

ASBESTOS

POLICY

2017 – 2020

Policy Owner		Policy Manager	
Asset Maintenance Manager		Facilities Co-ordinator (Asbestos)	
Next Review Date			
March 2020			

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1 Purpose of the Asbestos Policy

This policy sets out:

The purpose for which it will be used

The line management responsibility

Statement of Intent

How RCH will report and review

This policy document is to ensure Riverclyde Homes (RCH) fully complies with all current Asbestos Legislation including the Control of Asbestos Regulations (CAR) 2012.

RCH has also prepared relevant documents available to staff and / or the public to view:

- RCH Asbestos Management Plan:

<J:\Facilities Management\Public\Asbestos Management\RCH Asbestos Management Plan March 2019\Version 14 - 02.04.2019 - final.pdf>

- Asbestos – Your Guide to:

FINDING ASBESTOS IN YOUR HOME - [asbestos | River Clyde Homes](#)

River Clyde Homes recognises its responsibility to ensure that an effective Asbestos Management Plan is in place to promote the safety and security of tenants, owners, staff and users of its homes and buildings and to protect the asset value of those buildings it owns and manages.

Operation of the Policy ensures RCH meets its legal requirements under Asbestos. The principle legislation in this area is as follows:

The Control of Asbestos Regulations 2012
The Health & Safety at Work Act 1974
The Management of Health & Safety at Work Regulations 1999
Construction Design and Management Regulations 2015
Approved Codes of Practice (ACOP) L143 "Managing and working with Asbestos"
Asbestos "The Survey Guide" - HSG 264

2 Line Management Responsibility

The Chief Executive, Directors, and Heads of Service are responsible, so far as reasonably practicable, for ensuring the health and safety and welfare at work of all employees in their respective departments.

In particular where they are responsible for staff who may be required to deal with asbestos containing materials they will:

- Ensure the adequate resources are made available to enable and ensure suitable arrangements for the management of asbestos are implemented. Arrangements will include requirements for asbestos surveys, Riverclyde Homes Policy is to conduct Refurbishment surveys to all its domestic void properties. Other arrangements may be to arrange suitable analytical testing or where necessary controlled asbestos removal works;

- Ensure that where specialist technical expertise, in relation to asbestos, is not directly available within their department, suitable arrangements are in place to obtain any required information. This can be obtained for Riverclyde Homes Facilities Co-ordinator (Asbestos) located within the Asset Management team.
- Ensure that Riverclyde Homes staff have been provided with the appropriate information and training on work being undertaken in areas containing asbestos. All new permanent members of staff dependant on their job role will be provided with Asbestos Awareness and will attend regular refresher training.

3 Statement of Intent

Riverclyde Homes will ensure that all locations with asbestos containing materials are identified and recorded and this information is available to all who need it. Properties where there is no asbestos information available, it will be presumed the materials within the property contain asbestos until proven otherwise.

4 Policy and how it will be reviewed

A comprehensive Asbestos Management system is in place and maintained. This includes an Asbestos Management Plan / Procedures and Asbestos register required to ensure compliance with The Control of Asbestos regulations 2012.

The Facilities Co-ordinator (Asbestos) will be responsible for ensuring the Asbestos Register of all properties where asbestos containing materials have been identified is maintained. Riverclyde Homes has an electronic database

for recording and storing asbestos information and all files associated are linked to the “W” drive of the associations IT system.

The Policy will be reviewed annually and updated, and approved by the Performance and Service committee every 3 years, or sooner in light of any new legislation or regulation change impacting on Asbestos Management or through any issues requiring alteration from RCH system audits.

5 Access and Communication

RCH is committed to ensuring that our services are accessible to everyone. RCH will seek alternative methods of access and service delivery where barriers, perceived or real may exist, that may make it difficult for people to work for us or use our services.

In accordance with the tenancy agreement, rights of access must be given at all times to any works being carried out in relation to compliance.

6 Equality, Diversity and Human Rights

RCH is committed to ensuring that no person or group of persons will be treated less favourably than another person or group of persons and will carry out our duty with positive regard for the following core strands of equality; Age, Disability, Gender, Race, Gender Re-assignment, Sexual Orientation, maternity, pregnancy, marital status and Religion and/or Belief.

RCH will also ensure that all services and actions are delivered within the context of current Human Rights legislation. Staff and others with whom RCH works with will adhere to the central principles of the Human Rights Act (1998).

This Policy should be read in conjunction with:

RCH Asbestos Management Plan – Version 13

7 Complaints

Any complaints in regard to Asbestos Management will be dealt with in line with the RCH Complaints Policy. Complaints can be submitted:

Online:

www.riverclydehomes.org.uk

Mail:

102-112 Roxburgh Street,
Greenock,
PA15 4JT

E-mail:

customerexperience@riverclydehomes.org.uk

Telephone:

0800 013 2196

8 Implementation

Customer Experience staff will receive training to ensure awareness of the RCH ASBESTOS Policy to be able to direct any customer enquiries they may receive.

The Executive Director-RCH has ultimate responsibility for the operation and effective implementation of the Policy and for ensuring it is reviewed in line with the schedule outlined below in Section 4.

9 Consultation

RCH H&S Team have been consulted in the development of this Policy.

10 Approval, formulation & reviewing of the Policy

Responsible committee for approving and monitoring implementation of the Policy and any amendments to it	P&S Committee
Responsible person for formulating Policy and reporting to committee on its effective implementation	RCH – Executive Director

Responsible person for formulating, reviewing and monitoring implementation of procedures	RCH – Head of Asset Planning and Development
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11 Amendment Log

Date of revision:	Reason for revision:	Consultation record:	Record of amendments:
final version of the Policy- approved on 12.12.2017	Not applicable	See section 9	Not applicable
25.03.2019	Annual review	See section 9	Not applicable