



Asbestos Management Policy

Policy Valid From	23 April 2019
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Next Review Date	22 April 2022



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Berwickshire Housing Association is a Registered Society. Registration No.: SP2482RS
Scottish Charity No.: SC042342 Registered Office: 55 Newtown Street, Duns, TD11 3AU

1. Introduction

- 1.1. The Association is committed to take all reasonable steps to ensure the health, safety and welfare of all its employees and others who enter any property owned or managed by them. This includes contractors, clients, visitors, tenants and members of the public who may be affected by its actions or omissions.
- 1.2. The purpose of this policy is to ensure that the Association complies with all appropriate legislation and establishes clear guidelines whenever asbestos is encountered in either its premises, workplace or housing stock. Please note that where asbestos is stated throughout the document it can also refer to asbestos containing materials (ACM'S)
- 1.3. The overriding policy contained within this document is that asbestos will not be removed, where, following detailed assessment, it is proved not to be in hazardous condition, damaged or otherwise exposed, nor will it affect future maintenance activities. Consideration will also be given to encapsulation at this stage.
- 1.4. This asbestos policy is an integral part of the Association's Asset Management Strategy.
- 1.5. The content of this policy was initially approved by the board meeting as at the 20th January 2004. The content has been expanded and amended therein as a result of subsequent legislations and cognisance of working practices taking place throughout BHA owned or managed properties.

2. Scope of Policy

- 2.1. This policy describes the activities and responsibilities involved while working with asbestos, in accordance with the requirements of the Control of Asbestos Regulations 2012 (Directive 2009/148/EC), which came into force on 06 April 2012. These new regulations update the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing. The changes are minor and generally cover the 'duty to manage'.
- 2.2. This policy applies to all buildings, owned, leased or managed by Berwickshire Housing Association Ltd, or any other locations which may be utilised by them or its subsidiaries.

3. Objectives and Principles of the Policy

3.1. The main aim of this policy is to ensure that any asbestos located within the housing stock is managed in accordance with relevant legislation. There will also be a requirement on contractors to demonstrate that all their staff has sufficient knowledge to recognise asbestos, and this should be demonstrated as part of the tendering process. If any contractor encounters asbestos regardless of circumstances while carryout any works, the work must be suspended at that point. The Association must be informed immediately on discovery of suspect materials in relation to asbestos management which may be seen as an item for variation orders. BHA will engage the services of a suitably qualified contractor or specialist to inspect the identified materials. In some cases work may only restart once the the identity and condition of the materials has been certified as safe.

3.2. The specific objectives of the Asbestos Policy are:

- 3.2.1 To take steps to locate any asbestos containing material in our housing stock and premises and assess their condition;
- 3.2.2 To maintain records of the location and condition of asbestos containing materials and assess the risk from them;
- 3.2.3 To provide information and advice on the location, type and condition of all asbestos material to all contractors or others who may be in a position to disturb it. All contractors whether main or sub contractors will receive notification on contracts at tender stage and works orders for individual properties prior to entry from the Association's database;
- 3.2.4 To ensure that all residents and contractors working in tenants homes clearly understand the risks involved in disturbing asbestos containing materials; and
- 3.2.5 To take all reasonably practicable steps to prevent our employees and others from breathing in asbestos fibres.

3.3. The principles underpinning the Asbestos Policy are:

- 3.3.1 The Association will ensure that the Asbestos Policy complies with and reflects the legal framework and good practice or on a rolling two yearly review, unless legislative change takes place;
- 3.3.2 The Association will work in an inclusive way to enable implementation of this policy. This will include involving tenants groups and owners where appropriate;

- 3.3.3 The policy will be supported by staff training for anyone liable to be exposed to asbestos fibres at work and to ensure all staff are equipped to carry out the roles expected of them;
 - 3.3.4 Communication with tenants and contractors to make clear who the appropriate officer is to contact in the case of enquiries. Unless otherwise specified this will be the Technical Services Staff, Technical Services Manager and or Property Director.
- 3.4. Berwickshire Housing Association will ensure that the Asbestos Policy complies with current legislation and promotes good practice. The Policy will be reviewed every three years or sooner if required due to changes in legislation or best practice guidelines.

4. Related Documents

- 4.1 BHA Asset management Strategy
- 4.2 Asbestos procedure
- 4.3 Gas Service Contract
- 4.4 Disaster Recovery Plan
- 4.5 Void Policy and Lettable Standard