



PLYMOUTH COMMUNITY HOMES ASBESTOS MANAGEMENT POLICY

Version:	1
Lead Directorate:	Homes and Communities
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1. Purpose

1.1 The purpose of this policy is to outline Plymouth Community Homes (PCH) approach to Asbestos Management in properties under the organisation's management and control. PCH recognises that it has a duty of care towards employees, residents, contractors, visitors, and others who may be at risk from Asbestos fibre release in properties that PCH manages and controls. This policy provides a framework within which asbestos will be managed and who will oversee the implementation.

1.2 The Asbestos Management Plan (AMP) will provide PCHs' operational approach and policy implementation plan for monitoring and accountability, managing the asbestos register, asbestos surveys, re-inspections, remediation works and asbestos emergency protocols.

1.3 The operational procedures in the AMP set out how PCH will meet the statutory obligation outlined in this policy, and therefore the AMP is enforceable through this policy.

2. Introduction

2.1 Asbestos is a naturally forming mineral fibre that was commonly used in building and insulation products up until it was banned in 1999. Asbestos containing materials (ACMs) can release fibres into the air, usually when the ACM is disturbed. Inhalation of airborne asbestos fibres can lead to increased risk of Asbestosis (long term lung condition), Mesothelioma and other illnesses. Therefore, it is essential that ACMs are maintained and protected from inadvertent damage and disturbance, particularly during maintenance and refurbishment work.

2.2 The presence of an ACM does not constitute a danger and do not pose any risk unless disturbed through damage. The potential risk to health only arises if such material is disturbed or damaged. This policy is designed to provide a clear strategy to prevent the exposure to airborne asbestos fibres to any persons on premises owned or managed by the PCH.

3. Policy Statement

3.1 PCH is committed in so far as reasonably practicable to ensuring the health, safety, and welfare of persons at its premises. A reasonably foreseeable risk of exposure to asbestos fibres exists in PCH owned and managed properties when ACMs are present. PCH accepts that it is the legal Duty Holder for its premises, and has a responsibility to protect its residents, employees, those who work in PCH premises and others from the risk of exposure to asbestos fibres.

3.2 The Regulator of Social Housing and Home Standard requires Registered Providers to meet all applicable statutory requirements for the health and safety of residents in their homes, including management of asbestos.

3.3 To meet its statutory duties in relation to asbestos management PCH will comply with duties as outlined in the Control of Asbestos Regulations 2012 (CAR 2012). To comply with the duties in CAR 2012 PCH will:

- Carry out assessments to identify ACMs in non-domestic settings and conduct regular inspections of the ACM to identify any deterioration in the condition of the ACM so that appropriate risk mitigation measures can be taken.
- Maintain an up-to-date record of the location, condition, extent, and nature of the ACM for the asset base.
- Provide information relating to ACMs to individuals who are liable to disturb it.
- Ensure that we contract with competent asbestos surveying companies who will possess the expertise to undertake management surveys, refurbishment and demolition surveys and monitoring (re-inspection) surveys.
- Ensure that any ACM removal/ abatement work will be undertaken by an approved, accredited, and competent contractor. This includes any minor asbestos related tasks.
- Develop and communicate emergency procedures to deal with accidental disturbance of ACMs.

4. Related Documents

- The Control of Asbestos Regulations (CAR) 2012
- Health and Safety at Work Act etc. 1974
- Housing Act 2004

5. Scope of Policy

5.1 This policy applies to all PCH staff, contractors, and others carrying out works in PCH premises.

5.2 This policy applies to all buildings owned or occupied by PCH or its subsidiary companies. This includes the following location: -

- Rented properties
- Communal areas
- Offices and storage facilities
- Commercial leaseholders where PCH retains the responsibility to maintain all or part of the building

- Leaseholders and shared owners, living in self-contained accommodation, where PCH retains the responsibility to maintain all or part of the building.

5.3 We will undertake consultation as required with ‘variable service charge payers’, such as Leaseholders, on a works or contract specific basis where works costs allocated per property are over £250, or £100 per annum under a qualifying long-term agreement. Details and procedures are within the Leaseholder Section 20 Consultation Policy.

