



Asbestos Safety Policy

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1. Purpose

- 1.1. This policy sets out how Hull Churches Housing Association Limited (the Association/HCHA) will comply with its asbestos safety duties and manage asbestos risks across its housing stock, offices, communal areas and other premises under its control. It supports safe homes, safe workplaces and effective compliance with the Control of Asbestos Regulations 2012, the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015 and relevant Health and Safety Executive guidance.

2. Scope

- 2.1. This policy applies to all properties, communal areas, offices, stores and other buildings owned, leased, managed or maintained by HCHA, where asbestos-containing materials are present or may reasonably be presumed to be present. It applies to all employees, board members, contractors, consultants, managing agents and others who may plan, procure, supervise or carry out works that could disturb building fabric.
- 2.2. For domestic dwellings, this policy applies to areas where HCHA has maintenance or repair responsibility, including common parts of blocks and shared buildings. For individual tenanted homes, HCHA will still take reasonable steps to identify and manage asbestos risks before works are carried out.

3. Policy Statement

- 3.1. HCHA is committed to protecting residents, leaseholders, employees, contractors, visitors and the public from the risks associated with asbestos-containing materials. The Association will identify, assess and manage asbestos risks so far as is reasonably practicable, and will ensure that asbestos is not disturbed during day-to-day occupation, repairs, maintenance, refurbishment or demolition works.

4. Legal and Regulatory Framework

- 4.1. HCHA will maintain arrangements designed to meet relevant legal and regulatory requirements, including the duty to manage asbestos in non-domestic premises and the common parts of multi-occupancy domestic premises. These arrangements will include identifying asbestos-containing materials, recording their location and condition, assessing risk, preparing and implementing an asbestos management plan, monitoring the condition of materials and providing asbestos information to anyone liable to disturb them.

5. Roles and Responsibilities

5.1. The following roles have key responsibilities

- Board: has overall accountability for ensuring that effective asbestos safety governance, resources and assurance arrangements are in place.
- Chief Executive: is accountable for implementing this policy, ensuring competent support is available and reporting significant asbestos safety matters to the board.
- Staff and contractors: must follow this policy, check asbestos information before starting work, stop work if suspected asbestos is discovered, report concerns immediately and only carry out asbestos-related work if they are competent, authorised and appropriately trained.
- Duty Holder - Property Services Coordinator: manage day-to-day compliance. Maintain the asbestos register, oversee surveys and re-inspections, control asbestos information, manage contractor access to information, monitor actions and escalate risks.
- Tenants and Residents: Report repairs and hazards, allow reasonable access for inspections and works, and follow safety information provided by the Association.

6. Asbestos information, surveys and register

- 6.1. HCHA will maintain an asbestos register for relevant premises and update it when surveys, inspections, works or removals change the known asbestos position. Where asbestos information is incomplete, materials will be presumed to contain asbestos unless there is strong evidence that they do not.
- 6.2. Management surveys will be used to support ongoing occupation and routine maintenance. Refurbishment or demolition surveys will be completed before intrusive works begin where the works could disturb building fabric. Surveys will be carried out by competent surveyors using appropriate methods and quality controls.
- 6.3. The Association will use competent contractors and consultants with appropriate qualifications, experience, insurance and accreditation for the work being undertaken. Contractor performance will be monitored through document checks, sample audits, tenant feedback, post-inspection where appropriate and review of overdue actions.

7. Risk management and asbestos management plan

- 7.1. HCHA will maintain a proportionate asbestos management plan setting out how asbestos risks will be controlled. The plan will identify responsible persons, site-specific asbestos information, risk ratings, monitoring arrangements, control measures, communication arrangements, emergency procedures and actions required to reduce risk

- 7.2. Asbestos-containing materials that are in good condition and unlikely to be disturbed will normally be managed in place and regularly inspected. Damaged or higher-risk materials, or materials likely to be disturbed by planned works, will be prioritised for repair, encapsulation, protection or removal by competent contractors.

8. Repairs, maintenance and planned works

- 8.1. No work that may disturb the fabric of a building will start until relevant asbestos information has been checked and, where necessary, a suitable survey has been completed. Work orders, specifications and contractor instructions will include asbestos information and clear requirements to stop work if unexpected suspect materials are found.
- 8.2. Only suitably competent and authorised contractors will carry out work on asbestos-containing materials. Licensed asbestos work will only be undertaken by a contractor holding the required licence, and relevant notification, air monitoring, waste consignment and completion records will be retained.

9. Emergency procedures

- 9.1. If asbestos or suspected asbestos is disturbed, work must stop immediately. The area must be isolated, access prevented, the duty holder informed and specialist advice obtained. HCHA will arrange assessment, sampling if required, cleaning, air testing and remedial works as appropriate. Residents, employees and contractors will be kept informed where they may be affected.

10. Tenant communication

- 10.1. HCHA will provide clear, accessible information to tenants about asbestos where it is relevant to their home, communal areas or planned works. Tenants will be advised not to drill, sand, scrape, cut or otherwise disturb suspect materials and to report damaged materials promptly. Communication will be proportionate, factual and designed to avoid unnecessary alarm while supporting safe behaviour.

11. Training and competence

- 11.1. Relevant employees will receive asbestos awareness or duty-to-manage training appropriate to their role. Staff who commission, manage or inspect works will receive additional instruction on asbestos information, surveys, contractor controls, emergency arrangements and record keeping. Contractors must demonstrate suitable competence before appointment

12. Records, monitoring and assurance

12.1. HCHA will keep records of asbestos surveys, registers, risk assessments, management plans, inspections, works, removals, air monitoring, waste documentation, contractor competence checks, training and incidents. Compliance will be monitored through management reporting, sample checks, audit activity and action tracking.

13. Review

13.1. This policy will be reviewed at least every three years, or sooner following significant legislative change, regulatory change, audit findings, incident learning, organisational change or a material change in asbestos risk profile. The asbestos management plan and asbestos register will be reviewed at least annually and sooner where new information or changes arise.