

# COUNCIL HOUSING SERVICE ASBESTOS MANAGEMENT POLICY 2026

This policy incorporates current regulations and best practices for asbestos management within Council properties.



# Glossary of Terms

**Accuserv / MRI Housing / TCW (Compliance Workbook):** Digital systems used by the Council to record, manage, and monitor property compliance data, including asbestos survey information, remediation records, and inspection dates.

**Air Clearance:** A test carried out following asbestos removal work to confirm that airborne fibre levels are below the control limit and the area is safe for reoccupation.

**Asbestos:** A group of naturally occurring fibrous minerals formerly used in construction materials for insulation and fireproofing, now banned due to health risks associated with inhalation of the asbestos fibres.

**Asbestos-Containing Material (ACM):** Any material or product that contains asbestos fibres, such as insulation boards, ceiling tiles, or pipe lagging.

**Asbestos Register:** A live record listing all identified or presumed ACMs within Council properties, including their type, location, condition, and any remedial works undertaken.

**Asbestos Survey:** A formal inspection carried out by a competent surveyor to locate and assess the condition of ACMs within a property. Surveys may be management, refurbishment, or demolition types.

**Communal Areas:** Shared spaces within residential or commercial properties (e.g., stairwells, corridors, plant rooms) accessible to multiple occupants.

**Competent Person:** An individual with the appropriate training, knowledge, and experience to safely carry out asbestos-related work or make informed decisions regarding asbestos management.

**Control of Asbestos Regulations 2012 (CAR 2012):** The UK legislation governing the management, use, and removal of asbestos to prevent exposure and protect health.

**Contractors:** External organisations or individuals engaged by the Council to undertake maintenance, refurbishment, or asbestos-related works. Contractors must demonstrate competence and hold the necessary accreditations.

**Duty Holder:** The person or organisation responsible for managing asbestos risks in non-domestic premises under CAR 2012. In this policy, the Chief Executive acts as the Duty Holder.

**Health and Safety Executive (HSE):** The UK government agency responsible for enforcing health and safety laws, including asbestos regulations.

**High-Risk Building:** A building classified as communal or commercial stock, or any structure where the likelihood or consequence of asbestos exposure is considered significant.

**Non-Compliance:** Any incident or situation that may breach legal or regulatory requirements, or poses a risk to health and safety in relation to asbestos management.

**Reinspection Programme:** A scheduled process for re-examining ACMs to confirm their condition and ensure the asbestos register remains current.

**Remedial Works:** Actions taken to address asbestos risks, such as encapsulation, sealing, or removal of ACMs.

**Risk Assessment:** The process of identifying asbestos hazards, evaluating the level of risk, and determining appropriate control measures.

**Void Property:** A vacant Council-owned dwelling awaiting re-let. Properties with asbestos surveys older than three years must be re-surveyed before new tenants move in.

**Written Scheme of Control:** A documented procedure outlining how asbestos-related risk will be managed and controlled during maintenance, refurbishment, or demolition works.

## 1. Policy Statement:

The Council is committed to complying with the Control of Asbestos Regulations 2012 and associated guidance to eliminate or minimise asbestos exposure risks for staff, visitors, and occupants in Council buildings, including individual council house dwellings.

## 2. Aim:

This policy outlines the key principles for effective asbestos management, establishing a framework to comply with regulations.

## 3. Duty to Manage:

The Council will identify, manage, and monitor all asbestos-containing materials (ACMs) within its properties, prioritising risk reduction.

## 4. Duty Holder Responsibilities:

- 4.1 Appointed Roles: The Chief Executive is the duty holder, appointing responsible persons (Strategic Directors, Head of Housing, Housing Repairs Manager, Housing Operations Manager, Property Compliance Officer and the Health and Safety Lead) to manage asbestos within their control areas).
- 4.2 Health and Safety lead: The Health and Safety Lead is responsible for monitoring and assessing the risk of failure to comply with health and safety requirements outlined by the Regulator of Social housing. The Housing Repairs Manager has delegated authority to carry out this function within the housing service.
- 4.3 We will:
  - Conduct assessments to identify and determine risks from potential asbestos presence.
  - Develop and maintain a written Asbestos Management Plan (AMP) for each building, specifying control measures.

Ensure the AMP includes:

- Adequate measures for monitoring ACM condition.
- Proper labelling and monitoring of locations containing asbestos.
- Maintenance or safe removal of ACMs, as necessary.
- Provision of information about ACM location and condition to anyone liable to disturb it (including emergency services).
- Regular review and updates of the AMP (especially upon suspicion of plan invalidity or significant building changes).
- Implement measures specified in the AMP.
- Record measures taken for AMP implementation.
- Ensure that High Risk Buildings are reinspected every 5 years. High Risk buildings are those that classed as communal or commercial stock.

