

Asbestos Management Policy

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Contents

Purpose	3
Policy Objectives	3
Corporate Responsibilities	4
Statutory Responsibilities.....	4
Policy Detail	5
Documentation and Record Keeping	5
Qualifications and Training	6
Performance and Risk Monitoring.....	6
Equality, Diversity & Inclusion	7
Document Control	7
Appendix 1: Legal Framework	8

Purpose

1. This document details Windrush Alliance UK CIC policy on the safe management of asbestos across their portfolio and how they will meet their duties and responsibilities as a Registered Provider (RP) and responsible landlord.
2. Windrush Alliance UK CIC is committed to providing an environment which ensures the health, safety and wellbeing of tenants, employees, and visitors to its properties. Windrush Alliance UK CIC embraces the principles laid down in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and all relevant legislation.
3. The success of this policy depends on the positive working relationships between the Windrush Alliance UK CIC teams, external contractors, and care providers, along with the implementation of agreed procedures and meeting of service level agreements.
4. This policy applies to all offices, properties, communal or shared areas and other buildings that are owned and / or managed by Windrush Alliance UK CIC.
5. It will be adapted to respond to future legislative or regulatory changes and will be reviewed every 1-year.

Policy Objectives

6. The objectives of this policy are to:
 - Establish key principles that will provide a safe and compliant approach to managing asbestos in buildings
 - Ensure Windrush Alliance UK CIC provides a safe environment for tenants, staff, third parties and any other party visiting or working within any of their properties or buildings across their portfolio
 - Provide a platform from which to develop working practices to prevent exposure to asbestos fibers as much as possible and manage the risk posed by asbestos
 - Set out how Windrush Alliance UK CIC will ensure its landlord duties are met in relation to the Control of Asbestos Regulations (CAR) 2012, specifically:
 - Taking reasonable steps to assess if asbestos and / or asbestos containing materials (ACMs) are in their offices, properties, or other buildings
 - Recording the location, type and condition of any asbestos found
 - Assessing the risk of anyone being exposed to the asbestos
 - Preparing and enacting a plan on how to manage any risk identified
 - Providing information collected to anyone that might work on or disturb the asbestos

Corporate Responsibilities

7. Windrush Alliance UK CIC has a duty of care to ensure that tenants, employees, and visitors can safely use their buildings and facilities. As a Registered Provider (RP), Windrush Alliance UK CIC are dutybound to meet the requirements set out in the Regulator of Social Housing's (RSH) framework of Consumer Standards, specifically the Safety and Quality Standard that requires RPs to meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.
8. Overall and final responsibility for meeting the Safety and Quality Standard and ensuring compliance is delivered across all relevant properties and buildings is vested in Windrush Alliance UK CIC's Board. As such, the Board will formally approve this policy and review periodically.
9. Board Members have chosen to delegate the operation and facilitation of this policy to the Property Director, it is the responsibility of management to ensure that the provisions of the regulations and relevant statutory provisions are observed.
10. The Regulator of Social Housing will be informed should any failure to comply with this policy results in a potential breach of the Consumer Standards.

Statutory Responsibilities

11. The Control of Asbestos Regulations (CAR) 2012 imposes a duty to manage asbestos in non-domestic properties. For Windrush Alliance UK CIC this is relevant to buildings including offices and communal or shared areas located in buildings in which tenants reside.
12. The duties, as set out in the CAR 2012 regulations, sit with the "Duty Holder". The duty holder is the person in charge of the premises and maintenance activities in Windrush Alliance UK CIC's non-domestic premises and common or shared areas in buildings and properties that provide rented or leased accommodation.
13. In Windrush Alliance UK CIC the role of Duty Holder relating to asbestos management sits with the Property Director
14. It is not a requirement of the regulations to remove all asbestos when identified, however any ACMs known to Windrush Alliance UK CIC must be managed by reasonably practicable means to prevent exposure to asbestos fibers. Windrush Alliance UK CIC's procedures and working practices will ensure appropriate management of this.

