

thirteen

Asbestos Management Policy v1.0

September 2019

Company	Thirteen Group
Lead Manager	Compliance Area Manager
Date of Final Draft and Version Number	September 2019
Review Date	September 2022
Officer Responsible for Review	Asset Service Standards Manager

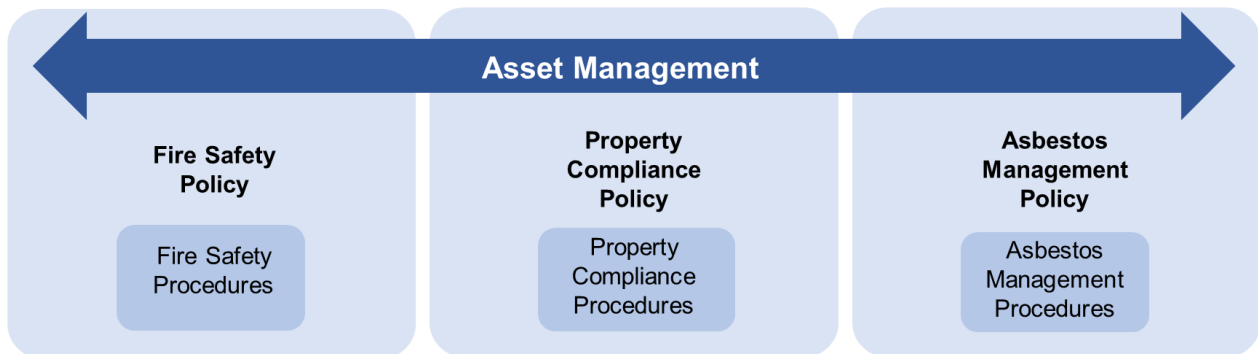
1 POLICY REVIEW HISTORY

Version	Action & Changes	Author	Date
1	New Policy	Asset Service Standards Manager	September 2019

2 POLICY STATEMENT

- 2.1** This document covers Thirteen’s policy on asbestos management and how we will meet our responsibilities and duties as a leading landlord and housing developer, managing 34,000 properties, exceeding 70,000 customers and employing 1,600 staff.
- 2.2** Thirteen considers health and safety as paramount. It is the primary intent of this policy to outline our responsibilities and legal obligations stipulated within the Health & Safety at Work Act 1974, and associated control of regulations, legislation and guidance documents, with the aim of eliminating the risk of asbestos to all relevant persons utilising our assets and services so far as reasonably practicable.
- 2.3** This policy demonstrates our commitment to ensure full compliance with all legal, regulatory and statutory requirements associated with the management of asbestos within all buildings owned and managed by Thirteen.
- 2.4** The success of this policy depends on the positive working relationships between inter-departmental teams alongside external contractors, and the effective implementation of agreed procedures. All staff and contractors working within the field of asbestos management will be competently trained with all associated compliance certification, licenses and documentation aligned to Thirteen service standards.

- 2.5 The policy will be adapted to respond to future legislative or regulatory changes with Considerations for maximising opportunities for service investments and improvements.
- 2.6 Where properties are managed on behalf of external property owner's, statutory responsibility will be detailed within terms of the management agreement.
- 2.7 The Asbestos Management Policy is 1 of 3 policy documents within the Asset Management department, covering the statutory areas of compliance relevant where managing both domestic and commercial properties.



- 2.8 Information supporting the Asbestos Management Policy will be delivered in detailed procedural documents.

3 REFERENCE MATERIAL

All relevant asbestos safety legislation and regulatory documents that Thirteen will comply with are set out in Appendix A. Our wider organisational commitment to health and safety is detailed within our Health and Safety Policy.

4 DEFINITIONS

A statement of exact meanings for this policy is outlined below:

Term	Definition
High Rise Block	Refers to buildings 18 meters or more in height.
Low Rise Properties	Refers to multi occupancy buildings less than 5 metres in height.
Medium Rise Properties	Refers to multi occupancy buildings between 5 meters and 18 meters in height.
Commercial Properties	Refers to buildings used for business purposes (Non-residential).
Encapsulation	To seal asbestos material.
Remove Asbestos	To remove asbestos material.

5 POLICY CONTENTS

5.1 Asbestos Management Plan

Thirteen deliver an asbestos management plan to support the monitoring and recording of asbestos containing materials (ACM) identified in our non-domestic properties, commercial properties, medium rise property communal areas, low rise property communal areas and high-rise blocks.

The data contained drives an asbestos re-inspection programme which primarily focuses on low rise communal areas and high-rise blocks.

5.2 Asbestos Surveys

Refurbishment and demolition surveys are carried out, reviewed and evaluated in accordance with a defined scope of works for all major repairs and investment scheme programmes.

