

Asbestos Management Policy

1. Summary

- 1.1. The detrimental health effects of exposure to Asbestos fibres is well documented, according to the Health and Safety Executive as of October 2019 there are 5,000 deaths still occurring each year from Asbestos related illnesses.
- 1.2. Asbestos does not present a hazard provided it is in good condition and not disturbed. If Asbestos is accidentally damaged or worked on in uncontrolled circumstances, fibres can be released into the air and inhaled into the lungs where it can lead to Asbestos related illnesses.
- 1.3. The vast majority of SHAL's housing stock (approximately 75%) has Asbestos containing materials present, both internally and externally. Shal has decided that like many other housing associations it is neither practical nor reasonable to remove all the asbestos contained within its properties. Shal will provide effective and efficient management of the Asbestos present in its homes, communal areas and offices to ensure no persons are exposed to Asbestos Fibres.
- 1.4. This Policy will set out Shal's commitment to safe Management of the Asbestos contained within its Tenant's homes and communal areas, and Shal's Offices, to take all reasonable steps to prevent exposure of Asbestos fibres to its Tenants; Employees; Board Members; Contractors; Sub Contractors; Visitors to Tenants homes and Shal Offices, and members of the general public.
- 1.5. The Policy sets out Shal's approach to managing the Asbestos contained in its homes, communal areas and offices, by adhering to the latest legislation, HSE guidance, and Good Practice contained in the following documents
 - 1.5.1. The Control of Asbestos Regulations 2012
 - 1.5.2. The Health and Safety at Work Act 1974
 - 1.5.3. The Management of Health and Safety at Work Regulations 1999

- 1.5.4. The Construction (Design and Management) Regulations 2015
- 1.5.5. HSE Asbestos Guidance and Good Practice recommendations
- 1.5.6. Persons responsible for the implementation of the policy are Shal's CEO, Maintenance Manager and Housing Manager
- 1.5.7.

2. Objectives

- 2.1. To ensure effective management and processes are embedded to eliminate the risk of asbestos exposure to Shal's Tenants; Employees; Contractors; Sub Contractors; Visitors to Shal's premises and Tenants homes and members of the general public
- 2.2. To ensure all Shal's staff are appropriately trained according to risk of exposure and contact with Asbestos, to ensure all Shal's Contractors and Sub Contractors are trained to a minimum of Asbestos Awareness and will adhere to Shal's Asbestos Policy and Procedure. And Management Plan.
- 2.3. To ensure Asbestos information is accessible and communicated to Shal's Tenants; Employees; Contractors; and Sub Contractors to prevent exposure to Asbestos fibres
- 2.4. To carry out Asbestos surveys of all of Shal's homes, communal areas, and offices that were built post 2001 and ensure the information is accurate and up to date.
- 2.5. To ensure all Asbestos in Shal's Homes, Communal Areas and Offices is maintained in good condition, and either repaired or removed if found to be in poor condition.

3. Details

- 3.1. Asbestos Management plan
 - 3.1.1. Shal will develop an Asbestos Management Plan which will set out how Shal will manage the Asbestos contained in the properties it owns. It will include the identification, assessment, and management of all Asbestos Identified through Surveys to both internal and external areas. To ensure there is no risk of exposure to Tenants; Employees; Board

Members; Contractors; Sub Contractors; Visitors to Tenants Homes and Shal's Offices

3.1.2. The Plan will be communicated to Shal's Employees; Board Members Contractors and Sub Contractors, and will be reviewed annually

3.1.3. Contractors and Sub contractors will adopt and adhere to Shal's Asbestos Management Plan when carrying out work to Shal's properties and offices.

3.2. Proactive Asbestos Management

3.2.1. Shal will adopt a proactive approach to managing the Asbestos in the properties it owns and its offices which will include the following;

3.2.2. Shal will employ a UKAS registered Asbestos Consultancy Company to carry out Surveying, Testing, and Re-inspections, and will employ a HSE approved CAR registered contractor to carry out the removal of Unlicensed and Licensed Asbestos

3.2.3. Shal's Asbestos information is stored in its Omni Housing System. The information contained, states the type of Asbestos, the condition and location and records remedial actions.

3.2.4. Shal will develop a programme to survey all of its homes and properties that were built prior to 2001 that it does not currently hold information for.

3.2.5. Each survey will Identify the type of Asbestos and Assess the condition of the Asbestos identified, and will include recommended remedial actions. It will also assess the risk of disturbance based on the location of the Asbestos. The recommendations of remedial actions will include repair and maintain or removal.

3.2.6. Shal will have a programme of re-inspections set at 5 yearly intervals, that monitor the condition of the Asbestos containing materials, and ensures the information and assessment that is held on the database is correct and kept up to date.

