



Policy on:	Asbestos Management Policy
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Compliant with Charter standards :	4. Quality of housing 5. Repairs, maintenance and improvements
Compliant with Tenant Participation Strategy :	Not required
Compliant with Equal Opportunities :	Mainstream clause inserted
Compliant with Business Plan :	

Date of Approval :	JAN 2013
Policy Review Date :	January 2016

Responsible Officer :	Dougie McIntyre, Property Manager
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1. Introduction

Barrhead Housing Association has a legal duty to safely manage asbestos in the properties it manages. Any failure in this duty could put the association, its tenants and any contractors that work for it at risk. This policy sets out how Barrhead Housing Association will manage asbestos containing materials and those materials presumed to contain asbestos in its housing and office premises. The Associations aim at all times is to ensure the safety of its tenants and employees by minimising the risk of exposure to asbestos containing materials.

Barrhead Housing Association has been actively managing asbestos within its stock for a number of years, it has carried a range of surveys both physical and desktop to determine the prevalence of asbestos within its properties.

From the surveys carried out to date asbestos has been identified in a number of the Associations properties. In general the asbestos that has been identified is inaccessible and has a low likelihood of being disturbed by day to day activities.

A complete survey has not been carried out of the Associations stock, there is no legal requirement to do so. However where a survey has not been carried out the regulations consider that the association must presume materials contain asbestos until proven otherwise.

To this end the following procedures and action plans will be put in place to systematically confirm that asbestos is not present or where asbestos is found ensure that it is managed or removed in accordance with regulations and best practice.

2. Extent of asbestos within the housing stock

The regulations allow organisations to decide if there is asbestos contained within their properties, if there is no asbestos then no management arrangements are needed. This assessment can be done in two different ways either by surveying the properties in question or by using desktop and other evidence. The Association will take a cautious approach to identifying asbestos containing materials and the exclusion of properties from the management arrangements. The following paragraphs describe the arrangements that will be put in place for the varying ages and property types that the Association manages.

For properties built since 1999 there should be no asbestos contained within the construction. All schemes developed since 1999 have been entirely new build on undeveloped sites.

We consider that there is no risk of there being asbestos within these premises. Both Employers in Voluntary Housing (EVH) and The Health and Safety Executive (HSE) state that properties built after this time should not have any asbestos contained in the materials they were constructed of. As part of Barrhead Housing Associations management of asbestos these properties will be managed as having the lowest level of risk of containing asbestos containing materials. These properties will be excluded from the management arrangements.

For new build properties built between 1992 and 1999 there should be no asbestos contained in the building materials used in their construction(the EVH health and safety manual states that "It is expected that no asbestos containing materials would be in use from 1990") However there is a risk that asbestos could be contained in materials such as textured wall coverings and the like. Therefore, these properties will be considered to be medium risk of containing asbestos.

The remainder of the stock has been substantially modernised since 1989 and as such should have had no asbestos containing materials used in the refurbishments. However there is the possibility of asbestos containing materials being present in the refurbished stock as these were built at times when asbestos was being used. These properties will be managed as having the highest risk of containing asbestos.

3. Management of Asbestos (in common areas)

All common areas of properties built after 1992 have been surveyed to determine the presence of asbestos. All properties where asbestos has been identified have been added to the asbestos register.

4. Asbestos Management Plan

The management of asbestos containing materials within our properties will be carried out in the following ways:

All properties:

1. We will expect all contractors who carry out work on behalf of the association to be aware of asbestos and the risks of working with asbestos.
2. We will maintain a register of all known asbestos, its location and its condition. We will issue this to our general contractors twice a year.
3. We will actively survey manage and report on the condition of any asbestos that is known about in accordance with the recommendations of the surveyor who identifies the material and in accordance with the asbestos management plan set out in **Appendix 1**.

4. Prior to tendering for planned maintenance works a representative selection of properties will be visually surveyed to confirm that they are low risk of having asbestos containing materials.
5. We will train all property maintenance staff to be aware of asbestos and recognise the main types and locations where it may be found.
6. Where asbestos is suspected we will have it tested and either removed or managed in accordance with this document.
7. We will notify our response repairs contractors of the presence of asbestos when issuing works orders.

Asbestos Action Plan

Action	By whom	Target date
Issue list of properties likely to contain asbestos to maintenance contractors.	Maintenance Assistant	Twice a year April / September
Review publicity information for tenants including website	Property Manager	Jan annually
Refresher training for staff on asbestos awareness (or training for new staff)	Property Manager	Jan 2013 & 2015
Review, audit and report on asbestos management policy and procedures update key information	Property Manager	September 2014

Monitoring & Review

This policy will be subject to ongoing monitoring and will be reviewed every two years.

4. Complaints

Barrhead Housing Association operates a complaints policy that is open and transparent. Should any customer or service user feel the need to make a complaint against an individual or the organisation, the complaints policy and procedure will be implemented.

In keeping records about complaints and in allowing access to our files we will comply with the legislative requirements including, Access to Personal Files Act 1987 and Data Protection Act 1998.

Should any customer or service user have a complaint that is unresolved to their satisfaction they can refer the complaint to The Scottish Public Service Ombudsman, the details of which can be found in the complaints policy.

5. Equal Opportunities

Barrhead Housing Association is committed to providing fair and equal treatment to all our customers. The Association believes that no person should suffer disadvantage due to the following: race, ethnic origin, nationality, colour, religion or belief, sex, sexual orientation, marital status, civil partnership status, age, or disability.

We will offer customers a range of options for communicating with us, since requiring to contact us may have to be in writing and this may be a deterrent, for example for people with poor literacy skills, visual impairment, or where first language is not English. We will monitor use of our policy and procedure for ethnic origin and disability to ensure that our procedures deliver fair outcomes for different groups of customers.

Asbestos Management Plan
For
Properties with Known Asbestos

Details logged onto pop ups warning screen in OMNI as soon as results are received

Properties are logged onto planned maintenance module of OMNI under components

Report of required inspections prepared monthly and signed off by property manager when completed.

Properties re-inspected in accordance with surveyors recommendations

Record of re-inspection logged on database and pop up checked for accuracy.

All tenants sent letter with and Barrhead Housing Association leaflet after inspection.

January 2013