

**ASBESTOS MANAGEMENT POLICY**

**JUNE 2019**

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| **Policy Manual Section:** | Property Services |
| **Policy Number:** | OPERM04 |
| **Scottish Social Housing Charter Reference:** | 4,5,&13 |
| **Date Approved by Management Committee:** | July 2018 |
| **Next Review Date:** | July 2022 |

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| **Govan Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.** |



# Purpose of the Policy

* 1. The purpose of this policy

It is the policy of Govan Housing Association to provide detailed information and guidance about the duty to manage asbestos in non-domestic premises. The duty is regulation 4 of the Control of Asbestos Regulations 2012. The regulation also applies to the common parts of domestic properties.

1. **Executive Summary**

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| **Brief Overview**  **Asbestos management plan which is continually updated by the duty holder.**  **To take reasonable steps to identify asbestos containing materials and assess the condition of those materials.** |
| **Risks**  **The report suggests a low risk to the Association** |
| **Relevance to Business Plan**  **Health and safety** |
| **Financial Implications**  **Minimal** |
| **Equalities**  **None** |
| **Regulatory Impact**  **The report complies with regulation 4 of the control of asbestos regulations 2012.** |
| **Recommendations**  **The report has been circulated to all members of staff and applicable contractors.** |

1. **Policy Aims**

3.1 The main aim is to manage the risk from Asbestos Containing Materials (ACMs) in premises to make sure, where reasonably possible, that no-one is exposed to asbestos fibres which may result in ill health.

3.2 The duty noted above requires Govan Housing Association Ltd to manage the risk from asbestos by:

* Finding out if there is asbestos in common parts of premises and what condition it is in.
* Presuming materials contain asbestos, unless there is strong evidence that they do not.
* Making and keeping up to date records of the location and condition of asbestos containing materials (ACM’s) or presumed ACM’s in its premises.
* Assessing the risk from the material.
* Preparing a plan that sets out in detail how the Association is going to manage the risk from this material.
* Review and monitor the plan and arrangements put in place.
* Provide information on the location and condition of the material to anyone who is liable to work on or disturb it.

1. **The Duty Holder**

4.1 The duty holder for Govan Housing Association is John Cannell, Property Services Manager.

It is the duty holder’s responsibility to:

1. Take reasonable steps to find asbestos in premises and assess the condition of the materials
2. To prepare a record of the location and condition of these materials and assess the risk from them
3. To prepare and implement a policy and plan to manage those risks
4. To ensure information is available to anyone who may be liable to disturb any ACMs detailing the location and condition of said materials.
5. **Objective**
6. To implement the policy and plan relating to Asbestos Management.
7. If ACMs are probable, arrange to have a survey carried out by an accredited external contractor
8. Develop a means of managing the ACMs in situ, for example; leaving undisturbed, sealing or labelling, monitoring and managing.
9. Ensure all external contractors and internal subsidiary Govan Home Team are notified of Govan HA’s asbestos register and surveys are made available on request.
10. In emergency situations, where any ACMs have been discovered, instruct a previously appointed accredited contractor to attend and deal with ACMs.
11. Annually monitor and review the current Asbestos Management Policy and Plan to ensure all legislative duties are upheld.
12. **The survey**

6.1 The survey should be carried out by an accredited approved contractor, in which the survey should detail the location and assess the condition of any ACMs within the premises. The survey should be provided via electronic PDF format.

ACM’s may be present if the building was constructed or refurbished before blue and brown asbestos were banned in 1985. In some cases ACM’s, such as asbestos cement, were used up until 1999.

6.2 Govan Housing Association currently holds just under 30% of asbestos reports for our stock

6.3 All surveys received by Govan Home Team’s repairs department must be forwarded via email to Maintenance inbox. These must then be saved in a central location on the Maintenance Drive in PDF format.

1. **Asbestos Register**

7.1 Govan HA holds an electronic asbestos register within its Maintenance drive. This is available to all contractors and in house subsidiary (Govan Home Team) to allow them to carry out any repairs or refurbishments safely.

1. **Void Property Assessments**

8.1 An asbestos survey will be carried out at each void property if there has not been one already completed. This information will then be added to the Asbestos Register and saved electronically as per the above noted details in section 4 & 5.

