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| Policy title | Asbestos Management Policy |
| Directorate | Asset Management |
| Author | Callum Jones – Head of Building Safety & Compliance |
| Date First Approved | 6th June 2018 |
| Latest Date of Approval | 14 th September 2023 |
| Next Review Date | 14 th September 2024 |
| Policy Scope/Users | MSV staff and External Contractors |
| Date EIA done | 14 th September 2023 |

1 Introduction/policy purpose

1.1 The overall aim of this policy, and the associated procedures and control documents is to ensure the safety from asbestos release for people living and working in properties, owned or managed by Mosscafe St Vincent's [MSV].

MSV aims to protect the occupiers of its properties, as well as other residents, visitors, staff, contractors and the general public, from the risks associated with asbestos so far as is reasonably practicable.

This document sets out key policy objectives, control measures and accountabilities for ensuring safety from harm.

This purpose of this policy is to ensure MSV meets its obligations under the following legislation:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Housing Act 2004 which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations 2005.
- Control of Asbestos Regulations 2012
- The Landlords and Tenants act 1985
- The Construction (Design and Management) Regulations 2015
- The Workplace (Health Safety and Welfare) Regulations 1992
- Hazardous Waste (England and Wales) Regulations 2005
- The Defective Premises Act 1972 in England and Wales
- HSG227 A Guide to Managing Asbestos
- HSG264 Asbestos Survey Guide
- HSG210 Asbestos Essentials
- HSG248 The Analysts' Guide (2nd Edition)
- HSE INDG223 Managing Asbestos in Buildings
- BS60024 2006 Sampling Procedures for Inspection

The application of this Policy ensures that MSV meets compliance with the outcomes of the Regulatory Framework for Social Housing in England introduced by the Homes and Communities Agency as outlined below:

(Registered Providers must) meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

2 Description of the Policy

2.1 This policy applies to all assets owned or managed by MSV or places of work for MSV staff.

2.2 The key policy objectives are as follows:

1. Prepare and disseminate an “Asbestos Management Plan” (AMP) for the portfolio.
2. Appoint persons with clear roles and responsibilities to manage the risk associated with asbestos containing materials (ACM).
3. Risk Assess our portfolio to identify the “asbestos status” of our assets, introduce default position and develop a survey strategy to locate ACM.
4. Establish and keep up to date, a record of the location and condition of all known and presumed asbestos containing materials (The “Register”)
5. Undertake material risk assessment of all known and presumed ACM materials and develop procedures to evaluate the risk and determine the appropriate remedial actions and control measures.
6. Monitor the condition of all known ACM materials through an annual re-inspection to all ACM within communal areas.
7. Ensure ACM information is provided to every person likely to disturb asbestos, including building occupiers/tenants and anyone undertaking work within one of our assets, or at risk within our buildings from ACM.
8. Ensuring that the immediate measures taken prevent or minimise exposure to airborne asbestos fibre in the event of emergencies or unexpected situations requiring sudden and urgent action.
9. Introduce a permit to work scheme which restricts work which is likely to disturb ACMs without appropriate safe systems of work in place and ensure competence of operatives.

3 Roles, Responsibility and Policy implementation

The accountabilities for implementation of this policy are as set out below:

1. The Chief Executive retains overall accountability for the implementation of this policy and is the named Duty-holder.
2. The Executive Director – Homes is responsible for overall policy implementation and ensuring that adequate resources are made available to enable the objectives of the policy to be met.
3. The Head of Building Safety & Compliance is responsible for delivery of the key policy objectives as set out herein, including designing and implementing procedures, staff training, and communication to customers.
4. The Compliance Manager is responsible for updating & maintaining the Register, and accountable for achieving the targets associated with the key policy objectives.
5. The Compliance Manager is responsible for operational delivery, including the management of all contractors carrying out works that may disturb asbestos works and those carrying out asbestos surveys.
6. Neighbourhood and Wellbeing staff shall support asset management and contractors teams in gaining access to carry out asbestos surveys and work.
7. The Head of Building Safety & Compliance is responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations.

4 Monitoring, Review and Evaluation

4.1 MSV will monitor implementation of this policy using a set of performance measures as below:

| Measure | Target | Min. Reporting Interval | Reviewed by |
|--|--------|-------------------------|--|
| % of known risks which have been assessed | 100% | Monthly | Compliance Manager - Weekly The Head of Building Safety & Compliance - Monthly Board – Quarterly or as required. |
| % risks which have been reviewed in accordance with level of risk and appropriate timescales | 100% | | |
| % risks with outstanding actions/control measures by risk level | 0% | | |
| Volume of overdue risk by risk classification | 0 | | |

Policy implementation will be reviewed:

1. Monthly by the Head of Building Safety & Compliance via SLT.
2. At each Board meeting via the regular Property Compliance report.
3. By the MSV external & internal audit teams, as required, and a report provided to the Audit Committee/H&S Committee.

The operational oversight of this policy will sit at the Strategic Health & Safety Steering Group.

5 Related documents

- 5.1 *The Asbestos Management Plan (AMP)*
- 5.2 *Operation Procedures 1-10*
- 5.3 *AMP Appendices 1-21*

6 Appendix

Incidents & enforcement

Detailed processes for dealing with incidents, RIDDOR reporting requirements and MSV's response to any enforcement action is set out in the Asbestos Management Plan (AMP). The Compliance Manager will investigate all asbestos incidents ensuring the emergency procedures as set out in the AMP are followed. Following any asbestos incident, the Compliance Manger will provide a report identifying the root cause of the incident and recommendations to prevent reoccurrence.