



# Asbestos Policy

Board Approved Revised Policy: 13 November 2024

Board Approved: May 2023

Next Review: May 2026

## 1.0 Introduction

- 1.1 This Policy has been developed to ensure that Homes for Life (HFL) fully complies with the requirements of current asbestos legislation and guidance. In particular the Policy outlines the approach that will be adopted by HFL to comply with the requirements of 'The Control of Asbestos Regulations (CAR) 2012'.
- 1.2 All employees and contractors involved in working where asbestos containing materials may be present, supervising any work where asbestos containing materials may be present, or employees who are involved in issuing contracts where asbestos containing materials may be present are required to fully comply with this Policy.

## 2.0 Objectives

- 2.1 HFL's Asbestos Policy is intended to ensure, so far as it is reasonably practicable, that suitable control measures and procedures are in place to protect the health, safety and welfare at work of its employees, Tenants and other stakeholders. The principal objective of the Policy (in conjunction with the associated Asbestos Management Plan, Asbestos Management Procedures and Asbestos Register Procedure) is to prevent accidental and uncontrolled exposure to asbestos. This applies to Tenants, Residents, HFL Employees, Contractors and members of the public.
- 2.2 HFL will ensure that a suitable and sufficient asbestos risk assessment (Regulation 5 of the Control of Asbestos Regulations (CAR) 2012'.) and any identified locations of asbestos containing materials are recorded in the Asbestos Register and that this information is made available to all persons who require it. This is in respect of work or maintenance to any building that may contain asbestos and must identify where the asbestos is, its type and condition. A risk assessment should then be completed to manage and control the risks.
- 2.3 HFL will ensure that where existing Asbestos Containing Materials (ACM's) are sealed and in good condition, they will be monitored and managed; and where they are damaged or disturbed the appropriate action will be taken.
- 2.4 A member(s) of the Assets and Property Services Team will be appointed as the Association's competent person(s) for the management of asbestos (referred to hereafter as the Asbestos Co-ordinator). Suitable training and resources will be provided in order that they are competent to undertake their roles.
- 2.5 A comprehensive Asbestos Management System will be developed and maintained. This will include an Asbestos Management Plan, Asbestos Register Procedure, Asbestos Procedures and other relevant systems required to ensure compliance with current legislation and guidance.

- 2.6 Procedures will be implemented for undertaking suitable risk assessments of works where there is the potential for disturbing asbestos containing materials. Asbestos awareness training will be provided to all HFL employees who may encounter asbestos containing materials in the course of their work activities or are responsible for management, instruction or direction of others who may do so.

### 3.0 Responsibilities

- 3.1 **Chief Executive** – HfL is considered to be a Duty Holder under the CAR and the Chief Executive is responsible for undertaking, or delegation the duties under Regulation 4 of the CAR.

**The Maintenance and Asset Manager (Strategic Lead for Health and Safety)** is responsible to for ensuring an overarching framework is in place for the management and reporting of the control of Asbestos within the organisation ensuring that;

- the overarching framework is implemented and appropriate checks are in place to provide assurance on its operation and effectiveness.
- the operational delivery of works by contractors comply with policies, procedures and regulations.

**Leadership Team** are responsible, so far as is reasonably practicable for ensuring the health, safety and welfare at work of all employees in their respective departments, particularly where they are responsible for Tenants, employees, contractors and all stakeholders who may be required to deal with or could be exposed to asbestos containing materials.

**The Maintenance Officer** is responsible for ensuring that:

- the Asbestos Register for all properties where asbestos containing materials have been identified is maintained.
- the Asbestos Register is continuously updated and revised through a programme of Asbestos Surveys on projects subject to planned maintenance works.
- in addition, an ongoing programme of asbestos Surveys on HFL's general housing stock will be operated in order that asbestos information on the housing stock is continually developed.
- monitoring the effectiveness of the Asbestos policy and procedures through sample checking and site visits.
- monitor any incidents linked to Asbestos and where required mitigate any future risks.
- Ensuring that asbestos information is provided prior to the commencement of any works and that a survey is requested where required to ensure the safety of Tenants, employees, contractors and all stakeholders.
- Ensuring that the responsibilities are carried out in line with the Asbestos management Plan and that the Asbestos procedures are adhered to at all times.

**Maintenance Admin Assistant** will be responsible for:

- Checking the compliance Inbox on a daily basis for any surveys or removal certificates.
- Updating the Asbestos register and ensuring that the full survey be uploaded in the correct format to the shared area to allow all employees to access the full report and providing assurance on this compliance activity.

**HFL Employees and Contractors** will be responsible for:

- Complying with the Asbestos Policy and Management Plan.
- Ensuring that they are in possession of relevant Asbestos Information for the task prior to disturbing the fabric of the structure.
- Advise HfL of any unexpected or suspected asbestos containing materials and any uncontrolled exposures which may arise.

Full details of the responsibilities at all levels are provided in the Asbestos Management Plan.

3.2 HFL will ensure that Tenants are provided with appropriate information about asbestos if it is present in their home in a format that is easy to interpret.

3.3 The Asbestos Register will be continuously updated and revised through a programme of Asbestos Surveys on projects subject to planned maintenance works. In addition Asbestos Surveys on HFL's empty homes and communal areas will be carried out to further improve the information held on our Asbestos register.

## 4.0 Legislation

4.1 This Policy is based on the following legislation and will be amended in line with any changes:

- The Control of Asbestos Regulations 2012;
- Health and Safety at Work etc. Act 1974;
- HSG 264: Asbestos – The Survey Guide 2012;
- Management of Health and Safety at Work Regulations 1999; and
- Construction Design and Management Regulations 2015.

## 5.0 Notifiable Events

5.1 A breach of this Policy or in the event of serious, significant or material incident relating to matters covered by the Policy, HFL may be required to alert the Scottish Housing Regulator of the incident under Notifiable Events in accordance with the SHR's guidance.

## 6.0 Review

- 6.1 The HFL Asbestos Policy will be subject to a 3-year review, or when any legislative changes are introduced that require the Policy to be revised.