

CROYDON COUNCIL HOUSING

# Asbestos Management Policy

The Policy outlines the London Borough of Croydon's approach to Asbestos management in the Councils owned, and managed properties.

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## 1. Purpose

- 1.1. Croydon Council's aim is to proactively manage the potential risk to health arising from asbestos-containing material in buildings owned or managed by the Housing Directorate. This policy and accompanying Asbestos Management Plan set out the steps to identify, assess and control asbestos-related risks.
- 1.2. The council owns circa 14,000 residential properties and 2,000 garages and outbuildings, some of which will contain varying levels of asbestos. The objective of this policy is to ensure all reasonable steps are taken to prevent the risk of exposure to asbestos to staff, contractors, and visitors to our homes, in a manner that could adversely affect their health.

## 2. Statement of intent

The Council is committed to:

- 2.1 Identifying, assessing, and monitoring Asbestos-Containing Materials within housing stock and any other areas under its control.
- 2.2 Maintaining an asbestos register and carrying out periodic risk and priority assessed asbestos re-inspection programmes, and where appropriate based on risk asbestos removal with associated works.
- 2.3 Implementing and maintaining an effective Asbestos management plan (AMP) to ensure that all asbestos containing materials are maintained in a safe condition or alternatively are removed.
- 2.4 Making the information on the housing management system (NEC) freely accessible to those likely to disturb the fabric of the building.
- 2.5 Engaging appropriately trained, qualified, and competent persons to undertake any work with asbestos containing material (ACM), including their safe management, surveying, and abatement/removal.
- 2.6 Ensuring that suitable arrangements are in Housing to enable staff, who may during their work encounter asbestos, to attend asbestos training appropriate to their area of work and level of responsibility/duty.
- 2.7 Managing the risks from all known or suspected asbestos-containing materials in communal areas and where reasonably practicable, take steps to manage the risk from Asbestos Containing Materials within domestic premises.
- 2.8 Undertaking periodic re-inspections and when required, commission further surveys to ensure that all Asbestos Containing Materials have been identified and addressed before commissioning/undertaking any form of refurbishment work.
- 2.9 Provide adequate resources in support of this asbestos management plan.
- 2.10 Regularly review the asbestos management plan, process and procedure document every 3 years, or approved timescale.

### 3. Scope

This policy applies to:

- 3.1 All non-domestic buildings owned or managed by London Borough of Croydon where the responsibility for maintenance and management of the building fabric is under the control of London Borough of Croydon. This specifically includes communal areas to residential buildings, offices, commercial units and community centres.
- 3.2 Building specific lease or management agreements may define legal responsibility clearly and this will be adhered to also. Where such leases or agreement terms are not clearly defined in terms of asbestos responsibilities the default position for any non-domestic buildings owned or managed is that the Housing Directorate will actively manage that risk until a time when clearly defined legal responsibility can be evidenced.
- 3.3 The policy applies to domestic dwellings, outbuildings on housing land and garages to the extent of asbestos identification and control measures during maintenance and refurbishment works that are undertaken by, or on behalf of London Borough of Croydon as well as portfolio level archetype surveys in line with the management plan.
- 3.4 This policy is targeted at assets with a construction date pre the year 2000. The current accommodation types include.
  - General needs residential blocks
  - Sheltered accommodation
  - Extra care homes
  - Hostels
  - Street properties
  - Special lets, e.g., HMOs (House of Multiple Occupation)
  - Housing estate staff offices
  - Community centres

### 4. Legal references and standards

The purpose is to ensure that London Borough of Croydon meets its obligations under the following legislation and regulations (as amended):

- The Health and Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Housing Act 2004 which introduced the Housing Health & Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations 2005.
- Control of Asbestos Regulations 2012
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Personal Protective Equipment at Work Regulations 1992
- Hazardous Waste (England & Wales) Regulations 2005

- Construction, Design and Management Regulations 2015
- Control of Pollution Act 1974
- Environmental Protection Act 1990

4.2 LB Croydon also refers to guidance and advice on how to comply with the above legislation and regulations:

- L143 - Managing and Working with Asbestos - Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance
- HSE Code of Practice (ACOP) I143 "Managing and working with asbestos"
- INDG223 - Managing asbestos in buildings: A brief Guide.
- HSG264 - Asbestos: The survey Guide
- HSG210 - Asbestos Essentials

## 5. Principles

5.1. UK regulations set out an explicit duty to preventing or controlling the risk from exposure to asbestos. The risks vary with circumstances, ranging from the occupation and safe use of a building to activities associated with the repair, refurbishment, and demolition of premises.

