



**City of London Corporation**  
**Department of Community & Children's Services**  
**Housing Division**

**ASBESTOS MANAGEMENT POLICY**

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<b>Approved by:</b>	<b><i>Housing Management &amp; Almshouses Sub-Committee</i></b>
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## 1. Purpose

This policy sets out our approach to managing risks associated with asbestos and asbestos-containing materials in buildings owned or managed by us. This includes residential premises, communal areas in residential buildings and on wider estates, and other premises such as community rooms.

## 2. Scope

This policy applies to:

- Properties owned or managed as part of the Housing Revenue Account (HRA), including communal facilities such as car parks, commercial premises, and community rooms
- Properties managed on behalf of the City of London Almshouses Trust and the Gresham Almshouses Trust

## 3. Aims of this Policy

The Asbestos Management Policy details how the Housing Division fully complies with the Control of Asbestos Regulations (CAR) 2012. In addition to the policy, we have an Asbestos Management Plan that documents the controls in managing asbestos safely and an Asbestos Register which holds records of the assets with Asbestos Containing Material (ACMs).

The Housing Division recognises that the main hazard in relation to asbestos is the non-identification of asbestos and the presence of ACMs and as such will protect those potentially exposed to asbestos as far as is practical by minimising the exposure using appropriate control measures and working methods. The Housing Division accepts that asbestos is likely to be present in many of its properties built prior to the year 2000 and will therefore manage these properties accordingly.

The Housing Division will follow a systematic approach to the management of asbestos to ensure it meets the requirements set out in the Control of Asbestos Regulations 2012 and other relevant legislation. This is to ensure the safety of employees, tenants, contractors and other persons and stakeholders. This policy will be used to formulate the Housing Division Asbestos Management Plan (AMP)

## 4. Definitions

**Asbestos** - Asbestos is the general term used for naturally occurring fibrous minerals that have crystallised to form fibres. Asbestos fibres do not dissolve in water or evaporate, they are resistant to heat, fire, chemical and biological degradation and are mechanically strong. The main types of asbestos commonly used in construction prior to 1990 are:

- crocidolite (commonly known as blue asbestos)
- amosite (commonly known as brown asbestos)
- chrysotile (commonly known as white asbestos)

**Asbestos Containing Material (ACM)** - Refers to any material containing asbestos.

**Licensed contractors** - The HSE only allows certain works on ACM to be carried out by contractors. Contractors will only be issued with a 'licence' if they can demonstrate that have the necessary skills, competency, expertise, knowledge, and experience of work with asbestos, together with excellent health and safety management systems.

**Management survey** – A survey to locate as far as is practical the presence and extent of asbestos containing materials in a property which could be damaged or disturbed by normal occupancy and to assess their condition. This is the principal survey used to populate the asbestos register.

**Refurbishment and Demolition surveys** – A more detailed survey required before any work is carried out and asbestos materials are likely to be disturbed as part of a refurbishment or demolition project.

**Re-inspection surveys** – A re-inspection of management surveys and are used to monitor the condition of any identified asbestos containing materials.

## **5. Regulator for Social Housing – Regulatory Standards**

- Home Standard (Quality of Accommodation and Repairs and Maintenance)

We will ensure that we meet all our legal responsibilities under the relevant and current compliance legislation for the health and safety of occupants in their homes.

## **6. Policy Approach**

City of London Housing Division will manage – as far as reasonably practicable – all asbestos containing materials (ACM) falling under its control in such a manner as to minimise the risk of any person being exposed to asbestos fibres. We will aim to achieve this policy by:

- identifying ACM within our buildings. Where it is not reasonably practicable to identify ACM, for example ACM that may be in inaccessible areas, then the City of London will presume that asbestos is present and manage accordingly.
- risk assessing each identified ACM considering the likelihood, and the number of people that might be exposed, in the event of an uncontrolled release of asbestos fibres
- implementing appropriate control measures to reduce the risk of exposure of people to asbestos fibres from each ACM. The following general principles will be applied:
  - where ACM is assessed as being in good condition then this will generally be left in situ and managed
  - where ACM is assessed as posing a risk to health it will be, as far as is reasonably practicable, removed or encapsulated
  - where removal or encapsulation are not reasonably practicable then access to the ACM will be managed to reduce the risk of exposure to as low as is reasonably practicable
  - implementing a system of monitoring of each remaining ACM at intervals determined by the risk assessment

- carrying out a Refurbishment and Demolition (R&D) survey as an integral part of the planning process for any refurbishment or demolition works carried out in City of London owned, managed, or occupied premises
- planning, managing, delivering, and monitoring all work that could result in the release of asbestos fibres. In the case of works that involve the removal or encapsulation or other activities that will lead to the release of asbestos fibres, regardless of asbestos type, these will only be carried out by organisations licensed to carry out such works by the Health and Safety Executive (HSE)
- devising and implementing emergency procedures to reduce the risk of exposure of people as low as is reasonably practicable in the event of an unplanned and/or uncontrolled release of asbestos fibres
- providing suitable and sufficient information, instruction, training and supervision to employees and contractors to reduce the risk of uncontrolled release of asbestos fibres as low as is reasonably practicable
- review this policy and any associated procedures at regular intervals, or following any uncontrolled release of asbestos fibres, to ensure that it is working efficiently and effectively