- 3.2.7. A programme of Asbestos Refurbishment surveys will be carried out to all Shal's properties included in its capital works programmes.
- 3.2.8. Asbestos information will be provided with each works order raised appropriately to Shal's Maintenance Team and to Contractors and Sub Contractors working on behalf of Shal. If Shal does not hold Asbestos information for the property due to receive the work, Shal will raise an order for a Management Survey to be carried out.
- 3.2.9. Each Member of Shal's Maintenance Team will be trained to a minimum of 'Working with Unlicensed Asbestos'
- 3.2.10. Each member of Shal's Staff will have Asbestos Awareness Training
- 3.3. Asbestos Emergency Plan
 - 3.3.1. An Asbestos Emergency Plan is in place and is to be followed when an Asbestos material is accidentally disturbed by Shal's employees or contractors and sub-contractors working on behalf of Shal.
 - 3.3.2. The Plan is to be communicated to Shal's Maintenance Team and contractors and sub contractors working on behalf of Shal.
- 3.4. Responsibilities
 - 3.4.1. Asbestos Management is part of Shal's Health and Safety Management and responsibility will be in line with Shal's Health and Safety Management.
 - 3.4.2. The persons responsible for the implementation of Shal's Asbestos policy and management Plan are Shal's CEO, Maintenance Manager and Housing Manager.
 - 3.4.3. Shal will appoint an Asbestos Coordinator, this will be Shal's Maintenance Manager.
 - 3.4.4. In line with the Health and Safety at Work Act 1974 every employee has a responsibility to take reasonable care of their Health and Safety and that of others.

- 3.4.5. It will be communicated to all Shal's employees that they will have a duty to:
- a Report any Asbestos or suspected Asbestos which in their opinion is in poor condition
 - b Not to intentionally touch or disturb any Asbestos
 - c Not to collect or transport any Asbestos Containing Materials or suspected Asbestos Containing Materials

3.5. Voids

- 3.5.1. When a property becomes empty Shal will refer to the Asbestos Management Survey and assess the Asbestos Containing Materials in the property to ensure they are in good condition this will be carried out by the Maintenance Manager.
- 3.5.2. If a Management Survey does not exist for the property an order will be raised to have a survey carried out, this is to be done before any work is undertaken.
- 3.5.3. Depending on the nature and extent of the Void works, the Maintenance Manager will decide if a refurbishment survey should be carried out before any work is undertaken.
- 3.5.4. Shal's Refurbishment Programmes
- 3.5.5. Shal will arrange for Asbestos Refurbishment surveys to be carried out prior to any work being undertaken on each refurbishment project where applicable.

3.6. New tenancies

- 3.6.1. When a new Tenant is signed up, a copy of the latest up to date Asbestos survey is to be given to the tenant as part of the sign up pack, and explained to the tenant.
- 3.6.2. SHAL will periodically review a sample of properties to ensure that all Surveys are in place for all properties and that the details of the survey dates have been accurately recorded on the OMNI system.

4. Outcomes

- 4.1. To manage the Asbestos containing materials in Shal’s properties and Offices, in line with Shal’s Asbestos management Plan, to prevent Shal’s Tenants, Staff, Contractors, subcontractors and the general public being exposed to Asbestos fibres.

5. Consultation

- 5.1. Shal’s Tenant’s will be contacted by Text and other usual forms of contact to publicise that the Draft Policy is available for consultation and to make Hard Copies available on request.
- 5.2. The Draft Policy will be put before Shal’s Tenant’s Together group for comment and amendment prior to the Policy be submitted to Shal’s Board.
- 5.3. Translated copies of the Draft Policy will also be made available to those Tenant’s we know will require this and provided to Tenant’s who request it.
- 5.4. Shal will assess the Tenant’s needs before any work is carried out and will take account of this when planning the work.

6. Equality and Diversity

- 6.1. Shal celebrates Diversity and recognises the needs of a Diverse population this policy will be applied in a way which meets the requirements of Shal’s Equality and Diversity Policy.
- 6.2. The Policy will also comply with the Human Rights Act 1998 and the Equalities Act 2010.
- 6.3. Shal works closely with its Partners and other Agencies to ensure it has a clear understanding of its resident community with clearly regularly updated service user profiles.
- 6.4. A Draft copy of this policy will appear on Shal’s website for consultation with our Tenant’s prior to being submitted to Shal’s Board for approval.
- 6.5. Shal will assess the Tenant’s needs before any work is carried out and will take account of this when planning the work.

7. Value for Money

Current version	Date agreed/reviewed	Review due	Owner	Pages
3.0	2023-05	2024-05	MM	Page 6 of 8
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<i>SHAL is registered in England and Wales as a Community Benefit Society and an exempt charity (number 27772R).</i>				

- 7.1. Shal is committed to delivering excellent services which are value for money, this Policy will ensure this by using the following means:
- 7.2. Shal Tendered its Asbestos Consultancy Services which included;
- 7.3. Surveying; Testing; Re-inspections; Removal of Licensed and Unlicensed Asbestos in June 2020 which has a contract in place that will re-tendered after 4yrs
- 7.4. Shal will ensure that the Tender process is robust and competitive and is designed to deliver quality and an excellent service with a company that is aligned to the same culture and principles as Shal, that works with Shal to share responsibility to ensure its data is up to date and accurate to ensure there are Zero Asbestos Accidents or Near Misses
- 7.5. Regularly reviewing services, processes, systems and performance

8. Owner

8.1. Maintenance Manager

9. Version and Revisions

9.1. This policy will be reviewed every 1 year(s)

9.2. Revisions

New version	Date	Revision details