

Paragon Asra Housing Limited

Asbestos Policy

October 2017

Owning Manager	Charles Ellis, Head of Asset Services
Department	Maintenance
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Paragon Asra Housing Limited (PA Housing) is committed to equality and diversity. This policy has considered the Equality Act 2010 and its protected characteristics which are: race, gender, gender reassignment, disability, religion or belief, sexual orientation, age, marriage, civil marriage and partnership, and pregnancy and maternity explicitly.

We will make sure that all of our communication is fully accessible and to achieve this if a policy or document needs to be available in other formats we will provide them.

AUDIT LOG

Date of Change	Who updated	Details of the change
	To PA Housing Staff Committee for consultation March 2018	No changes

1. Introduction

- 1.1 This policy explains how Paragon Asra Housing Limited (PA Housing) will manage the risk posed by asbestos containing materials (ACMs) and materials presumed to contain asbestos, at premises owned, managed, or controlled by PA Housing (PA Housing's premises).
- 1.2 PA Housing will aim to meet its statutory obligations, principally the requirements of the Control of Asbestos Regulations 2012 and associated Approved Codes of Practice and Guidance Notes produced by the Health and Safety Executive, through the implementation of this policy.
- 1.3 We intend to implement the policy through the arrangements and procedures set out in the Asbestos safety manual, which should be read in conjunction with this policy.
- 1.4 All employees have a duty of care to work in a safe manner and to comply with the policy requirements in relation to their work activities. Third party service providers and contractors are also required to meet certain obligations and responsibilities, as defined by statutory requirements and in this policy, when carrying out activities involving ACMs at PA Housing's premises. This policy will be shared with our main third party providers and contractors so that they are fully aware of our intentions.

2. Statement of intent

- 2.1 PA Housing is committed to protecting all residents, staff, contractors and visitors from the health risks associated with ACMs at PA Housing's premises.
- 2.2 PA Housing implements procedures to prevent, in as far as is reasonably practicable, ACMs giving rise to health risks in PA Housing's premises.
- 2.3 To achieve and maintain effective management of the risk posed by ACMs, PA Housing will comply with the requirements of the Control of Asbestos Regulations (CAR) 2012 and follow supplementary Health and Safety Executive Approved Codes of Practice and Guidance Notes. In achieving compliance PA Housing aims to:
 - provide safe dwellings and places to work
 - comply with statutory obligations
 - meet industry best practice.
- 2.4 PA Housing holds certain duties as 'duty holder', as defined in CAR 2012. It will carry out assessments of the potential risk from any ACMs present in properties where it holds an obligation as duty holder. Notwithstanding these obligations, PA Housing will carry out such assessments as necessary and reasonable to meet the aims set out above.
- 2.5 All findings from assessments of ACMs will be recorded in an Asbestos register. The register will be held and maintained in PA Housing's Keystone Asbestos register.
- 2.6 When an assessment of identified or presumed ACMs determines that control and management actions are required, PA Housing will assess the risk and take the necessary steps to manage, remove or treat ACMs in order to eliminate or minimise risk of exposure to asbestos airborne fibres.
- 2.7 No materials containing asbestos will be used for the purposes of re-instatement, repair or replacement.
- 2.8 No employee shall work on or with ACMs.
- 2.9 Adequate training, instruction and awareness will be provided for employees who need to be involved in the safe management of ACMs. Any other person likely to be

at risk, from ACMs will be provided with suitable information on the location and associated risk of known ACMs in PA Housing's premises.

- 2.10 Any contractor tasked with completing works within our properties (including communal areas) will be given access to the asbestos module to our asset data management system, where they can find the asbestos register and attest assessments and are responsible for ensuring the asbestos survey is suitable and sufficient for the work being undertaken.
- 2.11 Competent persons will be appointed to provide specialist services to meet the requirements of this policy.
- 2.12 It is the policy of PA Housing that all Notifiable work (Notifiable licenced work and Notifiable non-licenced work) will be carried out by a contractor holding a license issued by the HSE (Licensed Contractor).

3. Key points of policy

- 3.1 The Asbestos safety manual sets out the arrangements and procedures for managing asbestos risk at PA Housing's premises together with advice and guidance on how to implement this policy.
- 3.2 An overarching Asbestos management plan is produced on an annual basis setting out what actions PA Housing will take for the continued safe management of ACMs.
- 3.3 Various job roles are responsible for the delivery and implementation of this policy. The manual details the specific responsibilities for each job role.
- 3.4 All individuals working or visiting PA Housing's premises are required to co-operate with any employee or third party agent charged with the safe management of ACMs at PA Housing's premises.
- 3.5 Any person working at or occupying PA Housing's premises must take all reasonably practicable steps to see that their activities, and the consequences of their actions, comply with the statutory obligations imposed upon them through this policy and the safe working arrangements and procedures set out in the manual. Records must be kept for 40 years as set out in the procedures. PA Housing will also retain records for 40 years relating to licensable asbestos removal works and air test certificates.
- 3.6 Residents, employees and contractors who live and work at PA Housing's premises will be informed of the location, type and condition of known or presumed ACMs together with an indication of the potential exposure risk.
- 3.7 Residents will be informed in plain English and easy to understand language of the steps to take so as not to disturb ACMs known to be present in their homes. PA Housing will provide information on how ACMs will be safely managed when repairs or redevelopment work are carried out.
- 3.8 Right-to-buy leaseholders will be advised of any findings from asbestos surveys in communal parts of their premises.
- 3.9 Supplementary tenant information is available from PA Housing's offices or via the website.

4. Training

- 4.1 Employees will receive suitable instruction and awareness training appropriate to their job role and place of work. A training record will be kept. Competent persons

will provide awareness training that meets the requirements of Regulation 10 of CAR 2012.

- 4.2 All service providers and contractors must have received suitable asbestos awareness training for any work activity on PA Housing premises likely to contain ACMs.

5. Monitoring and reporting

- 5.1 Any incidents involving the disturbance of ACMs or any other obligation relating to PA Housing's premises will be investigated and monitored and the feedback used to review the policy and manual.
- 5.2 The Health and Safety Committee will monitor the implementation of this policy.

6. Linked policies

Accident and Incident Reporting

Business Continuity

Disciplinary

Health and Safety

Maintenance