6. Roles and Responsibilities

6.1 Board Members

The Board has the overall governance responsibility for ensuring that PCH is compliant with regulatory standards, legislation, and codes of practice. The role of the Board includes:

- Establishing key H&S policies.
- Awareness of risks and risk controls in place.
- Agree performance targets and a performance monitoring framework.
- Ensuring availability of adequate resources and competencies for delivering policy commitments
- Ensuring appropriate reporting and auditing activity
- Hearing the voice of residents

6.2 Under this policy, PCH has identified the following appropriate persons within the organisation to manage this area of risk with the support of appointed specialist contractors. Only competent and licensed contractors will be appointed by PCH.

6.3 Duty Holder

Duty Holder	Chief Executive
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The Chief Executive has ultimate responsibility for health and safety across the organisation and will nominate appropriately qualified and suitable experienced people to discharge those duties in relation to the risk posed by ACMs.

6.4 Policy Management and Assurance

Responsible Person	Position:	Executive Director of Homes and Communities
	Responsibilities:	Overall responsibility for the implementation of this policy and ensuring that adequate resources are made available to enable the policy objectives to be met.

		To ensure that appropriately qualified and suitably experienced people are employed to implement this policy, that appropriate programmes of work are in place to discharge relevant duties
Deputy Responsible Person	Position:	Head of Repairs, Voids & Compliance
	Responsibilities:	<p>Ensuring the asbestos management plan is implemented, relevant, current, and practical.</p> <p>To ensure that all activity required for compliance with this policy is carried out.</p> <p>Provision of quarterly performance reports for the Board as part of the monitoring framework.</p> <p>Reviewing the management plan every 12 months with all relevant parties to ensure the systems outlined in the plan are working.</p>
Appointed Competent Person	Positions:	Snr Compliance Manager & Asbestos Manager
	Responsibilities:	<p>Administer associated contracts and act as the first point of contact for asbestos related queries.</p> <p>Ensure effective management of PCHs' asbestos programme and register.</p> <p>Ensure that asbestos information is available for those carrying out work in PCH properties.</p> <p>Liaising between the employees, contractors, asbestos professionals, and residents about matters pertaining to all ACMs in properties belonging to or managed by PCH.</p>

7. Equality, Inclusion and Diversity Statement

7.1 PCH is committed to valuing and promoting equality and diversity and inclusion across our services. We recognise we have a duty to eliminate unfair treatment and discrimination in the services we provide and to promote and value respect in everything we do. We expect our staff to share these values and treat all residents with fairness and respect. We also require our contractors and suppliers to mirror our values and comply with our policies in this respect and their own respective duties.

7.2 PCH will apply a zero-tolerance response to acts of discrimination.

7.3 PCH recognises that residents have different needs and may require a tailored and reasonable adjustment to our service to access our services or a property feature, either on a permanent or temporary basis.

7.4 PCH will ensure it meets its duties under the Equality Act 2010 to take into account the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity.
- Foster good relations between different parts of the community.

7.5 All contractors employed by PCH or carrying out works on PCH owned or managed premises are required to adhere to the commitments we have made to valuing and promoting equality and diversity and inclusion across our services.

8. Communication

8.1 PCH staff managing contracts on behalf of PCH will ensure that appropriate Asbestos information is provided to contractors prior to commencement of works.

8.2 PCH will ensure effective emergency procedures are in place and that staff and contractors are clear on their responsibilities.

8.3 PCH will promote asbestos awareness through training and induction of relevant staff. The training will be designed to fit the needs and roles of the employees being trained.

8.4 To ensure that appropriate and suitable training is provide to staff, PCH will carry out training needs where appropriate.

8.5 PCH has adopted and is undertaking surveys in accordance with the Regulatory standard tenant satisfaction measures. These will be utilised to address any reports on outstanding works, issues or concerns that warrant further action or learning and will be shared with out contractors delivering services.

Document Control – Change History

Version	Date	Created/Amended By	Purpose
1	April 2024	Head of Repairs, Voids and Compliance	Policy to outline PCH's approach to asbestos management in properties under the organisation's management.