Asbestos Policy

Name	Reason for change	Date
Cathy Redler/Trevor Spriggs	**Original author**	October 2011
Sally Whittaker	Periodic review and legislative update	August 2014
Lizzie Williams	Update corporate branding and impact assessment	February 2017
Lizzie Williams	Periodic review	April 2019
Kevin Wright	Periodic review. Updated to reflect staff changes and best practice.	February 2020
Clarizza Murray and Valesca Wilton-Smith	Period review. Updated to reflect staff changes.	January 2022
Valesca Wilton-Smith	Updated to include the revised role of the analyst in HSG248 – Asbestos: The analysist guide.	June 2022
Valesca Wilton-Smith	Periodic review	August 2025

Approval process for current version

Presented to	Date	Outcome
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1. Introduction

1.1. Poplar HARCA has a responsibility to ensure that asbestos containing materials within our properties are properly identified, risk assessed and managed.

1.2. The dangers of exposure to asbestos are well documented. Asbestos fibres and dust are potentially very dangerous to people's health if inhaled. This can lead to serious lung diseases including cancer. Unfortunately, the symptoms of these diseases can lay undetected before appearing for anything up to forty years after the initial exposure to asbestos.

1.3. Poplar HARCA is committed to safeguarding the health, safety and wellbeing of everybody living, working or visiting our buildings, and to protecting our property.

1.4. This policy sets out the asbestos management standards for all assets, including housing stock, offices, community centres and other buildings for which Poplar HARCA has responsibility (as defined by the lease).

2. Regulatory standards, legislation and codes of practice

2.1. Poplar HARCA's asbestos management arrangements must comply with:

Regulator	• Regulatory framework and consumer standards (Home Standard) set out by the Regulator for Social Housing
Legislation	• Control of Asbestos Regulations (CAR) 2012
Codes of practice	• ACoP L143 – Managing and Working with Asbestos • HSG264 – Asbestos: The survey guide • HSG248 – Asbestos: The analyst Guide • HSG247 – Asbestos: The licensed contractors' guide • HSG227 – A comprehensive guide to managing asbestos in premises • HSG210 – Asbestos Essentials – A task manual for building, maintenance and allied trades and non-licensed asbestos work
This policy also operates in the context of:	• Health & Safety at Work Act 1974 • The Management of Health & Safety at Work Regulations 1999 • The Workplace (Health Safety & Welfare) Regulations 1992 • Personal Protective Equipment at Work Regulations 1992 • Hazardous Waste (England and Wales) Regulations 2005 • Control of Substances Hazardous to Health (COSHH) Regulations 2002 • Homes (Fitness for Human Habitation) Act 2018 • Landlord and Tenant Act 1985 • Construction, Design and Management Regulations 2015 • Defective Premises Act 1972 • RIDDOR 2013

2.2. **Sanctions**

Failure to discharge these responsibilities in full could result in prosecution, unlimited fines, and/ or a serious detriment judgement from the Regulator for Social Housing.

3. Requirements

3.1. Poplar HARCA is a 'Duty Holder' as defined within Regulation 4 of the Control of Asbestos Regulations, 2012.

3.2. As a Duty Holder, Poplar HARCA has the responsibility to:

- identify asbestos within non-domestic (communal) and commercial properties that are owned and/ or managed by the organisation.
- assess the condition of the asbestos found
- keep an up to date record of the location and condition of all asbestos containing materials
- assess the risk posed by the asbestos containing materials
- prepare a plan that sets out in detail how the organisation will manage the risk from the asbestos containing materials
- review and monitor the management plan and arrangements
- establish a system for providing anybody who may disturb asbestos containing materials with information on their location and condition
- those who are not duty holders, but control access to the organisation's homes or buildings, have to co-operate with the organisation in managing the asbestos present
- ensure an independent analyst is engaged (independent from the Licensed contractor) prior to removal works starting.

4. Delivery

4.1. Asbestos programmes are delivered through competent external contractors (UKAS accredited).

4.2. When licensed removal works are being planned. Poplar HARCA will ensure that an independent (from the LARC) is engaged to comply with the obligations of the revised HSG248 – Asbestos: The analyst guide.

4.3. Contracts are regularly reviewed and retendered in line with the organisation's policies.

4.4. In order to meet requirements and ensure safety Poplar HARCA will:

- ensure that all non-domestic (communal) and commercial properties owned and/ or managed by the organisation have an initial asbestos management survey carried out
- re-inspect all non-domestic (communal) and commercial properties on an annual basis or by the re-inspection date set out in the management plan
- review existing asbestos management survey information prior to carrying out any void repairs, day to day repairs or planned maintenance works
- where information is not held, undertake surveys in domestic properties built before 2000 ahead of void repairs, day-to-day repairs or planned maintenance work
- undertake an intrusive refurbishment and demolition (R&D) survey to domestic and non-domestic properties before destructive planned maintenance works take place
- provide staff and contractors with the asbestos information needed to enable safe working

- ensure that relevant staff are sufficiently trained to understand the risks posed by asbestos containing materials and how to mitigate them
- provide residents with information and advice on asbestos containing materials

4.5. Until otherwise stated, all materials found within Poplar HARCA's properties must be presumed to contain asbestos and treated as such until adequate information is received to the contrary.