5.2. The Council's Housing Directorate is required to comply with the Control of Asbestos Regulations 2012 and is therefore committed to providing a safe environment for its employees, contractors and visitors, by conducting its business in a way that protects the health, safety and welfare of everyone.

5.3. Croydon Council is committed to:

- Appoint a competent and responsible person or persons to manage risk.
- Take reasonable steps to locate asbestos containing materials or presume the presence of asbestos.
- Ensuring the effective application of the Housing Asbestos Management Plan, plus all associated procedures to reduce as far as reasonably practicable the risk of exposure to asbestos fibres.
- Ensuring that suitable arrangements are in place to enable, our staff, contractors and visitors, who may, , encounter asbestos during their attendance, to attend asbestos awareness training appropriate to their area of work and level of responsibility/duty.
- Providing an asbestos register, detailing the location of all known Asbestos Containing Materials within all its maintained properties, which is accessible for contractors to consult before commencing with any disturbance works.
- Implementing an effective asbestos management strategy, based on an overall risk assessment (material and priority), to ensure that all asbestos-containing materials are managed safely.

- Undertaking periodic reinspection's as and when required, commission further surveys i to ensure that all Asbestos Containing Materials have been identified and addressed prior to commissioning/undertaking any form of refurbishment work
- Regularly review the Housing Asbestos Management Plan. This is a shared responsibility between the Council and staff on site who often occupy or visit on a day-to-day basis.

## 6. Asbestos Management Plan

6.1 Croydon Council will maintain an Asbestos Management Plan and operational guidance which shall:

- Provide additional guidance on how this policy will be implemented including the approach to monitoring, repair/removal, and management of Asbestos Containing Materials.
- Provide clear lines of responsibility for the management of asbestos risk.
- Set out key operational processes.
- Ensure that a clear and consistent process is in place to obtain access to dwellings where this is required. Tenancy enforcement action will be used where required.
- Maintain a process for dealing with unsafe situations or incidents.

## 7. Risk Assessments

7.1.LB Croydon assesses the risk associated with Asbestos Containing Materials by considering the risk from the material and the likelihood of disturbance. A summary is below:

Risk Assessment	Description
Material Risk Assessment (MRA)	Considering the material, product type, asbestos type and asbestos fibre content, and condition.
Priority Risk Assessment (PRA)	Assessing the likelihood of disturbance considering accessibility and the activities carried out in the area around the Asbestos Containing Material.
Overall Risk Assessment (ORA)	This is calculated by adding the MRA and PRA scores together.

## 8. Roles and responsibilities

### 8.1 Chief Executive

- 8.1.1. Has overall responsibility for all areas of the business.
- 8.1.2. Delegate relevant departments within a business as described below.

## **8.2. Director of Housing Estates and Improvements**

8.2.1. Policy Implementation.

8.2.2. Ensure that adequate resources are made available to enable the objectives of the policy are met.

## **8.3. Director of Property Services**

8.3.1. Responsible for delivery of the key policy objectives.

8.3.2. Responsible for designing and implementing suitable and sufficient operational procedures, including approval of the Asbestos Management Plan

## **8.4. Head of Building Safety and Compliance**

8.4.1. Responsible for the implementation of the Asbestos Management Plan

8.4.2. Will ensure all appointed individuals have the appropriate levels of skills, knowledge, education and training

8.4.3. Responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations.

8.4.4. Liaising with and monitoring enforcement actions from Health & Safety Executive (HSE) or any other enforcing authority responsible for regulating health and safety law.

8.4.5. Strategic responsibility for the management of asbestos and ensuring compliance is achieved and maintained.

8.4.6. Ensuring that all information is kept up to date in the asbestos register, and made available to contractors, visitors and staff as required.

8.4.7. Reporting on compliance performance to the Director of Housing and Estate improvement, DMT, H&S board, and the CMT

8.4.8. Ensure that any compliance and/or health and safety related issues are brought to the attention of the Director of Housing Estates & Improvement

## **8.5. Asbestos Manager**

8.5.1. The designated Competent Person for Asbestos in the Housing Directorate

8.5.2. Responsible for the day-to-day management of asbestos.

8.5.3. Take reasonable steps to locate asbestos containing materials or presume the presence asbestos.

8.5.4. Implementing and reviewing the Asbestos Policy, Management Plan, Process & Procedures

- 8.5.5. Ensuring that the requirements of the policy and management plan are met.
- 8.5.6. Advising on training for relevant members of staff within the business and for oversight of supply chain.
- 8.5.7. Ensuring that any breaches of the Asbestos Policy and Procedures are investigated and rectified.

