



VHA Policy Document

ASBESTOS MANAGEMENT PLAN

Reviewed: February 2022

Next Review Due: February 2025 or when new legislation introduced

1.Purpose

1.1 Vectis Housing Association has a legal duty to ensure the Health and Safety of its Employees, Tenants, Leaseholders and other Stakeholders in relation to asbestos containing materials (ACMs). We will comply with this duty, by maintaining a robust asbestos management framework and safe system of work.

1.2 Our legal duty extends to the manner in which we manage asbestos in properties under our control and protect those who may come into contact with ACMs

2. References

2.1 These following regulations relate to works with asbestos. It is not an exhaustive list, but includes the main regulations to which all should adhere:-

- The Health and Safety at Work etc Act 1974, particularly Section 3: - General duties of Employers and Self-employed persons other than their employees.
- The Control of Asbestos Regulations 2012 (CAR 2012)
- The Construction (Design and Management) Regulations 2015
- The Hazardous Waste (England and Wales) (Amendment) Regulations 2009 (SI 2009 No. 507)

2.2 Approved Codes of Practices

- L143 – HSE Approved Code of Practice (ACoP) to CAR 2012

2.3 Guidance Notes

- HSG210 Asbestos Essentials
- HSG213 Introduction to Asbestos Essentials
- HSG227 A comprehensive guide to managing asbestos in premises
- HSG247 Asbestos: The Licensed contractor's guide
- HSG248 Asbestos: The analysts' guide for sampling, analysis and clearance procedures
- HSG264 Asbestos: The Survey Guide
- MS31 Guidance for Appointed doctors on the Control of Asbestos Regulations 2012 – medical surveillance - licensed asbestos works

3. Policy Statement

3.1 It is the Policy of Vectis Housing Association to adopt a pro-active approach to the management of asbestos containing materials within their property stock to ensure the health, safety and welfare of all their employees or people who may be affected by their works.

This will be achieved by closely following the requirements of the Approved Code of Practice of the Control of Asbestos Regulations 2012 and any other current relevant guidance and regulations.

3.2 Our primary method of control regarding asbestos management is to use an assessment of risks to determine a relevant course of action, which may include::

1. Record and Manage
2. Seal
3. Encapsulate
4. Remove

3.3 We will not undertake any work to a property we manage without first obtaining adequate information on the nature, condition and extent of any ACMs present, presumed that are likely to be disturbed. We will also ensure that any work carried out to ACMs will only be undertaken by competent, fully trained and accredited contractors. Furthermore we will take all reasonable measures to mitigate the risk of inadvertent or accidental release of asbestos fibres through all work activities.

3.4 We will:

- Ensure that all materials in communal areas likely to contain asbestos are identified and regularly inspected by external consultants.
- Take reasonable steps to ensure that materials in domestic dwellings likely to contain asbestos are identified where practicable to do so .
- Maintain an up-to-date written record of the location, condition, extent and nature of all known and presumed asbestos containing materials – Asbestos Register.
- Carry out on-going monitoring of the condition of ACMs and, on a basis of risk, encapsulate or remove the materials as and when appropriate.
- Maintain a Management Plan for all premises where ACMs are present and ensure that these are monitored, audited and reviewed regularly.
- Inform tenants, leaseholders, staff and other building users of the nature and extent of any known or suspected ACMs.
- Properly manage and record asbestos within domestic dwellings and fully comply with our legal ‘Duty to Manage’ requirement of asbestos within communal areas

4. Roles and Responsibilities

4.1 Chief Executive

The Chief Executive and ultimately the Board have overall responsibility for the Asbestos Policy but delegate actions to the Duty Holder and other responsible staff as detailed in the Asbestos Management Plan. These actions also relate to contractors acting on behalf of Vectis Housing. Key actions are set out below;

- Maintaining an up to date asbestos register
- Ensuring adequate resources are allocated to managing the risks associated to asbestos
- Ensuring adequate processes and procedures are in place to manage the risks arising from asbestos.
- Ensuring sufficient information, instruction and training is carried out in accordance with Regulation 10 of CAR 2012
- Monitoring the performance of staff and contractors
- Ensuring that members of the public, staff and contractors are not unnecessarily exposed to risk
- Ensuring appropriate risk assessments are undertaken and that regular review is carried out
- Ensuring appropriate inspections are made to assess the condition of ACMs

4.2 Asbestos Plan Manager

The Head of Assets shall serve as the Asbestos Plan Manager 'Duty Holder' and be responsible for the strategic management of asbestos control within Vectis Housing, reporting directly to the Chief Executive and shall:

