



North Devon Homes

Control of Asbestos Policy

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1. Purpose

North Devon Homes (NDH) is committed to providing its customers with homes that are safe, comfortable and well maintained. As such it recognises the health risks associated with breathing in air contaminated with asbestos fibres. Arrangements will be made therefore to ensure, so far as is reasonably practicable, that employees, customers and others (clients, contractors and public) who use NDH premises are not at risk from exposure to hazardous forms of Asbestos.

The arrangements will take account of current legislative requirements, codes of practice and other guidance produced by the Health and Safety Executive.

2. Principles

The following principles will apply to this policy:

- It will be open, fair and transparent
- It will reflect the current standards of operation and will be reviewed whenever industry standards, legislation or guidelines change
- It will promote consistency in the approach to the control of asbestos
- It will be positively promoted with regard to informing the company's, staff, customers and board members views and behaviour
- It will be realistic, achievable and provide value for money
- Will be periodically reviewed as set out in section 5
- It will support corporate objectives and service standards.

3. Review

We will review this policy at least once every three years or immediately following any relevant change to government policy, regulation or legislation. This will ensure that it continues to operate within best practice, achieve measurable results, and achieve continuous service improvement.

The Head of Asset Management and the Development Manager will be responsible for ensuring that policy reviews are undertaken, that appropriate consultation takes place and that revisions are reported to the Board for its approval.

4. Responsibilities

North Devon Homes' Board of Management are responsible for approving this policy and have delegated authority to the Head of Asset Management and Development Manager for ensuring that this policy is communicated and implemented.

Detailed procedures will be developed and maintained by the Head of Asset Management in line with this policy to provide further guidance during delivery of the policy.

The Head of Asset Management and the Development Manager are responsible for ensuring that staff training is provided and that staff understand the wider issues surrounding this policy, its applications and the procedure.

5. Scope

This policy sets out the responsibilities and obligations placed upon North Devon Homes for the control of asbestos.

6. Policy Statement

North Devon Homes owns circa 3300 properties, with build dates ranging from 1900 up until the current year. As a landlord NDH is required to maintain and update these properties, which means carrying out a range of invasive works that may disturb asbestos.

The person responsible for ensuring that the works carried out are done so in accordance with this Policy and any supporting documents will depend on the area of work, which is split between two departments, namely Asset Management and Regeneration and Development teams. Whoever is project lead for any works being undertaken will naturally take ownership of responsibility and this will sit with either the Head of Asset Management or the Development Manager.

Procedural arrangements will be developed to ensure that any person required to undertake building maintenance, demolition, refurbishment, repair or cleaning work will not disturb or accidentally cause the release of asbestos fibres during the course of their work. The Head of Asset Management will ensure an asbestos management plan and suitable risk assessments are developed and maintained to provide further guidance for the delivery of this policy.

The presence of asbestos in a building, including its location, condition and management arrangements will be brought to the attention of the person responsible for maintaining that building and the Responsible Person in the form of an Asbestos Management Plan document.

External contractors used to provide asbestos surveys for properties will be expected to have UKAS accreditation, thereby ensuring their competence. Companies contracted for asbestos removal will be expected to hold membership of the Asbestos Removal Contractors Association (ARCA).

North Devon Homes shall employ the services of an analyst/consultant, to provide oversight of licensed removals, including testing for Certificates of Reoccupation. They will also be engaged to give an element of quality assurance to the work of external contractors, including the quality of surveys.

Arrangements will be made to ensure that employees and contractors who may encounter asbestos during the course of their work are given appropriate training. The Head of Asset Management or Development Manager are responsible for ensuring that staff training is provided and that staff understand the wider issues surrounding this policy, its applications and the procedure.

Employees, Contractors, Consultants and/or their representatives will be made aware of the proposed arrangements for managing asbestos in any premises where they are required to work. For the effective implementation of this policy, detailed guidance will be provided to Employees, Contractors, Consultants and/or their representatives on the following aspects:

- Legal requirements
- The dangers associated with asbestos
- Where asbestos is likely to be found
- The management of asbestos in buildings, including Asbestos Register, Appointment of Contractors, removal etc

- The safe disposal of asbestos waste
- Information for contractors
- Training arrangements
- Information for and consultation with employees and customers
- Arrangements for health surveillance.

North Devon Homes will provide all customers with a copy of the asbestos survey for their property as and when it is completed. A copy will also be provided to all new customers when they move into their property.

North Devon Homes is working towards having asbestos data compliance to HSG264 for all of its domestic properties as set out in the asbestos management plan. It is the responsibility of the Head of Asset Management and the Development Manager to ensure that the asbestos database is maintained up to date with any changes in terms of asbestos removals or new asbestos found recorded.

Employees, Contractors, Consultants and/or their representatives will be consulted on the adequacy and effectiveness of measures designed to control the risk of their exposure to asbestos by considering the contents of an Asbestos Management Plan (where one has been prepared for the property).

7. Consultation

The asbestos management team and the Development Manager have been consulted in developing the policy.

A summary of consultation should be provided using the table below:

The following have been consulted in developing the policy:

Date	Consultation methodology	Challenge / impact / result
Aug 22	Asbestos management team	Changes to some roles and responsibilities
Sept 22	Development Manager	Clarification between responsibilities

8. Equality Impact Assessment

This policy will be applied fairly and consistently to all customers of North Devon Homes and in compliance with the Single Equality Act 2010 which recognises the “protected characteristics” as gender, transgender, race, marital status, pregnancy and maternity, ethnic origin, nationality, disability, sexuality, age, religion and belief.

We undertake to produce this document or parts of it on request in other languages or formats such as large print to ensure that everyone is able to access the policy.

Language Line provides all corporate translation services and they may be contacted on 0800 169 2879

We are committed to the principles of fairness and respect at North Devon Homes and therefore seek to embed statutory guidance and policy relating to Equality and Diversity into all activities.

A full EIA is not required for this policy.

Does the Policy promote equality of opportunity? Not applicable.

Next review date:	Responsible Officer
Every three years October 2025	Head of Asset Management Development Manager
Author	Related Documents
Head of Asset Management	Asbestos Management Plan