#### **8.6. Head of Compliance**

- 8.6.1. Ensuring that this asbestos policy and asbestos management plan and asbestos register are made known to the team and to service providers alike.
- 8.6.2. Ensure service providers under your control have appropriate competency, awareness, and procedures in place to meet London Borough of Croydon's legal requirements and that asbestos is discussed in contract management meetings.

#### **8.7. Head of Asset Planning and Capital Delivery - Planned/Project works**

- 8.7.1. Prior to commissioning works to a contractor, check the asbestos register, ensure that the risk assessment and method statement prepared by the contractor encompasses this information and that the work is planned and managed in a way that prevents disturbance of any identified and presumed Asbestos Containing Materials.
- 8.7.2. Liaising with the Asbestos Team ([asbestosinhomes@croydon.gov.uk](mailto:asbestosinhomes@croydon.gov.uk)) to ensure that the site asbestos management plans are kept up to date.
- 8.7.3. Reporting any incidents and breaches of health and safety to the Compliance Team.
- 8.7.4. Ensuring their staff where applicable are conversant with asbestos management procedures, which are specific to their work area and attend appropriate asbestos training where required.
- 8.7.5. Liaising and seeking advice from the Asbestos Surveyor on any proposed changes which may potentially affect the building fabric.
- 8.7.6. Liaising with the Asbestos Surveyor to instruct Refurbishment & Demolition surveys for sufficient pre-construction information.
- 8.7.7. Adhering to the asbestos policy, its process, and procedures with all teams aware of changes and training completed where appropriate.

#### **8.8. Asbestos Surveying Contractor**

- 8.8.1. A detailed specification for the Asbestos Consultant duties is found within the specification agreement. The scope of the service covers the following activities at any Housing Service managed building for the Council:
  - Taking and analysing bulk samples as directed.
  - Undertaking Re-inspection Surveys.



- Undertaking Management Surveys.
- Undertaking Refurbishment/Demolition Surveys.
- General Consultancy Services.
- Providing procurement and pre-construction support.
- Monitoring works and analysis
- Project manage asbestos abatement works.
- Assist the Asbestos Manager in the monitoring and management of Licensed Asbestos Removal Contractors under the framework agreement.
- Provide support with data and its management for the Housing Management System (NEC).
- Attend monthly asbestos management meetings Contract Performance Meetings.

### **8.9. Asbestos Analysts and Surveyors**

- 8.9.1. Maintaining, and demonstrating UKAS accreditation relevant to the requested task.
- 8.9.2. Maintaining adequate insurance cover for the tasks to be undertaken.
- 8.9.3. Reviewing and commenting, when requested by the Asbestos Coordinator, on asbestos works such as: specifications, contractor's and or sub-contractor's Method Statement, work procedures, etc.
- 8.9.4. Carrying out analytical works and inspections as agreed with the Asbestos Coordinator. Where site conditions alter, the analyst will be required to amend the level of testing and inspections to ensure that all information relevant to the continued health and safety of the contractor and building occupants is obtained.
- 8.9.5. Checking areas on completion of asbestos remedial works to ensure that the contractor has completed his scope of works, and all affected areas have been left in a satisfactory condition.
- 8.9.6. Carrying out air monitoring tests as may be required by the Asbestos Coordinator, or his representative, or as identified in the risk assessment.
- 8.9.7. Reporting to the Asbestos Coordinator, and others as may be appropriate, any aspects of asbestos management encountered on site which could give rise to health risks e.g., breaches of the Asbestos Policy and Procedures, suspect or damaged asbestos.
- 8.9.8. Issuing formal reports, including Certificates of Re-occupation, to the Housing Services Manager on completion of any site works.

