



Date Approved by SHA Board: July 2007

Date Approved by SCP Board: July 2007

Date to be reviewed: By August 2010

Asbestos Management Policy

Definition

1. Asbestos is the collective term used to describe a family of several types of naturally occurring mineral rock. The three main types of asbestos minerals are commonly called; Blue (Crocidolite), Brown (Amosite) and White (Chrysotile).
2. As owners and managers of buildings that may contain asbestos, Signpost has a responsibility to consider the risk of exposure to employees, contractors, residents and others who may use the buildings.
3. Whilst the Control of Asbestos Regulations (CAR) 2006 applies only to 'non-domestic' properties, i.e. communal areas as a responsible registered social landlord and in-line with good practice this policy will also apply to domestic dwellings.
4. This policy is not intended to cover commercial properties and offices owned by Signpost Housing Association or Signpost Care Partnerships.

Aim

5. In response to the risks of exposure to asbestos, the Government introduced the Control of Asbestos at Work Regulations (CAW) 2002 which have now been superseded by the Control of Asbestos Regulations (CAR) 2006.
6. Their aim is to ensure that all materials that contain asbestos are identified and managed in a way that protects employees and other users of buildings from these risks.
7. It is Signpost's responsibility to manage that risk.

Repairs and Maintenance Management Action Plan

8. Signpost will carry out the following activities in accordance with the relevant legal requirements, legislation and good practice.
 - Appoint a 'duty holder';
 - Appoint competent surveyors;
 - Carry out surveys and regular inspections;
 - Assess whether premises contain asbestos;

- Record the information;
 - Calculate risk assessments;
 - Take action to manage the risk from asbestos.
 - Review the Management Action Plan
9. In addition Signpost will:
- Communicate with residents, employees and contractors;
 - Monitor the condition of the Asbestos Containing Materials;
 - Maintain and keep up-to-date the Asbestos Register of Asbestos Containing Materials;
 - Put a safe system of work and controls in place.
10. Signpost will maintain and annually review procedures for the above activities.

Regulations and Legal Requirements

11. The Control of Asbestos Regulations (CAR) 2006 Reg. 4.
Requires the “Duty Holder”* of all non-domestic properties to produce a written management plan specifying the measures to be taken to control and manage the risks posed by exposure to asbestos-containing materials in their premises.
12. The Health and Safety at Work etc Act 1974 (HSW Act)
Requires an employer to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace that might affect their health and safety.
13. The Management of Health and Safety at Work Regulations 1999.
Require employers to assess the risks regarding the health and safety of themselves, employees and people not in their employment arising out of or in connection with the conduct of their business. These regulations require the employer to make appropriate arrangements for health and safety protection.
14. The Construction (Design and Management) Regulations 1994
Require Signpost to pass on information about the state and condition of any premises, including the presence of asbestos, to the planning supervisor before any work begins.
15. The Workplace (Health, Safety and Welfare) Regulations 1982
Require Signpost to maintain workplace buildings/premises so as to protect occupants and workers.

Monitoring and Review

16. The duty holder will review the Management Action Plan annually to ensure its effectiveness in all areas but in particular in respect of the following:
- In preventing exposure;
 - In directing contractors;
 - Identifying the relevant actions for all ACMs;
 - Maintaining the awareness among employees, residents and contractors;
 - Legislative changes;
 - Changes to internal departmental procedures; and

- Instances of failure of procedures.
17. The results of the review will be reported to the Group's subsidiary Boards on an annual basis.

Renewal date

18. This policy will be reviewed again in July 2010, or earlier if legislation changes.

Procedures

19. Procedures to support this policy will be operational by 28 September 2007.