets for completion of Asbestos surveys and monitoring targets and improving performance where practicable.
- 4.4 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.
- 4.5 To ensure respective services are procured in line with the Association's Procurement and VFM Strategy, Procurement Policy, Financial Regulations and Standing Orders.
- 4.6 To have a system in place for prioritising surveys / re-surveys. For example, planned maintenance works. Utilising LHA's Housing Management System which holds all Asbestos information.
- 4.7 To gain feedback from customers, via satisfaction surveys sent out annually and contractors via monthly contractor meetings to help improve the service
- 4.8 To regularly update Loreburn Executive Team, Health & Safety Executive Committee and Management Committee on performance

5 How we will achieve our aims and objectives

- 5.1. The three types of asbestos surveys are detailed below:
 - 5.1.1. **Management Survey** - A survey carried out to access all areas of a property as far as is reasonably practical in order to establish if asbestos is present. This type of survey would be carried out if maintenance works/repairs are not deemed to be major/invasive refurbishments. This is normally a visual survey. The association currently has Management Survey Programme in place to achieve

100% Management Surveys of its stock built before 2000. This programme is due to be completed no later than 1 April 2026. **Appendix 2** should be followed to update these on the Housing Management System. The Technical Officer managing the contract is responsible for ensuring these are updated. Support from the Asset Management Assistant can be utilised. These Management Surveys will be completed by an external contractor appointed by the Cyclical Compliance Team via a competitive tender. The contractor will ensure that target figures are achieved annually. This will be monitored via LHA's Health & Safety Executive Group. This is considered as best-practice.

- 5.1.2. **Re-Inspection Survey** - A survey carried out every 12 months to monitor and record the condition of any asbestos products previously identified within a building. These 12-month surveys will be completed by an external contractor appointed by the Cyclical Compliance Team via a competitive tender. This contractor should ensure Re-Inspection Surveys are received no later than 3 weeks prior to the current certificate expiration date. The Technical Officer managing the contract is responsible for ensuring these are updated. Support from the Asset Management Assistant can be utilised. This will be monitored via LHA's Health & Safety Executive Group. This is a legal requirement.
- 5.1.3. **Refurbishment/Demolition/Targeted Survey** - A targeted survey to a specific area where work will be undertaken. This survey is fully intrusive to access all required areas of the building where major refurbishment or demolition works are to take place. This type of survey is required even if a management survey has already been carried out and refurbishment/demolition is due to take place. The Technical Officer responsible for any work requiring this survey will be responsible for instructing and receiving the certification. This should then be sent on to cyclicalmaintenance@loreburn.org.uk
- 5.1.4. An Asbestos register is held on the Housing Management System. Information includes where Asbestos Containing materials have been identified, the last inspection date and a copy of the asbestos certification.

6 Repairs and Planned Works

- 6.1. The Association is committed to provide sufficient information with respect to asbestos to allow their operatives and contractors to work safely and without risk to health.

- 6.2. The responsibilities for asbestos management within this relationship are: -
- Provision of Asbestos information is the primary responsibility of the association.
 - It is the responsibility of the Association to notify IHR of the upcoming review of the procedure.
 - It is the responsibility of contractors (including IHR) to advise the Association of any issues regarding the procedure when a review is underway
- 6.3. It is the responsibility of the Association to provide information to contractors from the programme of management and reinspection asbestos surveys that have been undertaken. These are surveys that have been targeted at parts of the structure where reactive maintenance is anticipated and include, but not be limited to:
- Services and utilities (electricity, water, drainage, gas etc.) with respect their entry into and distribution around the property (inclusive of kitchens, bathrooms, under floor and attic distribution).
 - Glazing (mastics and putties etc. to windows and doors which may require immediate work during replacement of windows, not including around frames which would be the subject of non-immediate work).
 - Doors, particularly any fire boards etc.
 - Common areas

7 Staff Training and Development

- 7.1 The successful implementation of the policy and supporting procedures is dependent on the knowledge and skills of staff implementing it.
- 7.2 Regular training will be provided to relevant staff to ensure a consistent approach and ensure they are carrying out the roles and duties linked to the application of this policy. Training will be completed at the below frequencies:

Job Roles	Training Required	Frequency
All Frontline Staff	Asbestos Awareness via Online E-Learning	Annually

Staff responsible for Managing Contractors who may work in pre-2000 properties (Asset Management Team)	Asbestos Awareness UKATA Approved training	Annually
Staff who may work in pre-2000 properties (In House Repair's Operatives)	Asbestos Awareness UKATA Approved training	Annually

8. Responsibilities chart

8.1 The chart below illustrates the responsibilities of all staff pertaining to this Policy:

Responsibilities	CEO	LET	Management Team	Team 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 H&S Executive Group quarterly			✓	✓	
Take lead on applications, make day to day decisions				✓	
Policy Champion				✓	

Responsibilities	CEO	LET	Management Team	Team Manager	All staff
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 P&C ensure staff have appropriate training			✓	✓	
Ensure policy is reviewed annually or as necessary				✓	

9. Measuring performance

- 9.1 Performance is monitored through Loreburn HA's Performance Management Framework using the Scottish Housing Regulator Annual Return Charter Indicators, House Mark and Loreburn HA's Strategic Performance Indicators and operational performance indicators.
- 9.2 Loreburn HA will consult customers, stakeholders, and other agencies to continually measure good practice.
- 9.3 Performance, in regards to completion of Asbestos Certification and recording of instances of Asbestos, will be monitored via LHA's Health & Safety Executive Committee.
- 9.4 Contractor Performance, in regards to delivering Asbestos Management Programme, will be monitored via LHA's Contractor Management and Performance Monitoring Policy & Procedure and via reports submitted to LHA's H&S Executive Group quarterly.
- 9.5 The Policy will adhere to Loreburn HA's commitment to continuous improvement and value for money.

10. Policy review

- 10.1 The Policy Champion is Team Manager – Cyclical Compliance.
- 10.2 The Policy Champion is responsible for reviewing the policy and procedure within the required timescales, and reviewing earlier if there are any changes in legislation or regulations in regards to Asbestos Management.
- 10.3 This Policy will be reviewed every three years or sooner as required due to legislative or substantive change.