### **8.10. Contractors and sub-contractors**

- 8.10.1. Ensure that they are fully familiar with current legislation relating to the management of Asbestos Containing Materials.
- 8.10.2. Ensure that they have a clear understanding of the Council's Asbestos Policy and Procedures.
- 8.10.3. Ensure that all staff employed by them have received an appropriate level of asbestos awareness training.
- 8.10.4. Consult with any relevant asbestos registers that may be available for establishments before work progresses.
- 8.10.5. Ensure that where work may be affected by, or involves, asbestos containing materials that an approved licensed sub-contractor is engaged (unless the contractor himself is licensed) to carry out the work.
- 8.10.6. Ensure that any relevant risk assessments, method statements, statutory notices are in Housing before work commences.
- 8.10.7. To progress all works diligently but, if any suspect materials are encountered, to immediately suspend operations and to contact the Housing Services Manager for further instruction.
- 8.10.8. Provide copies of all test certificates, Certificates of Reoccupation, evidence of correct waste disposal to the Asbestos Co-Ordinator within 10 working days of the completion of the work.
- 8.10.9. Contractors and sub-contractors working for the Council are responsible for ensuring that all employees under their control reference the Asbestos Register and understand its content and actions required. They are also responsible for ensuring all employees under their control work in line with the Council Asbestos policy and management plan.
- 8.10.10. Prior to starting a job if a contractor suspects the presence of asbestos, they must not commence and must contact the Council for advice. If the property has not been previously surveyed and was constructed prior to 2000 the job must be postponed until a survey is carried out.
- 8.10.11. Reporting any incidents/breaches of health and safety to the Council Contract manager and the Compliance Team.

## 9 GDPR and Data Protection Act 2018

Housing Management recognise the commitment to ensure that all data is:

- Processed lawfully, fairly and in a transparent manner.
- Collected for a specific and legitimate purpose and not used for anything other than this stated purpose, or as provided for in our privacy and fair processing notices.
- Relevant and limited to whatever the requirements are for which the data is processed.

- Accurate, and where necessary, kept up to date. Any identified inaccuracies will be amended or removed without undue delay.
- Stored for as long as required, as specified within Housing Management's Records Retention Policy.
- Secured with appropriate solutions, which protect the data against unauthorised or unlawful processing and accidental loss, destruction, or damage.

Further information about the Council's commitment to the General Data Protection Regulations (GDPR can be found on the Council's website)

## 10 Equalities

- 10.1 The Council is committed to promoting fair and equal access to services and equal opportunities in employment, the procurement of goods and as a community leader. The Council's policies, procedures and day to day practices have been established to promote an environment which is free from unlawful and unfair discrimination, while valuing the diversity of all people.
- 10.2 Discrimination on the grounds of race, nationality, ethnic origin, religion or belief, gender, marital status, sexuality, disability, and age is not acceptable: the Council will take action to ensure no person using the Council's premises or services receives less favourable treatment or is disadvantaged by requirements or conditions that cannot be justified. The Council will tackle inequality, treat all people with dignity and respect, and continue to work to improve services for all service users.
- 10.3 The legal framework for the Council's approach is provided by the Equality Act 2010 and specifically by the Public Sector Equality Duty, under which a public authority must work consciously to eliminate discrimination, harassment, and victimisation, and to advance equality of opportunity and foster good relations between people with differing characteristics.
- 10.4 Further detail on the Duty, and the Council's approach to fulfilling its requirements, can be found on our website.

## 11 Consultation

- 11.1. Subject Matter Experts and Partners with responsibility and operational knowledge of Asbestos Management, have been consulted during the development of this policy.

## 12. Monitoring and Review

- 12.1 This policy will be reviewed every three years, or sooner if required by statutory, regulatory, best practice, emerging developments, or circumstances arising from reviews of other Council wide policies.
- 12.2 Arrangement for a full internal audit of our Asbestos processes will be undertaken by the Council's Internal Auditors. The full scope of the audit will be

agreed with the Internal Auditors, the Head of Building Safety, the Head of Compliance, and the Director of Assets and Repairs.

## 13. Document Control

13.1. This is a controlled document and should not be changed unless by authorisation of the policy owner.

Monitoring		
Approved Date:	06.03.2025	
Next Review Date:	Jan 2028	
Effective date:	22.03.2025	
Consultation Review		
Stakeholders review:	29.02.2025	
Legal review date:	05.03.2025	
Policy owner:	Director of Housing Management	
Ratified by:	Housing DMT on 06.03.2025	
Equality impact assessment:	The impact of this policy will be measured as it is implemented and used as part of a scheduled 1-year implementation compliance review.	
Version History		
Version Number	Summary of change	Author and Approver
1.0	New Policy	Developed and reviewed with subject matter experts in Housing and Partners