4.6. Asbestos materials that have been identified as sound, undamaged and not releasing fibres can remain 'in situ' as long as they are not likely to cause a health hazard to the public especially in domestic or communal areas.

4.7. Poplar HARCA accepts that asbestos is likely to be present in the majority of its properties built prior to the year 2000 and will therefore manage these properties accordingly.

4.8. Poplar HARCA will not:

- survey or inspect non-domestic (communal) or commercial properties built after the year 2000
- survey or inspect properties where the initial asbestos management survey confirms that no asbestos is present, unless an R&D survey is needed before intrusive work.

5. Follow on works

5.1. Poplar HARCA will ensure that there is a robust process in place for managing any follow on works arising from the asbestos management programmes.

5.2. Where there is any doubt as to the composition of the material uncovered, a sample will be taken and analysed in order to facilitate the instruction of remedial works where required.

5.3. Asbestos containing materials that are found to be in a poor condition or that are likely to be easily damaged or regularly disturbed will be repaired, protected, or removed at the earliest opportunity.

Non-licensed works	Works will be carried out by specifically trained contractors with appropriate equipment and working procedures in place to comply with the CAR 2012. Risk assessments and insurance will be scrutinized before works begin.
Notifiable non-licensed works	Works will be carried out by an asbestos removal contractor (LARC) licensed by the Health & Safety Executive in compliance with the CAR 2012.
Licensed works	

5.4. Where an asbestos containing material has been removed in whole or in part, it will be replaced with a material that has no asbestos content and fulfils the equivalent function of the original asbestos material, e.g. for fire protection.

6. Record keeping

6.1. Poplar HARCA maintains a programme of non-domestic surveys and re-inspections and an Asbestos Register.

6.2. The Asbestos Register will be used to record the details of all asbestos surveys undertaken on non-domestic (communal), commercial and domestic properties. This will include the date of the inspection, the findings from the survey, any remediation works identified and subsequently completed. The database and register should also record the date of any subsequent re-inspection required.

6.3. Orders for asbestos surveys and follow on works will be issued to contractors via the Orchard Housing Management System (core system).

6.4. Asbestos surveys, laboratory reports and certificates will be transferred electronically from the contractor to Poplar HARCA's central document repository in a standardized format.

7. Performance monitoring and reporting

7.1. There is a robust procedure in place for monitoring compliance and validating asset lists.

7.2. Key performance indicator (KPI) measures are in place, regularly reviewed and reported to senior management, other relevant staff, resident committees and the Board.

8. Roles and responsibilities

Poplar Board	Overall governance responsibility for ensuring that the organisation is compliant with regulatory standards, legislation and codes of practice.
Chief Executive	Strategic responsibility for the management of asbestos containing materials and for ensuring that compliance is achieved and maintained.
Director of Technical Resources	Responsible for the implementation of the asbestos management policy.
Assistant Director of Asset Management	Assist the Director of Technical Resources with asbestos management policy implementation.
Head of Asset Compliance	Responsible forthe day to day delivery of the agreed survey inspection programmes and the prioritisation and implementation of any works arising from the surveys. As the manager with management responsibility for operational delivery, where possible the post holder will be P405 qualified.
Competent contractor	Responsible for the operational delivery of asbestos management survey and re-inspection programmes, the update of the Asbestos Register, and removal and encapsulation works. Contractors must be UKAS accredited.

9. Policy review

Policies are reviewed every 2 years or sooner if they no longer reflect best practice.

10. Appendix 1: Impact assessment

How does the policy/procedure/strategy contribute to Poplar HARCA's aims?	**The policy is a statement of our intention to meet all statutory obligations associated with the control of asbestos.**

Which group(s) of people benefit from the policy/procedure/strategy? **If any group could be disadvantaged, what is the mitigation or justification?**	All groups benefit from this policy in terms of health & Safety. It is also beneficial for residents, staff and the Board to be aware of Poplar HARCA's statutory obligations.
How have residents been involved in developing the policy/procedure/strategy? **If they have not been involved, why not?**	The policy is a statement of our intention to meet all statutory obligations associated with the control of asbestos. There is no scope for resident involvement other than Board approval.
How will the policy/procedure/strategy be monitored and measured? (e.g. performance indicators?)	None A requirement to monitor has been included in this policy document. Means of monitoring have been built into the Association's asbestos procedures. Health and safety compliance is subject to internal and external audit.
If any, what are the Value for Money implications?	The policy is a statement of our intention to meet all statutory obligations. Value for Money is not a consideration for this policy.
Will personal data be collected, stored, used or shared? **If yes, a privacy impact assessment must be carried out.**	Yes, personal information may be shared with contractors (e.g. name, address, contact details) in order to allow them to carry out required works.