



HS-P05 MANAGEMENT OF ASBESTOS- CONTAINING MATERIALS POLICY

Last Full Review Date	March 2017
Policy Owner	Gordon Cameron, Director of Property and New Business
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Communication & Training Methods	Circulated to SMT and OMT. The policy will be issued to the PNB team for implementation and discussion.
Date Last Approved	March 2017
Approved By	SMT
Review Cycle	5 years
Next Review Date	April 2022
The Policy has a direct link to the following PoLHA policies and procedures	N/A
This policy complies with the requirements of these legal and/or regulatory documents	Health and Safety at Work Act 1974 Control of Asbestos Regulations 2012 Control of Asbestos Regulations 2012 Code of Practice and Guidance Asbestos Essentials HSG210
Equality & Diversity Impact (EI) Assessment Status	This document was EDI Assessed by the Maintenance Manager (Kevin Wilson) and the Director of Property & New Business (Gordon Cameron) using the organisation's set procedure in January 2017 and is considered to be free of anything which may lead to any unfair discrimination in its application.

REVISION TRACKING

Revisions are minor changes which are made between Full Reviews which might be needed because of new ideas or changes

Revision Date	Part of doc revised	Reason for revision	Approved by

1. BACKGROUND/INTRODUCTION

- 1.1 Buildings acquired by the Association were built or refurbished at a time when the use of asbestos containing materials in their construction was common. During work on these buildings it is possible, therefore, that personnel could encounter asbestos.
- 1.2 The presence of an asbestos-containing material in itself does not constitute a danger. However, there is a potential risk to health if such material is disturbed and damaged. An isolated accidental exposure to asbestos fibres for a short duration is extremely unlikely to result in the development of asbestos related diseases. However, regular exposure – even at relatively low levels – can present a risk.
- 1.3 As well as people employed in the building maintenance, inadvertent exposure (and consequent risk) can occur in other groups of people in particular undertaking heating/wiring contracts, kitchen/bathroom upgrades, and door/window replacements that will take place in the future. It is important, therefore, to have in place a management system which minimises the potential for exposure to asbestos.
- 1.4 Working with, and managing, asbestos materials are now very tightly controlled by a number of different Legislative provisions (See Section 7). Responsibility for ensuring compliance with these provisions has been delegated to the **Asbestos Co-ordinator**.
- 1.5 The purpose of this document is to ensure that the Association has a policy in place in order to meet its legal requirements for managing asbestos within its properties.

2. POLICY STATEMENT

- 2.1 It is the policy of Port of Leith Housing Association to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to exposure to any asbestos containing materials that may be present in any of the properties it owns or occupies.
- 2.2 The Policy and Procedures will apply to all buildings and all individuals employed by the housing association, and to contractors/subcontractors engaged by the Association **without exception**.

3. RESPONSIBILITIES UNDER THE POLICY

- 3.1 Senior Management Team – responsible for approval of the policy.
- 3.2 Maintenance Manager - will be responsible for the implementation of this policy.
- 3.3 Asset Manager - will be responsible for updating and maintaining the asbestos register and asbestos components on the Association's database.
- 3.4 Facilities Team Leader – (the Association's Asbestos Co-ordinator) will be responsible for ensuring that an inspection programme is implemented to monitor the condition of asbestos located within the Association's properties and record the current condition of the material.
- 3.5 Property and New Business (PNB) Staff – members of PNB who have a responsibility for a specific contract must ensure that before any work is started on any Association properties that the Asbestos Register has been consulted and the appropriate type of survey data is available. Where no appropriate data is available they will ensure that an asbestos survey will be undertaken and the records updated.

The member of staff supervising the contract will also be responsible for ensuring that the up to date Asbestos Register is provided to the contractor prior to the commencement of the works.

4. POLICY FRAMEWORK

- 4.1 The aims of the policy are to ensure that:
- 4.2 The Association complies with all relevant asbestos legislation, approved codes of practice, Health and Safety Executive Guidance Notes and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
- 4.3 Promote awareness of the risks from asbestos containing materials and the Association's management procedures through training and induction of relevant staff.
- 4.4 Any asbestos-containing materials that may be present in any of its buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.
- 4.5 A representative proportion of the Association's properties are subject to an Asbestos Management Survey Programme.
- 4.6 An Asbestos Register is prepared and maintained for the Association's properties. This Register will undergo regular reviews and will be updated after any treatment and/or removal works have been undertaken.
- 4.7 An appropriate system is installed, maintained and implemented for the management of all asbestos-containing materials identified in the Register. Such a system is to be capable of recording the risk, the needs and priorities for treatment and/or removal.

5. ASSOCIATED PROCEDURE(S)

- 5.1 The management of the Asbestos-Containing Materials policy should be carried out in accordance with the Asbestos-Containing Materials Management Procedures (November 2016).

6. POLICY & PROCEDURE EFFECTIVENESS ASSESSMENT CRITERIA

- 6.1 The Facilities Team Leader will manage the programme to ensuring that an annual inspection of the properties where asbestos has been identified is undertaken in accordance with current best practice. This programme will be reviewed on an annual basis and reported on as part of the maintenance performance report.
- 6.2 The Facilities Team Leader will review the programme of inspections against the asbestos component information on the Association's database to ensure all properties are included in the inspection programme.
- 6.3 The Asset Manager will review the Association's Asbestos Component Register against the Asbestos Register to ensure all properties are correctly identified on an annual basis.