



Asbestos Risk Reduction and Management Policy

Version: 2025.1

Review Date: July 2026

Approved By: Board

Applies To: All client, staff, contractors and visitors of Aves Housing

1. Introduction

This policy establishes a comprehensive framework for identifying, assessing, controlling and monitoring asbestos risks across all properties and activities managed by Aves Housing.

It sets out our commitment to preventing asbestos exposure, protecting health and safety, and ensuring compliance with all relevant legislation and guidance.

2. Scope

This policy applies to:

- All communal and individual premises owned, managed or occupied by Aves Housing
- All building fabric, fixtures, fittings and plant that may contain asbestos

3. Definitions

- ACM Asbestos Containing Material
- Friable ACM Material that can be crumbled to dust by hand pressure, releasing fibres
- Management Survey Inspection to locate and assess the condition of ACMs for ongoing management
- Refurbishment/Demolition Survey Detailed inspection to identify all ACMs before any structural works
- Duty Holder Person or organisation with overall responsibility for asbestos risk management
- Responsible Person Designated individual overseeing day-to-day asbestos controls

4. Legal and Regulatory Framework

We comply with:

- Health and Safety at Work etc. Act 1974 for general duties of care
- Control of Asbestos Regulations 2012 for identification, risk assessment, management, removal and disposal
- HSE Guidance HSG264 (Asbestos: The survey guide) for management surveys
- HSE Guidance HSG248 (Asbestos: The analysts' guide) for sampling and analysis
- HSE Guidance HSG210 (Asbestos essentials) for small-scale removal
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 for notifiable asbestos-related incidents

5. Roles and Responsibilities

Role	Responsibilities
Board & Senior Leadership Team	Endorse policy; allocate resources; receive audit reports
Health & Safety Lead	Maintain register; commission surveys; review risk assessments; report to senior leadership
Maintenance Lead	Oversee day-to-day controls; arrange re-inspections; liaise with contractors and residents
Maintenance Operatives	Undertake non-licensed works under safe systems; update register after any interventions
Contractors	Provide evidence of training/licence; submit method statements; adhere to CAR 2012 requirements
Employees and Clients	Comply with signage and safe working instructions; report any damage or suspected ACMs

6. Asbestos Survey and Register

- Management Survey every two years by a UKAS-accredited surveyor
- Refurbishment/Demolition Survey before any work affecting fabric or services
- Maintain an electronic Asbestos Register with:
 - Location, type and condition of each ACM
 - Risk rating (low, medium, high)
 - Photographic evidence and sample analysis results
 - Date of next inspection

7. Risk Assessment

- Systematic evaluation of each ACM's condition and potential for fibre release
- Use a risk matrix combining likelihood (damage or disturbance) and consequence (exposure level)
- Identify who may be exposed (maintenance staff, contractors, residents)
- Document control measures and review whenever:
 - Condition changes
 - Building use is altered
 - Refurbishment or demolition works are planned

8. Control Measures

- Label and secure all known ACMs with durable warning signage
- Encapsulate or enclose ACMs when removal is not immediately necessary
- Prohibit any unplanned drilling, cutting or sanding of ACMs
- Implement safe work methods for low-risk tasks under Asbestos Essentials procedures
- Deploy appropriate personal protective equipment, including RPE and disposable coveralls
- Use HEPA-filtered vacuum cleaners and wet techniques to suppress dust

9. Licensed Removal and Disposal

- Engage only CAR 2012-licensed contractors for medium and high-risk removals
- Require contractors to submit:
 - Detailed Risk Assessment and Method Statement (RAMS)
 - Notification to HSE at least 14 days before work
- Conduct pre- and post-removal air monitoring with a UKAS-accredited laboratory
- Obtain a Written Clearance Certificate before reoccupation
- Manage asbestos waste via an authorised waste carrier and licensed disposal site
- Retain consignment notes for a minimum of 5 years

10. Emergency Procedures

- Immediate evacuation of affected area on discovery of damaged or disturbed ACMs
- Isolate the zone and post warning notices
- Notify the Responsible Person and Health & Safety Lead without delay
- Commission an emergency inspection, sampling and air testing
- Engage licensed remover if remediation is required
- Report any significant releases under RIDDOR within 10 days

11. Communication and Consultation

- Provide building-specific asbestos information packs for staff, contractors and residents
- Display site plans indicating ACM locations in accessible areas
- Hold toolbox talks prior to works in ACM-affected zones
- Establish a clear reporting channel (email/phone) for asbestos concerns

12. Training and Competence

- All employees to complete annual Asbestos Awareness training (minimum HSE P402 level)
- Maintenance staff to attend refresher courses every three years
- Responsible Person to hold management-level asbestos training (P405)
- Contractors to demonstrate up-to-date CPD records or certification for relevant licence class

13. Health Surveillance

- Offer baseline and periodic lung function tests for maintenance and removal operatives
- Record all health surveillance outcomes and maintain confidentiality
- Trigger further medical evaluation if surveillance indicates potential asbestos-related changes

14. Record Keeping

- Retain all Asbestos Registers, survey reports, risk assessments, RAMS, notifications, air test results, licence documentation, training records, incident reports and consignment notes for at least five years
- Archive historic records securely for a minimum of 40 years to comply with long-latency disease requirements

15. Monitoring, Audit and Review

- Quarterly site inspections by the Responsible Person to verify register accuracy and ACM condition
- Annual internal audit by Health & Safety Lead to check compliance with CAR 2012 and policy requirements
- Policy review every 12 months or sooner following:
 - Asbestos incidents or near-misses
 - Changes in legislation or HSE guidance
 - Portfolio expansion or major refurbishment projects

16. References

- Health and Safety at Work etc. Act 1974
- Control of Asbestos Regulations 2012
- HSE HSG264, HSG248, HSG210
- RIDDOR 2013

17. Appendices

- Appendix A: Sample Asbestos Register Template
- Appendix B: Emergency Incident Report Form
- Appendix C: HSE Notification Template for Licensed Works
- Appendix D: Glossary of Terms