



ASBESTOS CONTAINING MATERIALS POLICY

1.0 INTRODUCTION

- 1.1 Almond Housing Association Limited (AHA Ltd.) recognises the risks to the health of those who have to work with materials containing asbestos (ACM's), in whatever form that takes.
- 1.2 This policy outlines AHA Ltd's arrangements for minimising such risks and, where asbestos is discovered in AHA Ltd. properties, for taking the appropriate action including managing its removal.
- 1.3 This policy is supported by detailed procedures.

2.0 RANGE OF POSSIBLE ACTION

- 2.1 AHA Ltd. will ensure that any action taken in response to discovering ACM's is in accordance with all statutory requirements, including those in the:
 - Health & Safety at Work Act 1974 (as subsequently amended and updated),
 - Control of Substances Hazardous to Health Regulations 2002 (as amended),
 - Construction (Design & Management) Regulations 2007 and supporting procedures,
 - Control of Asbestos Regulations 2012,and any other relevant regulations currently in force.
- 2.2 Where ACM's are identified, AHA Ltd. will, depending on the condition and other factors either:
 - take no action, as the ACM is in a safe condition;
 - encapsulate or otherwise protect the material, but not remove it;
 - encapsulate or otherwise protect the material prior to eventual removal;
 - arrange for its immediate removal.

3.0 RESPONSIBILITIES

3.1 Board of Management

- To ensure that there is in place a policy on identifying and dealing with ACM's, and that this complies with current regulations and guidance.
- To monitor compliance with current regulations and progress with any current Asbestos Management Plan, through review of regular and ad hoc reports.

3.2 Management

- Chief Executive: To ensure that the policy is communicated to all employees and applied consistently.
- Head of Asset Management: To administer the implementation of the policy and procedures on a day-to-day basis, advising other Heads of Section and all employees as required on specific matters.

3.3 Employees

- To ensure they have read and understood the policy and procedures, and implement them as required in the course of their work.

4.0 NEW BUILDINGS & ALTERATIONS, IMPROVEMENTS ETC. TO EXISTING BUILDINGS

4.1 AHA Ltd. will ensure that no ACM's are used in the construction of new buildings or in the alteration, improvement or extension to existing buildings.

4.2 When granting approval to tenants who wish to carry out approved alterations, AHA Ltd. will ensure that:

- any details we have regarding the presence of ACM's are passed on for their information or that of any contractor they may use;
- the requirement not to use materials with ACM's is included in the permission letter;
- the tenant is advised that if the proposed work will disturb any ACM present, they must comply with current regulations at all times and, should they suspect the presence of any ACM they have not been informed of, they should stop work and inform AHA Ltd. immediately.

Purchase of Properties

4.3 Properties being considered for purchase will have a Management Survey carried out for the presence of ACM's. Should there be sufficient information from the initial survey to suspect the presence of ACM's, including those in textured coatings, a more comprehensive Refurbishment Survey may be carried out and any suspect materials will be sampled and tested. Further action will depend on the outcome of these surveys etc.

5.0 INFORMATION TO CONTRACTORS

5.1 For contractors involved in day-to-day reactive repairs, AHA Ltd. will ensure that information on the presence or possible presence of ACM's is provided at the earliest opportunity before work starts, i.e. either at tender stage, pre-contract start meetings or when individual works orders are issued.

- 5.2 As part of the preparation for Planned Maintenance capital projects, unless all the required information is already available, AHA Ltd. will carry out a Management Survey of the area(s) to be covered by each contract, and will include the survey results together with any other information held on the presence or possible presence of ACM's in the tender documentation.

If required following the awarding of a contract, AHA Ltd. will carry out a more detailed Targeted Refurbishment Survey of the room(s) involved before work starts, including where necessary the taking and testing of sample materials from areas likely to be affected by the proposed works.

- 5.3 AHA Ltd. will ensure that all contracts for reactive repairs and planned maintenance contain clauses:
- requiring tenderers to provide confirmation that operatives who will be carrying out the work have received the necessary asbestos awareness training, and
 - advising that if they discover or suspect ACM's in any area they are working in, they must cease work in that area and immediately contact the appropriate contract supervisor.

6.0 MANAGING ACM's

- 6.1 The regulations require AHA Ltd. to protect the public, and any operatives who may come into contact with ACM's, from any health & safety risk associated with asbestos. Unless there is clear evidence that material does not contain asbestos, e.g. copper pipework, glass, salt glazed earthenware, exposed timber with clear graining, AHA Ltd. will assume that all materials encountered may contain asbestos.
- 6.2 AHA Ltd. will manage our duty of care to any employee, tenant or contractor's operative through an Asbestos Management Plan. This plan will take reasonable steps to identify any ACM's in our properties and establish the condition of any such material through surveys carried out by appropriately qualified personnel.

