

ASBESTOS MANAGEMENT POLICY

1. Introduction

This policy sets out how Citizen will meet its obligations under the requirements of relevant regulation and legislation in respect of asbestos.

This duty is one of our most important functions as a landlord and we want to provide a service that we can take pride in and enables customers to be safe in their homes.

This policy should be read in conjunction with customers' individual tenancy, licence and leasehold agreements which further define responsibilities. There are also instances where we are responsible for undertaking maintenance where we have managing agents. The agreements we have with those agents define our specific responsibilities.

This policy supports our Business Strategy objective of making our homes safe, comfortable and sustainable for our customers.

This policy ensures that we meet the requirements of the following regulation and legislation and is not exhaustive:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Control of Asbestos Regulation 2012
- Control Of Substances Hazardous to Health Regulations 2002
- Construction Design and management Regulations 2015

2. Scope

This policy extends to all properties constructed prior to the year 2000 and includes void and occupied property owned by us; properties we manage on behalf of others; leasehold and shared ownership properties to which we have a contractual or statutory duty. This includes communal areas of our properties and garage sites.

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Asbestos Management Roles and Responsibilities Structure

<p>Overall responsibility for Asbestos Safety:</p> <p>Planning - Structure of the organisation</p> <p>Organisation - Setting objectives, policy and procedures</p> <p>Control - Identify person responsible to tasks / actions</p> <p>Monitoring - Checks and the implementation of standards</p> <p>Review - Reviews of Asbestos safety performance standards</p>	<p>Responsible Person: Chief Executive Officer</p>
<p>Responsibility for developing and reviewing the: -</p> <p>Asbestos Management Policy</p> <p>Asbestos Management Plan</p> <p>Asbestos Standard Operating Procedures</p> <p>Which sets out the details and procedures to be taken by all staff, visitors, and members of the public, service users and all relevant persons.</p>	<p>Responsible Person: Head of Compliance and Building Safety</p>
<p>Responsibility for Deputising In the absence of the Head of Health, Safety and Compliance</p>	<p>Responsible Person: Compliance Manager-Environmental</p>
<p>Responsibility for the Maintenance programme:</p> <p>Planned and reactive repairs</p> <p>Void properties</p> <p>Elemental renewals</p>	<p>Responsible Person: Director of Maintenance Operations</p>
<p>Responsibility for Property Services</p> <p>Large scale refurbishment</p> <p>Elemental renewals</p>	<p>Responsible Person: Head of Property Services</p>

3. Policy detail

To deliver the requirements of this policy Citizen has in place the following:

3.1 Asbestos Management Plan

The Asbestos Management Plan sets out the Roles and Responsibilities for Managing Asbestos.

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It also sets out

- a plan for working on or around Asbestos
- a schedule for monitoring Asbestos containing materials left in situ and their condition as well as the process for communicating this information with anyone who may come into contact with asbestos
- emergency procedures.

3.2 Asbestos Register

The Control of Asbestos regulations 2012 defines the need to maintain an Asbestos Register. Citizen holds the Asbestos Register within ActiveH, which is regularly updated to ensure the Register is accurate.

The relevant information contained within the asbestos register will be made available to our staff and contractors.

3.3 Identification of Asbestos

Management Surveys will be carried out to all relevant communal areas of our buildings to identify any potential asbestos content as set out in the Asbestos Management Plan.

Targeted Surveys will be undertaken for any planned / programmed works or reactive works where appropriate.

3.4 Communication

Citizen is committed to an open and honest approach with regards to the presence and management of asbestos.

Customers will be provided with information regarding the risk of asbestos when any works are undertaken within the property or communal area. The customers are provided with information relevant to the works being undertaken and kept updated throughout.

Staff will be trained and provided with Standard Operating Procedures relevant to their roles along with training and appropriate supervision.

Contractors will be provided with asbestos information relevant to the works they are undertaking. Contractors will be competent for the type and level of works that they undertake, assessed through the relevant procurement process.

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Customers impacted by asbestos works who are identified as having additional needs will have their needs considered as part of our process. Our response will be dependent on the customers individual circumstances.

4. Roles, Responsibility and Governance

The Board are accountable to ensure that this policy is successfully implemented. The Senior Leadership Team and Heads of Service are responsible for ensuring that all staff are suitably trained, understand the importance of this policy and the related procedures, and comply with them.

Managers are responsible for ensuring that staff have undertaken the appropriate training by utilising reports produced by Learning and Development.

Any changes to this policy must be made in line with the requirements set out in Citizens Standing Orders and our Policy framework.

5. Monitoring and review

This policy will be reviewed every 3 year/s, unless legislation, service delivery or sector developments require otherwise ensuring the policy continues to meet its objectives and take account of good practice developments.

Legal advice will be taken to ensure compliance with legal, regulatory, and contractual responsibilities.

Where appropriate service delivery reports in respect of this policy as incorporated into our quarterly reporting suite.

6. Equality impact assessment

This policy has been subject to an Equality Analysis. Staff working across Citizen have considered the impact of this policy on different groups and communities that we work with. In framing this policy, our staff are committed to not discriminate adversely against any group and will respect the diversity of the communities we are working within.

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7. Version control

EVERY change made must be logged in the version control and ALL boxes completed.

VERSION	DATE	AMENDMENTS	APPROVED AT/BY	NEXT FULL REVIEW
V 1.0	Nov 21	New Policy (updated from the previous protocol in place)	Board	Nov 2024
V2.0	April 2023	Annual policy MOT. Changes to job titles	NA	JULY 2024
V3.0	Oct 2024	Full 3 year review. Mainly unchanged as legislation led. Added in that we will consider additional needs of customers	ELT	October 2027

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