

1.0 INTRODUCTION

- 1.1 This Policy has been developed to ensure that SBHA fully complies with the requirements of current asbestos legislation and guidance. In particular, the Policy outlines the approach that will be adopted by SBHA to comply with the requirements of The Control of Asbestos Regulations (CAR) 2012.
- 1.2 All employees and contractors involved in working where asbestos - containing materials may be present, supervising any work where asbestos containing materials may be present, or employees who are involved in issuing contracts where asbestos containing materials may be present are required to fully comply with this Policy.

2.0 OBJECTIVES

- 2.1 SBHA's Asbestos Policy is intended to ensure, so far as it is reasonably practicable, that suitable control measures and procedures are in place to protect the health, safety and welfare at work of its employees, Tenants and other stakeholders. The principal objective of the Policy (in conjunction with the associated Asbestos Management Plan, Asbestos Management Procedures and Asbestos Register Procedure) is to prevent accidental and uncontrolled exposure to asbestos This applies to Tenants, Residents, SBHA Employees, Contractors and members of the public.
- 2.2 SBHA will ensure that:
- A suitable and sufficient asbestos risk assessment (Regulation 5 of The CAR 2012.) is completed.
 - Any identified locations of asbestos containing materials are recorded in the Asbestos Register.
 - This information is made available to all people who require it.

This is in respect of work or maintenance to any building that may contain asbestos and must identify where the asbestos is, its type and condition. A risk assessment should then be completed to manage and control the risks.

- 2.3 SBHA will ensure that where existing Asbestos Containing Materials (ACM's) are sealed and in good condition, they will be monitored and managed; and where they are damaged or disturbed the appropriate action will be taken.
- 2.4 The Compliance Manager is the appointed competent person for the management of Asbestos (referred to hereafter as the Asbestos Coordinator). The Asbestos Coordinator will be provided with suitable training and resources in order that they are competent to undertake the role. If the Asbestos Coordinator is not available, then specialist technical expertise in relation to asbestos will be provided by our appointed Asbestos Consultant.
- 2.5 A comprehensive Asbestos Management System will be developed and maintained. This will include an Asbestos Management Plan, and an Asbestos Register Procedure. Asbestos Procedures and other relevant systems are required to ensure compliance with current legislation and guidance.

- 2.6 Procedures will be implemented to undertake suitable risk assessments of work where there is the potential for disturbing asbestos containing materials. Asbestos awareness training will be provided to all SBHA employees who may encounter asbestos containing materials in the course of their work activities or are responsible for management, instruction or direction of others who may do so.

3.0 RESPONSIBILITIES

- 3.1 A comprehensive breakdown of responsibilities is contained in the asbestos procedure with an operational organogram of direct involvement in the management of asbestos.
Below is a brief description of key responsibilities:

Chief Executive: Scottish Borders Housing Association is a Duty Holder under the CAR 2012. The Chief Executive is responsible for undertaking or delegating the duties under Regulation 4 of the CAR 2012.

Director of Property Services (Strategic Lead for Health and Safety) is responsible for ensuring an overarching framework is in place for the management and reporting of the control of Asbestos within the organisation ensuring that adequate resources are made available for suitable arrangements regarding the management of asbestos.

Senior Asset Planning Manager is responsible for ensuring the operational delivery of asbestos is managed by the compliance team whilst ensuring appropriate checks are in place to provide overall asbestos assurance.

Head of Programme and Delivery is responsible for ensuring that the operational delivery of work by operatives and contractors complies with all relevant policies, procedures and regulations.

Strategic Leadership Team are responsible, so far as is reasonably practicable, for ensuring the health, safety and welfare at work of all employees in their respective departments; particularly where they are responsible for Tenants, employees, contractors and any stakeholders who may be required to deal with or could be exposed to asbestos containing materials.

