

| KNOWES HOUSING ASSOCIATION LTD | |
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| Policy Name | Asbestos Management |
| Policy Category | Maintenance & Development |
| Policy Number | MDS12 |
| Date to Committee | February 2019 Approved at February 2019 Committee meeting |
| Previous Review | January 2019 |
| Next Review Date | January 2022 |
| Links to other Policies | Repairs Policy (MDS05) Health & Safety Manual |
| Consultation | Internal |

1. POLICY AIMS & OBJECTIVES

- 1.1 The aims and objectives of the policy are to ensure that Knowes Housing Association complies with all legislation and guidance relating to the management of asbestos containing materials (ACMs). The policy is also designed to safeguard the workforce of contractors employed by the Association and our staff and tenants. The Association will ensure that all persons who may be working on our properties have access to information regarding ACMs that may be contained within.

2. LEGAL FRAMEWORK

- 2.1 This policy is designed to ensure that the Association complies with the Control of Asbestos at Work Regulations 2012 and The Health and Safety at Work Regulations. Also the requirements of CDM 2015 Regulations demand that Knowes Housing Association, as a Client must provide information to those planning or bidding for work, such information about location of ACMs in order that they in turn may allocate resources for the control of asbestos.

3. RISK ASSESSMENT

- 3.1 The risks to the organisation that this policy seeks to minimise are:
- a) Prosecution through non-compliance with the legislation. The likelihood and severity of this is high if no action is taken, therefore the operation of the policy will be monitored regularly.
 - b) Civil action from employees or Contractors employees who may contract asbestos related diseases due to failure to inform them of the risks associated with our properties.

4. SURVEY

- 4.1 In 2005, the Association carried out surveys of a sample of not less than 10% of each property type to assess the location and quantity of any asbestos containing materials that may be present in the properties or common areas. Carymar Construction Services Ltd, who are suitably qualified and indemnified were used to carry out these surveys in accordance with legislation HSE guidance MDHS 100.
- 4.2 A Type 2 Sampling survey is required for asbestos management planning. The survey was undertaken fully in accordance with the procedures and protocols as intimated in MDHS100. Where asbestos containing materials were suspected, the following criteria has been addressed by the surveyor and recorded.
- ◆ Visual assessment
 - ◆ Sampling of suspect materials
 - ◆ Condition
 - ◆ Accessibility
 - ◆ Surface treatment
 - ◆ Extent or quantity
- Sample materials have been tested to confirm their composition and analysed by a UKAS laboratory. Personnel undertaking the survey were required to hold the P402 Certificate issued by the BIOH.

5. REGISTER

- 5.1 The surveys thereafter informed the register. In 2018 an agreement was entered into with an asbestos consultant (MODUS) to manage our Asbestos Register on our behalf. As part of this agreement the Register is in an accessible and approved format, is available on-line and all Knowes contractors are granted access to it via a password.
- 5.2 As part of the agreement all new survey results are passed to MODUS who update and maintain the Register.

6. INSPECTION AND MANAGEMENT OF KNOWN AND PRESUMED ASBESTOS

6.1 Following the asbestos survey, the following common areas were assessed as either containing asbestos, or there was a presumption of asbestos, and these are the areas where the Association will focus their inspections and notifications: -

- **Fuse Boxes – Flash pads & rope gasket**
- **Soffit Boards**
- **Ceilings & beams in closes**

6.2 In line with the recommendations in the asbestos survey the asbestos within common areas will be inspected annually and the condition recorded, this relates to textured coatings and fuses boxes and will be recorded on the close inspection forms. In the event that any of the asbestos containing materials or fuse boxes are damaged, the Housing Officer will report this to the Technical Services Officer who will appoint an appropriate contractor to carry out remedial work or removal in accordance with the regulations.

6.3 The asbestos identified to be contained or presumed to be contained within soffit boards will be dealt with by adding the stencilling and inspection of soffits into the 5-year maintenance painting programme.

Where any soffit board material presumed to contain asbestos is found to be damaged appropriate action will be taken to remove or make safe the material.

6.4 While our initial survey suggested labelling the ACM areas, further discussion and checks with legislation have indicated that so long as we ensure that information about the location and condition of asbestos or suspected asbestos is provided to every person liable to disturb it, then we are fully compliant with legislation. As the only people who are liable to disturb the materials on close ceilings, soffits or fuse boxes, are Knowes' contractors, it was considered that we can comply with rigorous information provision.

7. HOW KNOWES ENSURE THAT EVERYONE WHO NEEDS TO BE IS MADE AWARE OF THE FINDINGS.

7.1 All contractors who carry out work within or to the externals of our properties will be issued with a password to our on-line Register. All contractors engaging in works where there is the potential to come into contact with ACM's must provide asbestos awareness training records for their employee's to the association on an annual basis.

7.2 The Association have taken a decision to ensure that all "job lines" from the Association, will contain a "strap line" which will state – **"Contractors should assume that all textured coatings and certain elements within fuse boxes contain asbestos and take the necessary precautions in accordance with Health & Safety policies and legislation"**.

- 7.3 To ensure the safety of Knowes staff, the asbestos register will be incorporated in the staff handbook in order that Technical Services staff check for known asbestos prior to visiting properties where appropriate. When staff are required to visit properties known to contain asbestos, staff will take appropriate precautions, generally this involves ensuring that the asbestos containing material is not disturbed, and that maintenance contractors are not instructed to remove such materials in the course of maintenance work.

8. MANAGEMENT OF ASBESTOS DISCOVERED IN KNOWES HOUSING ASSOCIATION PROPERTY

- 8.1 The surveys carried out contain information detailing the location, condition and accessibility of any ACMs. This information was used to assess the risk of leaving the material in place and only where there was a significant risk were ACMs removed. However, if in future, where upgrading or maintenance work is planned that would interfere with the material a contract for removal would be entered into.

9. EQUALITIES COMMITMENT

- 9.1 Knowes Housing Association Ltd is committed to tackling discrimination on the grounds of sex or marital status, racial grounds, or grounds of disability, age, sexual orientation, language, social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.
- 9.2 Knowes' seek to embrace diversity, promote equal opportunities for all and eliminate any unlawful discrimination in all areas of our work.