



Dunbritton Housing Association Limited

Name of Policy	Asbestos Management
Responsible Officer	Asset Manager
Date approved by Board	November 2020
Date of next Review	November 2023
Reference	AM4

We can produce information, on request, in large print, Braille, tape and on disc. It is also available in other languages. If you need information in any of these formats please contact us on 01389 761 486

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1. INTRODUCTION

- 1.1. Dunbritton Housing Association is a registered social landlord established in 1992 to provide housing for social rent and services to owners through factoring.
- 1.2. We are governed by our Board of management.. Our governance arrangements set out clearly the roles and responsibilities of our Board and Committee members and our members of staff.
- 1.3. Operational services are delivered through our office based in 1 Hatters Lane Dumbarton G82 1AW
- 1.4 A duty to manage Asbestos has been included in the Control of Asbestos Work at Regulations 2012, which requires Duty Holders to:
 - Assess whether premises contain asbestos
 - Assess the risk from asbestos: and
 - Take action to manage the risk from Asbestos

2.0 PRINCIPLES AND OBJECTIVES

- 2.1 The Asbestos Management Policy aims to ensure that the Association is compliant with all current legislation in respect of the control of Asbestos at Work Regulations 2012.
- 2.2 To prevent exposure and reduce the risk to our residents' staff and contractors to the lowest level possible.
- 2.3 Provide monitor and control an Asbestos Register that is accessible to those who are likely to come in to contact with asbestos as part of their work activities.
- 2.4 To ensure all contractors are supplied with an up to date Register on an annual basis and clearly detailing information on all areas where asbestos information is recorded. This will be provided in both paper and electronic format.
- 2.5 Promote awareness of Asbestos containing materials to prevent exposure to hazards associated with asbestos and to encourage where strong evidence is available that materials are assumed to contain asbestos.

RESPONSIBILITIES

- 3.1 This Asbestos Management Policy applies to all rented property owned or managed by the Association and meets with legal and legislative good practice requirements as detailed below:

Control of Asbestos Regulations 2012:

Health and Safety at work 1974

HSG 264 The survey guide 2012 (Health and Safety Guide)

- 3.2 Ensure staff (in so far as is relevant to their roles) are familiar with the content of these documents in lying their responsibilities for the implementation of this Asbestos Management Plan.
- 3.3 Ensuring Asbestos Register and checklist is forwarded to Contractors and relevant staff and updated as and when required.
- 3.4 Co-ordinating, directing and appointing surveyors in compliance with (HSG264 the survey guide) and ensuring all contractors working with or involved in the disposal of asbestos are appropriately asbestos licensed contractors.
- 3.5 Implementation and monitoring and review of the Association's Asbestos policy every three years
- 3.6 Reporting to Management Board if any serious deficiencies are identified by staff or contactors which are notifiable to the HSE (Health and Safety Executive).

COMPLAINTS

- 4.1 If a tenant or shared owner is not satisfied in common areas only with the service they have received as part of our Asbestos Management Policy they can complain to the Association. A copy of our Complaints Handling Procedure is available from our office or can be downloaded from our website.

CONSULTATION AND INFORMATION

- 5.1 The presence of an Asbestos Containing Material (ACM) is not in itself dangerous; however, it becomes hazardous when disturbed or damaged. Any of our Contractors who disturb asbestos releasing fibres e.g. drilling, sawing, breaking, cutting can be at risk of exposure. Every effort will be made to minimise the risk to contractors, tenants, and staff by effectively managing and controlling work where asbestos material is present.
- 5.2 The installation of asbestos insulating board decreased sharply after 1980 with being stopped completely in 1985.
- The use of asbestos paints and varnishes in the UK stopped in 1988.
 - The installation of asbestos-containing decorative plasters was legally banned in 1992.
 - The installation of asbestos cement was prohibited in 1999.
- 5.3 Consult Tenants and Sharing owners on any significant changes that we propose to make with regard to this Policy and other related policies
On request provide tenants with information and advice relating to this Policy and any of our other Policy's.

6.0 COMPLIANCE

This procedure complies specifically with:

- Our Internal Management Plan & Business Plan
- The Scottish Social Housing Charter.
- Complaints Handling Procedure
- Legislative requirements relating to data protection and equalities
- The Association's Procurement Manual
- Tenant Participation Strategy

Relevant Legislation and compliance

- **The Health and Safety at Work Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Control of Substances Hazardous to Health Regulations 2002**
- **Asbestos (Licensing) Regulations 1983 as amended by the Asbestos (Licensing Amendment) Regulations 1998.**
- **Asbestos Products (Safety) Regulations 1985 and amended Regulations 1987**
- **Control of Asbestos at Work Regulations 2012**

- **HSG 264 The survey Guide 2012**

EQUALITY & DIVERSITY

- 7.0** As a service provider and employer we recognise the requirements of the Equality Act 2010, oppose any form of discrimination and will treat all customers, internal and external, with dignity and respect. We recognise diversity and will ensure that all of our actions ensure accessibility and reduce barriers to employment and the services we provide.

8.0 REVIEW

- 8.1 The Asbestos Management Policy will be reviewed by the Board of Management every 3 years.