## **7. Duties of Employers and Landlords**

To comply with the Control of Asbestos Regulations (CAR) 2012 and other relevant legislation relating to asbestos the Housing Division will:

- Appoint competent and qualified Responsible Person(s) to coordinate the management of asbestos.
- Take reasonable steps to find materials likely to contain asbestos.
- Presume materials contain asbestos, unless there is strong evidence to support that the material is not ACM.
- Assess the risk of likelihood of anyone being exposed to asbestos from these materials.
- Make a written record of the location and condition of ACMs and presumed ACMs and keep it up to date.
- Repair or remove any material that contains or is presumed to contain asbestos, if necessary, because of the likelihood of disturbance or its location or condition.
- Prepare a plan that manages the risk and put into effect to ensure that Information on the location and condition of ACMs is given to people who may disturb them and any material known or presumed to contain asbestos is kept in a good state of repair;
- Monitor the condition of ACMs and presumed ACMs; and
- Review and monitor the management plan and the arrangements made to put it in place.

## **8. Responsible Person(s)**

Full details of individual responsibilities are identified in the Asbestos Management Plan.

Duty Holder – Assistant Director of Housing and Property Services  
Appointed Person(s) – Head of Repairs and Maintenance  
Responsible Person – Housing Compliance Manager

## **9. The Asbestos Management Plan**

The Asbestos Management Plan should be read in conjunction with the Asbestos Policy. The plan details the measures that are in place to identify, manage and/or mitigate risks associated with asbestos.

The Asbestos Management Plan is relevant for maintaining a safe environment for all tenants, employee, and contractors. It is designed to be a 'live document' that is to be regularly reviewed, amended, and updated as changes happen within the organisation and its operating processes.

The Asbestos Policy and Asbestos Management Plan will assist The Housing Division in ensuring compliance with asbestos in accordance with the Control of Asbestos Regulations (CAR) 2012.

## **10. Asbestos Register**

The Housing Division holds information on ACMs on the Asbestos Register. This register has been developed and holds surveyed data on approximately 60% of our properties as of January 2024. The asbestos register is held in SharePoint and transferred to the Civica Housing Management System.

## **11. Responsive, Void and Planned Maintenance Works**

### ***Non-Domestic Properties (communal)***

The Housing Division will review existing asbestos management survey information prior to carrying out any responsive, void, or planned maintenance works which may involve working on or adjacent to any ACMs within a non-domestic (communal) property. This is to ensure that any ACMs likely to pose a risk are identified prior to works commencing and the details passed onto the relevant in-house operatives or external contractors and managed in an appropriate way.

The Housing Division will ensure that all non-domestic (communal) properties in ownership or management have an asbestos management survey and will be re-inspected annually or at a period dictated by the previous survey/re-inspection. Re-inspection dates may change following the re-categorisation of a property or a building.

### ***Domestic Properties***

The Housing Division will review the asbestos register and any existing asbestos survey information prior to carrying out any responsive, void, or planned maintenance works which may involve working on or adjacent to any ACMs within a domestic property. This is to ensure that any ACMs likely to pose a risk are identified prior to works commencing and are managed and dealt with appropriately. Where intrusive works is to be undertaken a Refurbishment and Demolition survey (R&D) will be undertaken.

Where there is no record of asbestos related information for a domestic property, a survey will be undertaken ahead of any works taking place should the contractor work within proximity of potential ACM.

### ***Refurbishment Work***

The Housing Division will carry out Refurbishment and Demolition survey prior to any refurbishment or demolition work. If the refurbishment works are restricted to small areas e.g. kitchen or bathroom replacement, then a localised survey of the areas likely to be affected may be completed and not the entire building.

## **12. Asbestos Remedial Work**

The Housing Division will ensure there is a robust process in place for the management of any follow-up works required following the completion of an asbestos management survey.

The Housing Division will ensure that following asbestos surveys, any asbestos containing materials that are found to be in a poor condition or that are likely to be regularly/easily damaged or disturbed through the normal use of a dwelling will be repaired, protected, or removed at the earliest opportunity.

Where there is any doubt as to the composition of the material uncovered, a sample will be taken and analysed to facilitate the instruction of remedial works where required.