A commitment is in place to offer a survey provision reactively, on the discovery of asbestos or asbestos containing materials, on all works within investment and maintenance, to mitigate the risk of exposure.

All survey details feed into the asbestos management plan and is used to manage and categorise the risk from asbestos and ACMs. The information is used to develop and maintain individual property site records where known or presumed asbestos or ACMs are present.

Surveys are undertaken by approved UKAS accredited external consultants and uploaded on an electronic asbestos register. Detailed procedural documentation defines how asbestos or presumed asbestos information is robustly communicated.

5.3 Managing Asbestos

Thirteen manage asbestos in accordance with a strict criterion based on its condition and the associated risk of exposure.

Work to encapsulate or remove high risk asbestos will only be carried out by an approved contractor with an appropriate HSE licence and suitably qualified competent individuals

Work to encapsulate or remove low risk asbestos will be carried out by competent qualified individuals.

5.4 Documentation

Asbestos records and associated information are readily available electronically within software packages utilised by Asset Management. A UDC warning alert is also present on property records with interfaces into established repairs and maintenance and housing management systems.

Hard copies of documentation are readily available on request.

For air monitoring Thirteen expect an independent four-stage certificate of reoccupation by a UKAS accredited consultant for all licensed removal work, as well as the provision of waste consignment notes and records.

6 QUALIFICATIONS AND TRAINING

Thirteen will provide training which is task specific to those responsible persons, and other delegates with asbestos related duties detailed within the asbestos management processes linked to this Asbestos Management Policy.

Thirteen will ensure any subcontractors / agencies carrying out asbestos works on the organisation's behalf will be qualified to the appropriate standards and hold any required licenses for asbestos related works. Competency assessments will be carried out at frequencies agreed between all parties.

7 COMMUNICATION

Thirteen commits to communicate with residents all appropriate asbestos information on a regular basis through any available media sources necessary, including, but not inclusive of, signage, newsletters, resident group meetings, electronic media boards, website and new tenant sign up packs.

Thirteen will liaise with internal teams and external regulatory departments, frequently engaging in effective two-way communication to ensure operational familiarity of assets and practices.

In the event of a major incident communication will be issued in accordance with the Thirteen Resilience Plan.

8 GOVERNANCE INFORMATION

Equality and Diversity	In delivering the Asbestos Management Policy Thirteen aims to treat all residents fairly. An equality impact assessment has been carried out during the period of consultation. No adverse impact was identified.
Customer Involvement and Consultation	The Asbestos Management Policy has been consulted on internally with the Property Services Assets team, Staff Health and Safety Working Group, Property Services Health and Safety Working Group, the Health and Safety Committee and the involved customer panel.
Monitoring and Review	<p>This policy will be reviewed every three years from the approval date, or in-line with impacting corporate, legislative or regulatory change requirements. Reviews will be conducted by a competent delegate within Thirteen and submitted to the Governance Team for corporate approval prior to publication.</p> <p>The supporting procedural documents can be updated at any time and the changes can be implemented following sign off from the service area Director or competent delegate within Thirteen.</p>

	<p>Key performance indicators associated to the compliance aspects of fire safety will be monitored and reported internally utilising reporting mechanisms within our software packages.</p> <p>Where appropriate, valid certification will be issued for any works undertaken on a Thirteen asset with all electronic data being logged within a Thirteen database and managed and stored in accordance with the Data Protection Act 2018.</p>
<p>Responsibility</p>	<p>As a Registered Social Landlord, we have a statutory responsibility to comply with all relevant health, safety and compliance requirements. Failure to properly discharge these responsibilities may result in:</p> <p>a) Prosecution by the Health and safety executive under the Health and Safety at work Act 1974.</p> <p>b) Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007.</p> <p>The Board and Chief Executive Officer are responsible for seeking evidenced assurance that all health and safety legislation relating to compliance is being adhered to, that the risks associated with compliance are identified and managed, and that a proper control and assurance framework is in place. This will be demonstrated through Key Performance Indicators (KPI) reporting to the Board, Risk and Audit Committee and throughout the Group regularly.</p> <p>The accountable person with respect to asbestos management under the terms of this policy is Thirteen Housing Group.</p>

9 APPENDICES

APPENDIX A – Reference Material

9.1 Appendix A

Reference Material

Reference material used for consideration in formulating this document is outlined below, is a Standard or Act is withdrawn, repealed or superseded Thirteen reserve the right to follow the new guidance:

- Health and Safety at Work Act 1974
- Control of Asbestos Regulations 2012

- Data Protection Act 2018

This list is not exhaustive, and Thirteen will follow all other additional ACOPs and Regulation/Legislation applicable to asbestos management.