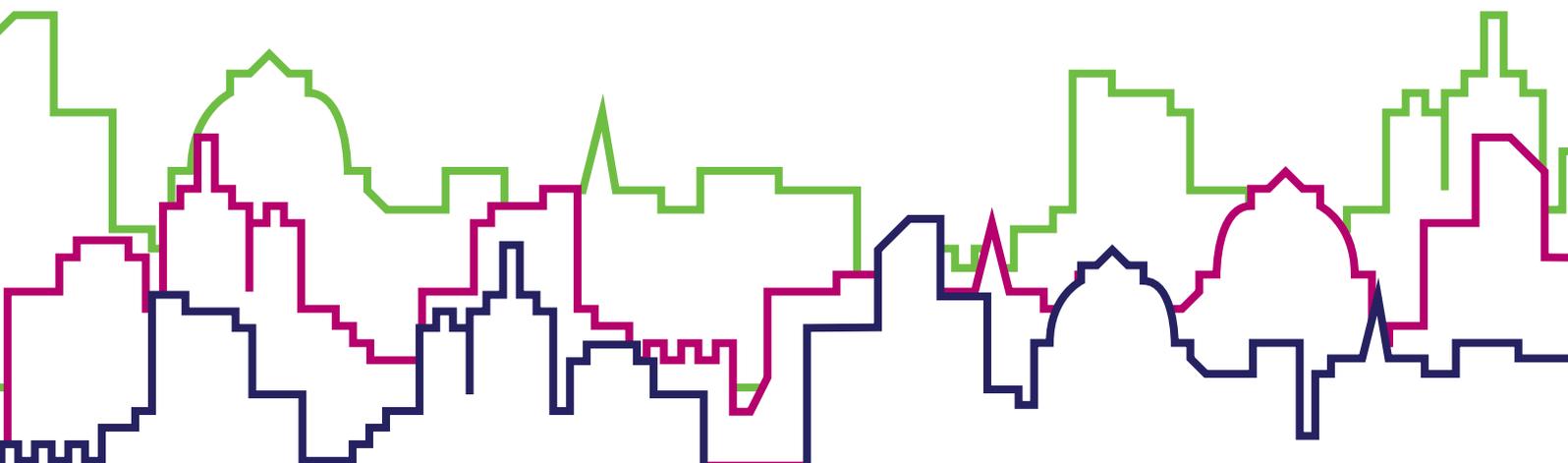




## Asbestos Policy

Unity Housing Association is a leading provider of social rented housing in Leeds. It is committed to ensuring that the properties contained in its portfolio are well maintained and provide a decent home for tenants, both now and in the years ahead.



## 1. Background & Principles

1.1 Unity Housing Association is a leading provider of social rented housing in Leeds. It is committed to ensuring that the properties contained in its portfolio are well maintained and provide a decent home for tenants, both now and in the years ahead.

1.2 The Control of Asbestos at Work Regulations 2006 requires Unity to manage asbestos in non domestic premises. Although only common parts of domestic premises are covered within the regulations Unity intend to treat the management of asbestos consistently throughout the stock as if the private areas of our properties are also covered by the regulations.

On May 20th 2004 CAW Regulation 4 created 'duty holders' who are responsible for compliance with the legislation. This role falls to Unity Housing Association, with a responsibility to ensure that a fully functioning Asbestos Management Plan is produced. Through this plan Unity will:

- Comply with its legal obligations to the contractors that the Association employs.
- Comply with its legal obligations to limit the occurrence of asbestos dust being released into the atmosphere.
- Ensure that its legal requirement not to introduce or reintroduce asbestos containing materials into the property is met.

## 2. Identification Of Asbestos Containing Materials

2.1 It is the Association's intention that asbestos is identified, prioritised and managed in accordance with legal requirements.

2.2 These regulations will involve the identification of asbestos containing materials, the management of the asbestos by prioritisation and the regular inspection of all asbestos containing materials as previously determined.

2.3 The Association will draft an Asbestos Management Plan in compliance with CAW regulation 4.

## 3. Asbestos Register

3.1 All properties having asbestos containing materials will be recorded on the associations asbestos register.

3.2 Identification will be by analysis of records (desk top surveys), type 1, 2 or 3 surveys. Analysis of records can be undertaken by in house staff. Type 1, 2 or 3 surveys are conducted by competent qualified surveyors.

3.3 All asbestos, once located will be monitored in accordance with the priority and risk assessment that will be produced for each piece of asbestos containing material.

## 4. Treatment Or Removal Of Asbestos Containing Materials

4.1 The Association will remove or treat asbestos in accordance with best practice. It will not automatically remove asbestos. All treatment or removal works will be carried out by a recognised registered and certificated contractor approved by the HSE for such works where required. Works that do not require an approved contractor will only be undertaken by a competent contractor.

4.2 The Association will ensure that the contractors employed, are scrutinised against set criteria and meet all necessary professional and legal requirements.

## 5. Notification To Tenants

5.1 To avoid possible challenges of negligence at some future date the Association will advise tenants of any asbestos containing materials currently located in the property.

- Tenants will be advised what asbestos has been discovered in the property. It will not advise tenants on how to treat the materials for decoration etc.
- Tenants will be instructed to inform the Association of any damage immediately.



## 6. Asbestos Procedure

6.1 Unity has a procedure to cover the management of asbestos containing materials, surveys, treatment and removal.

6.2 The procedures will be influenced by changes in the law, internal arrangements and through review.

## 7. Standards Of Performance

7.1 Asbestos will largely be dealt with whilst the property is void and therefore the works will form part of the void works. Where works arise whilst the property is occupied, Unity will seek to meet the tenant's requirements in responding to a report of damaged asbestos containing materials within the agreed response times specified in the Asbestos Procedure and are subject to review.

7.2 The current targets for responsive repairs are as follows:

- Emergency 24 hours, complete or make safe
- Routine Complete within 90 days (allows for notification to HSE)

7.3 All properties that become void will be inspected for asbestos containing materials, by technically competent consultants (Unless previously inspected).

## 8. Planned & Cyclical Maintenance

8.1 The Association will ensure that planned and cyclical works take account of all known asbestos.

## 9. Tenants' Improvements

9.1 Where tenants indicate that they wish to carry out improvements to their homes subject to securing permission from Unity to do so, information will be provided to them regarding any known asbestos containing materials.

## 10. Budgeting

10.1 An annual Asbestos budget will be prepared in advance of each financial year, taking account of:

- The prioritisation and condition of the known asbestos containing materials
- Available resources

## 11. Contractors

11.1 Unity has set policies and procedures covering the appointment and regulation of contractors.

11.2 Contractor Performance will be closely monitored in terms of workmanship and responsiveness.

## 12. Policy Review

12.1 Unity will review this policy regularly and provide interim review should the governing policy or procedures determine.

12.2 The policy will be subject to approval by Unity's Board, or delegated committee.

12.3 This Policy is owned by the Maintenance Manager and was produced in December 2004.

12.4 This policy was reviewed in September 2006, July 2009, June 2011, June 2013 and October 2014. It will be reviewed again in October 2016.