15. The wider regulatory framework under which this policy is set can be found in Appendix I.

Policy Detail

16. An Asbestos Management Survey (AMS) will be undertaken on each relevant property (i.e., those built before 2000) to establish whether there is any asbestos containing materials within the building.
17. The AMS and associated sampling must include identification of the material product type, the asbestos type, and the fiber type. The content, location and condition must be documented together with an assessment of the risk of that material causing harm based on accessibility and activities conducted within the location.
18. All known ACMs will be re-inspected on an annual basis or earlier if identified as required in the AMS.
19. Windrush Alliance UK CIC will collaborate with contractors and tenants to ensure that asbestos inspections are conducted at the required intervals.
20. A suitable qualified and competent person will conduct inspections.
21. Asbestos Safety Management Plans will be put in place where required. These plans and associated information will be accessible to relevant staff and contractors visiting and working within the property.
22. Windrush Alliance UK CIC will ensure an assessment is completed on each property at the time of being taken into management to determine if an asbestos survey is required.
23. Windrush Alliance UK CIC will consider individual circumstances and the support needs of tenants residing on their properties when arranging surveys and completing any remedial works required.
24. Tenants will be advised where ACMs are present in their home and advice provided to support their continued safety in their home. Windrush Alliance UK CIC will inform tenants of any asbestos related works that need to be conducted in their home and any communal or shared areas they use.

Documentation and Record Keeping

25. Windrush Alliance UK CIC will ensure an Asbestos Register is kept which is based on the property portfolio and details the results of the AMSs.

26. Documentation relating to AMSs and associated works (e.g., certification, works orders etc.) shall be kept and clearly referenced to the correct property listed on the Asbestos Register.
27. The Asbestos Register will be updated as soon as possible following new surveys or re-inspections, the removal or encapsulation of asbestos and any other change that will affect the information held on the register.
28. All entries and changes to the Asbestos Register will be made in an accurate and timely manner and by approved persons only.
29. Details held on the Asbestos Register will be accessible to relevant staff and contractors prior to working within the property.
30. Certification and any other relevant documentation must be completed in accordance with the associated statutory regulations and available for inspection where required.

Qualifications and Training

31. Windrush Alliance UK CIC will either employ directly or procure the services of appropriately trained and qualified personnel in fulfilling its statutory responsibilities relating to asbestos management.
32. All licensable work will be undertaken by licensed contractors and notified to the Health and Safety Executive within the required timescales.
33. The Duty Holder will be suitably qualified, experienced, and competent.
34. Windrush Alliance UK CIC will ensure all staff undertaking roles within this area of Property Compliance will have the appropriate training and support required for their role.

Performance and Risk Monitoring

35. Property Compliance risks are recorded on the risk register, which is reviewed quarterly by the Board.
36. Activity and performance relating to asbestos management is included as a standard agenda item at every Board meeting. Board members are updated at least quarterly with performance information relating to all areas of property compliance.
37. The Repairs Manager has day to day oversight of performance and risk monitoring in relation to Asbestos Safety.

Equality, Diversity & Inclusion

38. Windrush Alliance UK CIC will ensure the requirements of the Equality Act 2010 are met.
39. Actions under this policy will ensure that all customers will be treated fairly, with dignity and respect regardless of their age, disability, gender or gender reassignment, marital status or civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.
40. Vulnerabilities of Windrush Alliance UK CIC tenants and their individual circumstances will be considered when enacting this policy.

Document Control

Version Number	Description of Change(s) Applied and Reason	Author of Change	Date approved by board

Appendix 1: Legal Framework

This policy operates within the wide context of a regulatory legal framework. This framework includes, but is not exclusive to:

- The RSH Regulatory Safety and Quality Standard
- Health & Safety at Work Act 1974
- Control of Asbestos Regulations (CAR) 2012
- Management of Health & Safety at Work Regulations (1999)
- Workplace (Health, Safety & Welfare) Regulations 1992
- Hazardous Waste Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)
- Construction Design and Management Regulations 2015
- Approved Codes of Practice (ACoP) (Health and Safety Commission)
- ACoP L143- Managing and Working with Asbestos (December 2013)
- HSG264 (Asbestos)
- HSG247 – Asbestos: The licensed contractor guide
- HSG248 – Asbestos: The analysts guide
- HSG213 – Introduction to asbestos essentials (First Edition)
- HSG210 – Asbestos essentials task manual (Second Edition)
- HSG227 – Comprehensive guide to managing asbestos in buildings
- Guidance Documents (Health & Safety Executive)