- 4.4 The Housing Repairs Manager is responsible for:
- A 10-year programme for re-surveys of all domestic properties within the Council Housing Stock.
  - A 5-year programme for re-surveys of all high-risk buildings within the Council Housing Stock.
  - All void properties with a current asbestos survey over 3 years old will be re-surveyed before re-let. An up-to-date survey will be provided to new residents at their property sign up
  - Ensuring all residents can view the latest asbestos survey for their home.
- 4.5 Housing Repairs Surveyors and support staff: will co-ordinate asbestos-related tasks, ensuring:
- Works are undertaken following approved safe systems of work.
  - Asbestos survey information is considered during work planning.
  - Contractors are provided with knowledge of ACMs and are competent to work safely with asbestos
  - Duty holders and responsible persons are informed of asbestos safety concerns.
  - All asbestos surveys, removal projects, and air monitoring results are kept up to date
  - Duty holders and responsible persons are promptly advised of asbestos management issues.
  - Asbestos-related works are monitored and completed appropriately (clearance, air monitoring, clearance certificates)
  - Asbestos registers are maintained and updated.
- 4.6 All contractors required to work with asbestos will be licensed and” must
- Asbestos removal
  - Testing
  - Surveying
  - Air clearance

## **5. Managing Asbestos**

- 5.1 All properties built since 2000 are free from Asbestos in accordance with legal requirements.
- 5.2 Existing Asbestos Management:
- Undamaged and undisturbed ACMs will be left in place, with their condition monitored and periodically assessed.
  - Damaged, deteriorating, or inadequately sealed ACMs will be removed or encapsulated to prevent fibre release.

### 5.3 Non-Compliance / Escalation Process

- Our definition of non-compliance is any incident which has the potential to result in a potential breach of legislation or regulatory standard, or which causes a risk to health or safety. All non-compliance issues will be reported and escalated as soon as possible, and no later than 24 hours after the incident occurred or becoming aware of it.
- Any non-compliance issue identified at an operational level will be formally reported to the Housing Repairs Manager and/or Housing Operations Manager and The Health and Safety Lead in the first instance, who will agree an appropriate course of corrective action.
- In cases of serious non-compliance, the Housing Repairs Manager will consider whether it is necessary to disclose the issue to the Regulator of Social Housing as required by the regulatory framework, or any other relevant organisation such as the Health and Safety Executive.

## 6. Information and Training

Maintain robust asset information and ensuring adequate and ongoing training for key staff involved in asbestos management is a key priority for the housing service.

### 6.1 This is achieved by:

- Completion of asbestos surveys, which form the basis of an effective management system. Objectives include:
  - Maintaining a register of ACM nature, location, and extent within all premises.
  - Eliminating or effectively controlling asbestos risks in establishments.
  - Informing building users, contractors, and employees about ACM locations for necessary precautions.
- Competency levels will be established, with proof required before personnel deal with asbestos or related works. This applies to employees, contractors, and consultants.

## 7. Data and Record Keeping

- We will maintain a core asset register of all domestic properties, garages and communal blocks and areas that the Council own.
- We will set out which properties are and are not required to be included on the asbestos re-inspection programme.
- The asbestos register will be regularly updated with information from surveys. Records will be held on Asbestos and will include location plans for each entry.
- Information on the register will include details of ACM with information on the type, location and condition.
- We will hold inspection dates, surveys and current status.
- Details of remediation works and evidence of completion of works will be held in asset management systems.
- Information from the register will be available to Council staff.

- All contractors are informed of the location of asbestos before building works commence.
- When remedial measures are necessary, the Council's consultant or contractor must comply with relevant regulations. These measures will be recorded, and the asbestos register will be updated accordingly.
- Proper reporting and notification procedures will be followed throughout remedial operations.

## 8. Performance Monitoring

### 8.1 Inspection Programme

As advised above the Council adopt the below re-survey process:

- 10-year programme for re-surveys of all domestic properties within the Council Housing Stock.
- 5-year programme for re-surveys of all high-risk buildings within the Council Housing Stock. This includes for all communal areas to sheltered complex's and stairwells/shared spaces for communal flats.
- All void properties with a current asbestos survey over 3 years old will be re-surveyed before re-let.
- Performance information will be reported to the Senior Leadership Team on a quarterly basis. Annual Performance is also reported via our website and tenant newsletters. Information will also be further reported as part of our annual Tenant Satisfaction Measures and submitted to the Regulator of Social Housing.

## 9. Accessibility

- 9.1 Hinckley and Bosworth Borough Council is committed to ensuring that all tenants can access and understand this policy, regardless of disability, language, or communication needs.
- 9.2 We will provide the policy and related documents in alternative formats upon request, including but not limited to:
- Large print
  - Braille
  - Audio format
  - Easy-read versions
  - Translations into other languages
- 9.3 We will also make reasonable adjustments to support tenants with disabilities in understanding and engaging with tenancy-related processes, in line with the Equality Act 2010.
- 9.4 Staff will be trained to identify and respond to accessibility needs and will offer support or sign posting to appropriate services where necessary.
- 9.5 We will provide services fairly and make reasonable adjustments for those who need them (e.g., translation, accessible communication, support for vulnerable residents).

## 10. Tenant Involvement and Engagement

- 10.1. We consider good communication essential in the effective delivery of asbestos safety, therefore we will align our approach with the tenant engagement framework and communication strategy. This will support tenants in their understanding of asbestos, advise them of how they can manage any risk if there is asbestos within their property, and encourage them to report any asbestos safety concerns.
- 10.2. We also aim to successfully engage with vulnerable and hard to reach tenants. We will share information clearly and transparently and will ensure that information is available to tenants via publications and information on our website.
- 10.3. We will ensure that information about ACMs (known, presumed or strongly presumed) is available to tenants who are liable to disturb it, accidentally or during work.