The Plan will be reviewed annually and updated as required. The Plan is part of the current Asset Management Strategy, part of AHA Ltd's overall Business Plan.

- 6.3 AHA Ltd. will take appropriate action to manage the risk of anyone disturbing the material, taking into account the condition, type, exposure to contact or likelihood of the need to work on the material in the future.
- 6.4 Where ACM's have been identified, any work ordered which will involve the area or item concerned will be assessed to establish the risk of disturbing the material. The contractor will be asked to provide an action plan of work, with clear work instructions to the operatives who will be working in areas where ACM's are known to be present.

7.0 REMOVAL FROM OR WORK IN EXISTING BUILDINGS

- 7.1 ACM's that may pose a risk will be encapsulated or protected from disturbance until they can be removed. So far as is possible, AHA Ltd. will aim to remove any such ACM's when carrying out a planned maintenance project involving the item or the area concerned.

7.2 Any work involving the disturbance or removal of ACM's will be carried out by competent, registered contractors, as required by current regulations. All reasonable and practical steps will be taken to control any risk to the health of contractors' operatives, tenants and employees.

8.0 COMMUNICATION AND LIAISON WITH TENANTS, FACTORED & OTHER OWNERS

8.1 AHA Ltd. will ensure that full and clear explanations and information are provided to our tenants, and to any factored owners involved, regarding any proposed work to protect and/or remove ACM's from their property.

8.2 For planned maintenance contracts, the Capital Projects Surveyor or Clerk of Works will be the point of contact with tenants and owners for any queries etc. The relevant Maintenance Supervisor will be the first point of contact for any work relating to ACM's identified while carrying out reactive repairs.

8.3 Wherever possible the removal of any ACM will be carried out without the need to decant the current tenant, subject to the normal safety constraints of working within occupied properties.

8.4 Where it is necessary to arrange for residents to vacate their property for a designated period while removal works are in progress, AHA Ltd. will ensure that the proposed arrangements are discussed fully and agreed with each resident involved, and will aim to keep such periods to the shortest possible, subject always to health & safety requirements.

8.5 Where there are non-factored owners either in a block of flats or in adjacent houses AHA Ltd. will consider the nature of the proposed work and decide in each case on the level of information to be provided to the other owners.

8.6 In providing information AHA Ltd. will ensure compliance with the Environmental Information (Scotland) Regulations 2004 (EISR's). These cover the provision of any information considered to be 'environmental information', which includes anything in or entering the atmosphere such as asbestos particles.

9.0 BUDGET PROVISION

9.1 AHA Ltd. will establish a budget for asbestos management within the overall Asset Management budget and ensure that sufficient funds are provided each year for this purpose.

10.0 TRAINING

10.1 AHA Ltd. will ensure that relevant employees receive the required level and frequency of training or 'awareness' in asbestos issues and the management of risks associated with asbestos.

11.0 INSURANCE

- 11.1 AHA Ltd. will ensure that our insurance cover, in particular the cover for Employer's and Public Liability, is sufficient to include cover for any possible claims arising from exposure to asbestos materials.
- 11.2 As part of the annual review of insurance cover AHA Ltd. will consider whether or not cover for specific activities relating to the management of asbestos risk is required.

12.0 RECORDING

- 12.1 All information regarding the presence of ACM's in AHA Ltd's properties, general or specific surveys carried out, and any action taken to deal with ACM's, will be recorded in the Asbestos Register (designated database).
- 12.2 On at least an annual basis AHA Ltd. will inspect a sample of properties where ACM's are known to be present, and will also inspect when it is known that a 'material change' has occurred to an ACM. Appropriate actions will be implemented where the condition of ACM's present in the property have deteriorated. Inspection results will be added to the database.

13.0 RISK MANAGEMENT STRATEGY

- 13.1 AHA Ltd. will ensure that the Risk Management Strategy and the detailed Risk Map supporting it include relevant references to the managing of risk related to ACM's, and that these references are reviewed and updated regularly.

14.0 IMPLEMENTATION & REVIEW

- 14.1 The Head of Asset Management is responsible for ensuring that this policy is implemented.
- 14.2 The Head of Asset Management will ensure that regular reports on the progress of specific contracts for the removal of ACM's are submitted to the Board of Management as part of current reporting arrangements, and that a report on the overall management of asbestos is included in the annual reports submitted to the June meeting of the Board.
- 14.3 The Head of Asset Management will ensure that this policy is reviewed by the Board at least every five years, or earlier if required by a change to the regulations.

FIRST APPROVED IN	MARCH 2000
CURRENT VERSION 4.0 APPROVED IN	DECEMBER 2014
NEXT REVIEW DUE BY	DECEMBER 2019