Compliance Manager (Asbestos Co-ordinator) will be responsible for ensuring that:

- The Asbestos Register (Teams Portal) Information for all properties where asbestos containing materials have been identified is maintained.
- All Neighbourhood Property Officers and Supervisors are aware of and can access the location and information stored on the Asbestos Register portal and within EDRM.
- The Asbestos Register portal is continuously updated and revised through a programme of Asbestos Surveys on projects subject to planned maintenance works and empty homes.
- An ongoing programme of Asbestos Surveys on SBHA's general housing stock is carried out.
- The Asbestos Register will be continuously updated and revised through a programme of Asbestos Surveys on projects subject to planned maintenance works. In addition, an ongoing programme of undertaking Asbestos Surveys on SBHA's general housing stock will be operated in order that asbestos information on the housing stock is continually developed.
- Annual inspections of non-domestic premises are carried out in order that asbestos information on the housing stock is continually updated.

Managers and Supervisors (including SBHA line managers/supervisors and contractor site management/supervision when directing works on SBHA premises) are responsible for ensuring asbestos risks are identified, controlled and communicated before and during work.

- Planning and resourcing work so that asbestos risks are considered at planning, pre-start and delivery stages. Ensuring all PCI information for CDM requirement is available to design teams, operatives, and contractors to allow duties to be executed and asbestos activities controlled.
- Ensuring risk assessments are in place, briefed and implemented before work starts
- Ensuring the correct survey type is in place for the task (including commissioning refurbishment/demolition surveys for intrusive works where required).
- Providing competent supervision and ensuring operatives have appropriate training/instruction (including asbestos awareness) and the correct equipment and controls for the task.

SBHA Compliance Team will be responsible for monitoring:

- The effectiveness of the Asbestos policy and procedures through sample checking, site visits, and a review of condition changes that may be indicated in re-inspections of known ACMs.
- Any incidents linked to Asbestos and to mitigate any future risks.
- Checking the Asbestos Inbox each day for any surveys or removal certificates and updating EDRM with the surveys.
- Ensuring that the full survey be uploaded in the correct format to Northgate and EDRM to allow all employees to access the full report.
- Providing assurance on this compliance activity.
- Supplying the required information for new tenancy packs.

Neighbourhood Property Officers will be responsible for:

- Ensuring that asbestos information is provided prior to the commencement of any work and that a survey is requested where required to ensure the safety of Tenants, employees, contractors and stakeholders.
- Ensuring that the responsibilities are carried out in line with the Asbestos management Plan and that the Asbestos procedures are always adhered to.

SBHA Employees and Contractors will be responsible for:

- Complying with the Asbestos Policy and Management Plan.
- Ensuring that they are in possession of relevant Asbestos information for the task prior to disturbing the fabric of the structure.
- Advising the Association of any unexpected, suspected asbestos containing materials and any uncontrolled exposures which may arise.

Full details of the responsibilities at all levels are provided in the Asbestos Procedures.

- 3.2 SBHA will ensure that new tenants are provided with appropriate information about asbestos status of their home in a format that is easy to interpret as per the Tenant Safety handbook provided.
- 3.3 Asbestos information will be continuously updated and revised through a programme of Asbestos' Surveys on projects subject to planned maintenance works, empty homes repairs and in communal areas and with regular re-inspections of known ACMs in non-domestic properties

4.0 LEGISLATION

4.1 This Policy is based on the following legislation and will be amended in line with any changes:

- The Control of Asbestos Regulations 2012
- Health and Safety at Work etc. Act 1974
- HSG 264: Asbestos – The Survey Guide 2012
- Management of Health and Safety at Work Regulations 1999
- Construction Design and Management Regulations 2015.

5.0 NOTIFIABLE EVENTS

5.1 If there is a breach of this Policy or in the event of serious, significant or material incident relating to matters covered by the Policy, SBHA may be required to alert the Scottish Housing Regulator of the incident under Notifiable Events in accordance with the SHR's guidance.

6.0 REVIEW

6.1 The SBHA Asbestos Policy will be subject to a 3-year review, or when any legislative changes are introduced to the Policy to be revised.