- Formulate and revise Vectis Housings policy
- Formulate and revise the Asbestos Management Plan
- Facilitate audits to ensure that the provisions within the Management Plan are being enforced to the standard required
- Ensure that the asbestos register is maintained and up to date
- Ensure asbestos related accidents and incidents are reported, investigated and controls introduced to reduce the risk of such accidents recurring

- Ensure risks arising from asbestos related activities are recorded reviewed and mitigated
- Ensure adequate training is maintained to effectively manage risks arising from the control of ACMs
- Coordinate internal resources and ensure adherence to the agreed safe systems of work
- Maintain an up to date knowledge of legislative requirements and best practice and ensure all relevant staff receive adequate information, instruction and training. This includes the provision of regular refresher training to maintain skills
- Provide advice on the application of this policy on an individual case by case basis
- Ensure that the required information from asbestos related work is fed back to the appropriate manager
- Ensure that the asbestos register is maintained and up to date
- Ensure that communal areas within the stock are monitored in accordance with legislative requirements
- Provide asbestos related information to staff, contractors, tenants and members of the public as required
- Ensure adequate training is maintained organisationally and in accordance with current regulations
- Appoint a designated deputy as appropriate to provide cover in their absence
- Ensure information regarding asbestos is readily made available to contractors they are responsible for

5. Employees

5.1 All Employees, irrespective of their position shall:

- Take reasonable care for their own health and safety and that of other persons who may be adversely affected by asbestos works, including members of the public, tenants, visitors and contractors
- Co-operate as appropriate with other staff and agencies to ensure compliance with this policy and all other legal requirements
- Halt works that, in their opinion, may present a serious risk to health and safety
- Report any concerns that they may have in relation to the management of asbestos

6. Tenants and Leaseholders

6.1 This policy is to be read in conjunction with current Tenancy Agreement conditions which state that tenants are not permitted to make any material alterations to their homes without the express formal written permission of

Vectis Housing. Leaseholders are also informed of their specific requirements in their Terms of lease conditions.

7. Contractors

7.1 This policy is to be read in conjunction with Vectis Housings Code of Conduct for Contractors. Contractors are required to immediately report any asbestos related risks or concerns to Vectis Housing and stop ongoing works until they are satisfied their concerns have been addressed.

7.2 All contractors will comply with relevant regulations and use information made available to them through this policy to assist them to adhere to our asbestos management framework. Testing compliance will occur through ongoing auditing and compliance with their own internal quality control systems.

7.3 Contractors are responsible for managing their own asbestos management procedures, training and records etc.

7.4 Contractors appointed to carryout both licensed and non licensed works will be adequately vetted and required to submit relevant accreditations and licences prior to commencing works. They will also hold the required levels of insurance.

7.5 Vectis Housing will issue all contractors with a copy of the latest Asbestos Register following ongoing updating when new materials are found or removed.

7.6 All contractors will undertake an asbestos survey prior to undertaking planned works where the existing survey is over five years old. A copy of this will be passed to Vectis Housing in order that the Asbestos Register can be updated.

8. Communication

8.1 Vectis Housing will communicate widely on asbestos related guidance and good practice. We will issue general information to all new tenants and regularly inform tenants and leaseholders on good practice through the use of leaflets and updates in Newsletters. Each tenant will have access to asbestos related information relevant to their home on request.

8.2 We will liaise with external emergency services to minimise the potential risks that could arise from activities, where ACMs could become disturbed when dealing with emergency situations within properties that we manage.

8.3 Right to buy/ rent to buy applicants will be informed of the locations and precautions regarding asbestos when they first apply to buy the property. This information is to be included within the 'Offer Notice' issued to all right to buy applicants.

9. Asbestos Training

9.1 We will ensure that adequate information, instruction and training is given to all employees. Asbestos awareness training is a mandatory requirement under Regulation 10 of the Control of Asbestos Regulations 2012. All relevant staff will attend a suitable training course on a regular basis.

9.2 All staff will be trained on the contents of our Asbestos Management Plan and this policy at regular intervals.

10. Review

10.1 This Policy shall be reviewed and updated by the Asbestos Plan Manager on an tri-annual basis or, if there are any significant changes to current Asbestos Legislation, HSE approved codes of practice or guidance. It will also be reviewed after any serious asbestos incident or if any reason comes to light to suggest that the Plan or Policy is inadequate

11. Publicising this Policy

11.1 Policy and procedures relating asbestos safety will be publicised widely and specific details included in the following documents:

- Tenant Handbook
- Tenant and Leaseholder Newsletter
- Our Website
- Policy Briefings
- Training briefings

12. Notes

12.2 We will take every opportunity to promote the importance of asbestos safety.