Where asbestos is positively identified and because of a risk assessment removal, sealing or encapsulation is recommended, this will be carried out for:

- **Non-licensed works** – as defined in regulation 2 of the CAR 2012 – by specifically trained contractors with appropriate equipment and working procedures in place which are sufficient to comply with the CAR 2012.
- **Notifiable non-licensed works** – as defined in regulation 2 of the CAR 2012 – by a licensed asbestos removal contractor (LARC) licensed by the Health & Safety Executive in compliance with the CAR 2012
- **Licensed works** - as defined in regulation 2 of the CAR 2012 – by a licensed asbestos removal contractor (LARC), licensed by the Health & Safety Executive in compliance with the CAR 2012.

Where an asbestos containing material has been removed in whole or in part, it will be replaced with a material that has no asbestos content and fulfils the equivalent function of the original asbestos material, e.g. for fire protection.

## **13. Asbestos Information**

The Housing Division considers good communication essential in the safe delivery of asbestos management and will therefore ensure that information about asbestos containing materials (known or suspected) is provided to every person liable to disturb it.

The Housing Division will ensure all employees and contractors have adequate asbestos survey information to enable them to manage and/or work safely with asbestos.

The Housing Division will provide advice to customers regarding asbestos containing materials through leaflets and information on our website.

#### **14. Record Keeping**

The Housing Division has an established and maintained Asbestos Register which details every non-domestic (communal) and domestic property.

The Asbestos Register is used to record the details of all asbestos surveys undertaken on The Housing Division properties. This will include the date of the inspection, the findings from the survey, any remediation works identified and subsequently completed. The register will also record the date of any subsequent re-inspection.

#### **15. Non-Compliance / Escalation Process**

Any non-compliance issue identified at an operational level will be formally reported to the Compliance Manager in the first instance.

The Compliance Manager will agree an appropriate course of corrective action with the operational team to address the non-compliance issue and report details of the same to the Housing Management Senior Leadership Team, which will consider the implications and act as appropriate.

#### **16. Performance Indicators and Reporting**

Key performance indicator (KPI) measures will be established and maintained to ensure City of London is able to report on performance in relation to asbestos management.

KPI measures will be produced and provided to Senior Management on a monthly basis and Committee at an agreed interval. As a minimum, these KPI measures will include reporting on the total number of:

- Blocks requiring asbestos surveys/re-inspection
- No. of blocks with valid asbestos survey/re-inspection
- Proportion of blocks with valid asbestos survey/inspection (%)
- Homes requiring asbestos survey/re-inspection
- Homes with valid asbestos survey/re-inspection
- No. of homes in blocks requiring an AMS or re-inspection
- No. of homes in blocks with valid AMS or re-inspection
- Proportion of properties with valid AMS or re-inspection (%)

#### **17. Training**

The Housing Division will ensure that:

- The Responsible Person(s) for asbestos management is trained to a minimum standard of BOHS P405 'The Management of Asbestos in Buildings'

Operational Managers, Team Leaders, and Supervisors whose services area has direct contact with asbestos materials will undertake Duty to Manage (Appointed Person) Asbestos Training.

- Employees who have direct, or potentially indirect, contact with asbestos materials will complete Asbestos Awareness Training.
- Competent (UKAS accredited) contractors and surveyors are procured and appointed to undertake asbestos management surveys on its stock. HSE strongly recommends the use of accredited contractors and surveyors (UKAS accredited).
- The compliance team have the responsibility to check the competency of contractors and surveyors on an annual basis.
- Competent licensed asbestos removal contractors (LARC) are procured and appointed for all notifiable non-licensed work or licensed works.
- The compliance team with responsibility to check the relevant qualifications of employees working for these contractors on an annual basis

## **18. Related documents**

- Housing Strategy
- Housing Asset Management Strategy
- Estate Management Policy
- Repairs & Maintenance Policy
- Health and Safety Policy
- Record Management Policy

## **19. Legislation**

Principal Legislation:

- The Landlord and Tenant Act 1985
- Health and Safety at Work Act 1974
- Control of Asbestos Regulations 2012
- Hazardous Waste (England and Wales) Regulations 2005

Guidance and Codes of Practice:

- L143 Managing and working with asbestos (2013)
- HSG 264 Asbestos: The Survey Guide (2012)
- HSG 247 Asbestos: The licensed asbestos contractor's guide (2006)
- HSG 227 A comprehensive guide to managing asbestos in premises

Additional Legislation:

- The Management of Health and Safety Regulations 1999
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Housing Act 2004
- The Defective Premises Act 1972
- Construction Design and Management Regulations 2015
- Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013



## 20. Equalities

This Policy has been subject to a full Equalities Analysis and will be implemented in accordance with our responsibilities and duties under relevant legislation, including the Equalities Act 2010.

## 21. Data Protection


We will comply with our obligations under relevant data protection legislation and regulations. We will process and store personal information securely.

There are some circumstances in which we are required by law to disclose information given to us.

## 22. Exceptions

We may make an exception to the approach outlined in this policy if the circumstances require it and it is reasonable to do so. Our reasoning can be provided to the affected parties on request.

## 23. Document Management

<b>Department of Community &amp; Children's Services</b>		
<b>Housing Service</b>		
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