1. **Action Plan**

9.1 Govan Housing Association Ltd manages any ACM’s by identifying the location and type of asbestos and instructing removal by a licensed asbestos removal contractor if required, as soon as practicable.

9.2 The Association will monitor and manage ACM’s in situ and remove any ACM’s found within its properties that have been disturbed or are going to be disturbed due to maintenance work.

9.3 The Association holds 15% of asbestos surveys on common areas. 2 of which have identified ACMs. Both areas are Chrysotile and will be monitored and managed.

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| **1. Name and address of common areas** | |
| **All common parts of all domestic premises owned and managed by Govan Housing Association.** | |
| **2. Responsible Persons** | |
| **Name, designation and signature of Person with overall responsibility for asbestos control within the organisation.** | John Cannell, Property Services Manager |
| **Name and designation of the person who produced this premises asbestos management plan.** | John Cannell, Property Services Manager |
| **Name and designation of the person responsible for ensuring that this premises asbestos management plan is properly implemented and maintained. Also that it is reviewed and updated as often as necessary.** | John Cannell, Property Services Manager |
| **Date this asbestos management plan was first produced.** | January 2010 |
| **Date of last review.** | January 2016 |

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| **information about asbestos in these common areas is recorded and held here.** | The association holds an electronic record of common areas within its domestic housing stock. This information is located within our Asbestos Register at : M:\08 HEALTH & SAFETY\Asbestos\Asbestos Register\ASBESTOS REGISTER - working spreadsheet - HD.xlsx  Pdf files of the survey’s are located in: M:\08 HEALTH & SAFETY\Asbestos\ASBESTOS 2017 UPDATED\Common Area Surveys | | |
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| **Premises staff and visitors must be made aware of the location of all ACM’s that they could possibly encounter and the procedure for reporting any damage of these materials.** | | All Govan Home Team operatives have been trained in asbestos awareness and informed of the locations where ACM’s are present. Any work orders issued highlight the locations of the ACM’s and the procedure in the event of a disturbance of the ACM’s.  External contractors have been given access to our Asbestos Register and any works orders issued to the contractor will highlight and warn of any ACMs detected.  Computer generated work orders highlight the locations of the ACM’s automatically and warn operatives of exact location of ACM’s. The Association only has two properties which contain ACM’s in the common areas, both locations have been assessed as a very low risk. | |
| **8. Have the persons responsible for producing, implementing and maintaining this premises-specific asbestos management plan received suitable training to enable them to competently undertake these roles?** | | | |
| **persons responsible for producing, implementing and maintaining the asbestos management plan.** | | | John Cannell, Property Services Manager |
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1. **ACM’s within dwellings**

The Association will identify any suspected ACM’s at void phase of inspection to flats / houses and prior to any planned maintenance refurbishment works. In the unlikely event of ACM’s being identified, it will be removed if it has been disturbed or is due to be disturbed due to refurbishment works. If not, then as advised it will be labelled, monitored and managed. If any tenant has any concerns regarding ACM’s within their dwelling the Association will inspect and if appropriate will get the suspected ACM tested by an approved asbestos surveyor.

All asbestos reports will be held in pdf format on the Association’s Maintenance drive electronically. The information from each report will be input into the Association’s Asbestos Register which is also held on the Association’s Maintenance drive electronically.

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| **information about asbestos in these properties areas are recorded and where it is held.** | The association holds an electronic record of all surveys carried out within dwellings. This information is located within our Asbestos Register at : [M:\08 HEALTH & SAFETY\Asbestos\Asbestos Register\ASBESTOS REGISTER - working spreadsheet - HD.xlsx](file:///M:\08%20HEALTH%20&%20SAFETY\Asbestos\Asbestos%20Register\ASBESTOS%20REGISTER%20-%20working%20spreadsheet%20-%20HD.xlsx)  Pdf files of the survey’s are located in: [M:\08 HEALTH & SAFETY\Asbestos\ASBESTOS 2017 UPDATED\Asbestos Surveys](file:///M:\08%20HEALTH%20&%20SAFETY\Asbestos\ASBESTOS%202017%20UPDATED\Asbestos%20Surveys) |