

# NORTH VIEW Housing Association

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*North View is a registered Scottish charity – charity registration number SC032963*

## POLICY

### ASBESTOS MANAGEMENT POLICY

Passed:-	26/07/2023	Review Date:-	June 2026
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All North View policies and publications can be made available on CD/data-to-voice, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us on [enquiries@nvha.org.uk](mailto:enquiries@nvha.org.uk)

#### 1.0 Introduction

- 1.1 The aim of this document is to define a policy for the effective, efficient control and management of the risks from exposure to asbestos when undertaking work activities in the Association's properties.
- 1.2 This document is to be read in conjunction with the Association's Asbestos Management Plan.

#### 2.0 Legal Framework

- 2.1 This policy is intended to ensure that North View Housing Association meets the requirements of: -
  - The Control of Asbestos Regulations 2012.
  - The Health and Safety at Work Act 1974, which imposes duties on employers, the self-employed and employees.
  - The Management of Health and Safety at Work Regulations 1999 (as amended) which stipulates the requirement to carry out a suitable and sufficient assessment of the risks for all work activities to determine what measures are necessary to ensure the safety of employees and other persons who may be affected by the work.

#### 3.0 Management Responsibilities

- 3.1 It is the overall responsibility of the Management Committee to ensure that the Association complies with all statutory duties placed on it by health and safety legislation.
- 3.2 The Association has a duty under the Health and Safety at Work Act 1974 to ensure, as far as reasonably practicable, the health and safety and welfare of its employees, contractors, tenants, and visitors to its premises and properties.
- 3.3 The Association also has duties under the Control of Asbestos Regulations 2012 (CAR) to effectively manage asbestos within the properties it owns or manages.

#### NORTH VIEW HOUSING ASSOCIATION

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Under the CAR, “property” means the building, garden, common areas, shared areas and any services associated with these properties that are owned by the Association. The Association’s Office and Stores fall under this definition.

#### 4.0 Control of Asbestos Regulations (CAR) 2012

- 4.1 The purpose of the Control of Asbestos Regulations 2012 is the management of risks from asbestos containing materials (ACMs) to employees, contractors, residents, and visitors to the properties owned by the Association.

The Regulations require duty-holders to: -

- Assess whether properties have any asbestos containing materials.
- Assess the risk from any identified asbestos containing materials.
- Take appropriate action to manage the risks from asbestos containing materials.

- 4.2 The Association will ensure the above requirements are met by the implementation of the following actions: -

- Identification of the hazards present in relation to Asbestos Containing Materials (ACMs) by instructing Asbestos Surveys where appropriate.
- Assessment of the risks associated with any identified ACMs.
- Implementation of suitable management systems to control the risks presented by ACMs.
- Ongoing monitoring to ensure that ACMs remain in good condition.
- Assumption of the presence of asbestos until proven otherwise.
- Developing and updating a register of known ACMs, including the location and condition of ACMs, and making the information from the Asbestos Register available to all parties who may disturb ACMs.
- Assess the risk for all identified locations where ACMs are known to be present.
- Develop a detailed management plan of safe procedures in relation to ACMs.
- Review and monitor the management plan to ensure it remains appropriate.

#### 5.0 Health and Safety Executive’s Survey Guides

- 5.1 The Health & Safety Executive (HSE) has issued guides about surveying and managing asbestos. The Association will use these guide to help us manage asbestos in properties that we own. Specifically we will use the guidance to help

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us: -

- To provide accurate information on the location, amount and condition of asbestos containing materials (ACMs).
- To assess the level of damage or deterioration in the ACMs and whether remedial action is required.
- Use the survey information to prepare a record of the location of any asbestos (the Asbestos Register).
- To identify all the ACMs to be removed before refurbishment work or demolition.

- 5.2 The Association will arrange for an asbestos survey to be undertaken prior to commencement of work in areas where suspect (are discover) ACMs. Work will not commence until the results of the survey and/or sample tests are known, and the course of work will be determined by the advice we receive (from a competent party) in relation to the survey report and/or sample results.

The type of survey will be dependent upon the nature of the work; it will either be a 'Management Survey' or a 'Refurbishment and demolition survey' (as detailed in the HSE's publication Asbestos: The survey guide).

#### 6.0 Asbestos Management Team

- 6.1 The Association's Director will establish an 'Asbestos Management Team'. The Asbestos Management Team will consist of: -
- Maintenance Manager.
  - Maintenance Officer.
  - Maintenance Assistant.
  - Health & Safety Administrator.
- 6.2 The Asbestos Management Team will have day-to-day responsibility for the management and control of risks from any asbestos containing materials within the Association's properties.
- 6.3 The Association's Director will ensure that those persons charged with responsibilities under the Asbestos Management Policy and Asbestos Management Plan will be competent enough to undertake the tasks involved in the safe management of asbestos within the Association properties.
- 6.4 Staff will be given appropriate information, instruction, and training to enable them to understand and carry out their duties in a safe and competent manner and in accordance with Association's policies, procedures and with current legislation.

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#### 8.0 Training

- 8.1 The Association will provide training on asbestos awareness for relevant members of staff. Information and guidance will be given by the Asbestos Management Team through to individual staff and contractors as required.

#### 9.0 Authority

- 9.1 The Management Committee will manage, monitor and appraise matters with regards to the control of ACMs within the Association's properties.

#### 10.0 Reports

- 10.1 The Management Committee shall receive reports on relevant aspects affecting the control of ACMs in the Associations properties as appropriate.
- 10.2 The Management Committee shall be informed of affirmative tests (of materials suspected of containing asbestos) as soon as practicably possible.

#### 11.0 Review

- 11.1 The policy will be review at least every three years; it shall be reviewed earlier in response to legislative and/or regulatory changes.

***End***

#### ***reviews and amendments***

10 <sup>th</sup> June 2015	-	Policy established.
25 <sup>th</sup> July 2018	-	Policy reviewed.
26 <sup>th</sup> July 2023	-	Policy reviewed
11 <sup>th</sup> December 2024	-	References to Maintenance Sub-Committee removed from Sections 9.1 & 10.1 to reflect new governance arrangements from January 2025

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