



# **Asbestos Management Policy**

**Approval date December 2017**  
**Review date December 2020**

## This policy applies to

- |   |                                       |  |  |
|---|---------------------------------------|--|--|
| <input type="checkbox"/> Link Group         | <input type="checkbox"/> Link Housing | <input type="checkbox"/> Link Living   | <input type="checkbox"/> Link Property |
| <input checked="" type="checkbox"/> Horizon | <input type="checkbox"/> Larkfield    | <input type="checkbox"/> West Highland | <input type="checkbox"/> Lintel Trust  |

## Policy Summary

The purpose of this policy is to provide a clear statement of Horizons policy on the management of asbestos in all buildings owned by Horizon. The policy is essential in ensuring the health and safety of our employees and of others who may visit or work on our premises. The policy has been developed to ensure that Asbestos and materials containing Asbestos are identified and managed across its housing stock and commercial premises, in accordance with the Control of Asbestos Regulations 2012.

## Equalities

The operation of this policy will be delivered in accordance with Link Group's Equality, Diversity and Inclusion Policy. During the production of this policy, no issues were raised which would conflict with the Equality, Diversity and Inclusion Policy

## Privacy

It was identified during the production of this policy that incident reporting regulations may require personal data to be gathered and stored. All information collected will therefore be managed in accordance with Link Group's Data Protection Policy.

## Policy Owner

Operations Director

## Approved by

Horizon Board

## 1. INTRODUCTION

Horizon is committed to ensuring the health, safety and welfare of its tenants, its employees and of others who may be affected by its undertakings is maintained. Horizon has developed this policy to ensure that Asbestos and materials containing Asbestos are identified and managed across its housing stock and commercial premises, in accordance with The Control of Asbestos Regulations 2012.

The policy will apply, without exception, to all buildings owned by Horizon and individuals employed and/or engaged by Horizon.

## 2. PRINCIPLES

The following principles govern the operation of this policy:

- Horizon recognises that it is responsible for complying with The Control of Asbestos Regulations 2012, in particular Regulation 4, the management of asbestos in non-domestic premises e.g. common stairs/closes, corridors, lifts, common rooms, laundries.
- Horizon recognises its responsibilities under the Health & Safety at Work etc Act 1974 and its duties to properly inform all tenants, staff, agents and contractors of the presence of asbestos within its domestic and commercial properties where work activities are likely to disturb materials containing asbestos.
- Horizon recognises that it has a duty to ensure the safety of its tenants.
- Horizon staff who have a duty to manage asbestos related work are trained and competent to conduct the role.

## 3. OBJECTIVES

The objectives of this policy are to ensure that

- Horizon meets or exceeds the best practice guidelines given by the Health and Safety Executive (HSE) to manage the asbestos that is in place.
- Horizon maintains a central Asbestos Register for all its properties and makes all relevant information available to its staff, contractors, visitors or other parties requiring this information to safely execute their duties within those properties identified as having materials containing asbestos.
- Horizon maintains an up to date site-specific Asbestos Register on all relevant premises that Horizon staff have as a place of work, such as Leving House and that it be readily accessible to all site staff, contractors, visitors and visiting staff.
- Horizon, where identified by risk assessment, will arrange for the safe removal of asbestos containing materials in accordance with all current regulations, codes of practice and HSE guidance.

- All licensable asbestos related work in Horizon properties will be carried out by competent HSE licensed asbestos removal contractors. All asbestos related work, in Horizon properties, identified by risk assessment as non-licensable, will be carried out by competent trained staff using appropriate equipment and controls.
- In addition to satisfying the requirements of Regulation 4 of The Control of Asbestos Regulations 2012 (i.e. Non-domestic areas), Horizon will also extend the scope of its inspections to include domestic areas of its properties where improvement works are being carried out. The objective of this initiative is to satisfy Horizon's duty of care to its tenants and to provide appropriate information to all staff, tenants, contractors and visitors requiring this information (under the Health & Safety at Work etc Act 1974) to safely occupy and execute their duties within those properties identified as having materials containing asbestos.

#### **4. APPROACH AND METHOD**

The Board in its formal approval of the policy acknowledges that it accepts full responsibility for its implementation. Day-to-day responsibility for the operation of this policy lies with the appropriate directors and managers of Horizon. All relevant employees have a responsibility to ensure that this policy is applied as instructed.

The policy will be implemented using the following approaches:

- Horizon will devise Asbestos procedures for compliance with the policy.
- Horizon will review its Asbestos procedures at least every 3 years.
- Horizon will provide employees with the training and guidance needed to implement this policy. Procedures and other reference materials will be kept up to date and accessible at all times.
- Horizon will monitor adherence to policy requirements and procedures.
- Horizon will maintain an Asbestos Register.
- Horizon will prepare an Asbestos Action Plan and review this annually.

#### **5. MONITORING, PERFORMANCE MEASUREMENT AND REPORTING**

The following areas will be subject to monitoring:

- Risk management
- Provision of training and/ or information to staff
- Compliance with policy requirements and procedures
- Annual inspections will take place in order to maintain current and valid information within the Asbestos Register and to comply with the terms of Regulation 4 of The Control of Asbestos Regulations 2006. Only competent individuals or organisations shall be employed to carry out surveys.

These issues will be monitored by the Asset Manager and reported to the Operations Director.

The Internal Auditor may conduct periodic audits of policy compliance. Audit results will be reported to the Audit Committee and the Board. These will be monitored by the Asset Manager and will be reported to the Operations Director.

If any significant issues of concern arise, these will be dealt with by the Managing Director who will report such matters to the Board and, if appropriate, to the Chief Executive of Link Group Board. Any matter which demonstrates a serious failure of internal controls should also be reported immediately to the Managing Director and Chief Executive of Link Group Board.

Actions may be taken against employees or Board members who act in contravention of this policy in the performance of their duties or decision making on behalf of Horizon. Actions could be measures to improve the individual's work performance, or disciplinary action, or other measures. Contravention of this policy should be understood to include contravention or disregard of any associated procedures and other guidance.

## **6. COMPLAINTS AND APPEALS**

Horizon welcomes complaints and positive feedback, both of which provide information which helps us to improve our services. We use a complaints handling procedure (CHP) developed by the Scottish Public Services Ombudsman (SPSO) and the Scottish Housing Regulator. A copy of the Complaints Policy is available on Horizon's website.

At each stage of a complaint, Horizon will advise the customer how the complaint should be taken forward, and advise which agency would be most appropriate to consider the case.

## **7. POLICY AVAILABILITY**

This policy is available on request free of charge from Horizon. A summary of this policy can be made available in a number of other languages and other formats on request.

## **8. POLICY REVIEW**

Horizon undertakes to review this policy regularly, at least every three years, with regard to:

- Applicable legislation, rules, regulations and guidance
- Changes in the organisation
- Continued best practice