

COMPANY NAME:

Hillcrest

POLICY NUMBER:

AM37

POLICY TITLE:

Asbestos Management

This document can be produced in different formats, for example, in larger print or audio-format, and in other languages, as appropriate. We promote equality through seeking to eliminate unlawful and unfair treatment on the ground of any protected characteristic, as appropriate.

Underpinning and Supporting Documents

This policy should be read in conjunction with the following documents:

Other Policies:

- Property Maintenance Policy
- Voids Policy
- Development Policy
- Procurement Policy
- Health and Safety Policy
- Financial Regulations
- Record Management Policy
- Data Protection Policy

Compliance:

- HSG 264 the Surveyor Guide
- HSG 247 Licensed Contractors Guide
- HSG 248 The Analysts Guide
- HSG 210 Asbestos Essentials
- HSG 223 Managing in Work Place

Legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health (COSHH) Regulations 2002

- Special Waste Regulations 1996
- Hazardous Waste Regulations 2005
- The Construction Design and Management Regulations 2015
- The Working at Height (Amended) Regulations 2017
- The Confined Spaces Regulations 1997
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Best Practice:

- Regulation of Social Housing in Scotland
- Approved Code of Practice L127 (The management of asbestos)
- Approved Code of Practice L143 (Managing and working with asbestos)
- UKAS ISO 17025 Test/Sample/Monitoring;
- UKAS ISO 17020 Organisations
- HSE EM1 – Asbestos Essentials

1. Policy Statement

The aim of the Asbestos Management Policy is to outline how Hillcrest plans to fulfil its duties under the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2012 (CAR 2012). The Policy will demonstrate how it will make every effort to minimise any risk to the health of its employees, tenants, contractors and the public from asbestos in its premises.

Hillcrest will manage asbestos 'in-situ' in a responsible manner, ensuring that the safety risk is assessed and managed. Where this cannot be achieved with confidence then the asbestos will be removed.

Hillcrest will minimise the risk of exposure to asbestos by ensuring that there is an effective management framework in place to manage the risks associated with asbestos in both our domestic and non-domestic properties. This will include maintaining an effective and reliable asbestos register, implementing risk assessments, creating management plans and asbestos management procedures all as detailed in the Asbestos Management Procedure (AM37).

Hillcrest will promote positive attitudes and behaviours in relation to the management of asbestos throughout the organisation at all levels and will provide training to all staff and tradespeople who might encounter asbestos.

This policy outlines the current position and will be reviewed by the Operations Sub-Committee every three years or sooner if there is a change in statutory legislation, to reflect changes in both asbestos regulations and Hillcrest asbestos management procedures.

2. Principles

- We will continuously review current and proposed legislation, approved Codes of Practice and guidance to establish what Hillcrest needs to do to achieve compliance.
- Put in place an effective system for the management of asbestos within our properties. This will include measuring our performance by identifying key control measures which can be subject to routine monitoring and auditing to check that they are being effectively applied.
- Clearly define the roles and responsibilities of those persons who will be allocated tasks within the asbestos management policy, having due regard to their capabilities and training. This will include arrangements to cover the absence of key personnel.
- Ensure that all directors, heads of service, managers and employees are provided with adequate information, instruction and training. This is to equip staff with sufficient knowledge to ensure they are competent to undertake the roles and responsibilities allocated to them within this policy and provide them with support to help us to bring this policy into effect.
- Ensure that there are adequate resources available to successfully implement the policy, including sufficient time to allow staff to achieve, maintain and, where applicable, enhance their competency.
- Ensure that managers, employees and staff are consulted and actively involved in the review and promotion of our policy and procedures for managing the risks associated with asbestos and that these are effectively communicated across the whole organisation.
- Ensure that where there are shared responsibilities for managing asbestos, we co-operate effectively with all of the relevant parties and co-ordinate our plans to ensure that the risks associated with asbestos are effectively managed within our properties.
- Ensure that, when necessary, we appoint competent specialists to assist us in meeting our statutory obligations for Asbestos Removal works.
- We will ensure that all internal procedures supporting this policy are clear, comprehensive and available to all staff, to ensure a consistent approach to managing, implementing and budgeting for all aspects of our asbestos management service.
- Ensure that adequate arrangements are made to deal with exposure incidents or other emergencies and sufficient information is available to the emergency services to allow them to prepare their response.

3. Responsibilities

Committee and Board Members

- The Operations Sub Committee has responsibility for approving and reviewing the policy to ensure that fair, equitable, robust, and proportionate processes are being followed.
- The Operations Sub Committee will consider the policy every 3 years unless there are any legislative or substantial changes required and will approve changes as appropriate.

Senior Management Team

- The Duty Holder for Asbestos Management will be the Chief Executive with the Asbestos Coordinator taking delegated responsibilities.

The Duty Holder will ensure that;

- All reasonable steps are taken to establish where asbestos is located within all properties owned by Hillcrest and what condition it is in. This will include presumptions that asbestos containing materials are present unless there is strong evidence that they are not.
- Appropriate records of the location and condition of asbestos containing materials or presumed materials are maintained and available in an appropriate format to those who require the information.
- Where asbestos is present a risk assessment is completed, and an asbestos management plan is prepared as to how the material will be managed and that the situation is regularly reviewed.
- There are appropriate resources for the above noted points to be addressed.

The Director of Corporate Services will ensure that this policy and its appropriate procedures are regularly reviewed, and its provisions consistently followed throughout Hillcrest.

The Director of Corporate Services is responsible, in conjunction with the Director of Finance and Property, for ensuring that this policy and its procedures are resourced adequately and reviewed as appropriate.

Asbestos Coordinator

Hillcrest will have two appointed persons; Asbestos Coordinator and Depute Asbestos Coordinator.

The above appointed persons will need the resources, skills, training and authority to ensure

that the Asbestos Containing Materials (ACM's) are managed effectively.

The Asbestos Coordinator (AC) will be responsible for undertaking the responsibilities for the day-to-day management of asbestos within the organisation as detailed in the Asbestos Management Procedure (AM37).

The Health, Safety Team

The Health, Safety and Sustainability Team are responsible for auditing and ensuring compliance with legislation.

All Staff

There is a responsibility on all staff employed by Hillcrest, particularly those staff involved in repairs and maintenance works to:

- Take the time to read and understand both this policy and its related procedures.
- Provide information on the presence of asbestos containing materials to contractors and others.
- Advise the AC when they identify material they suspect may contain asbestos containing materials.
- This policy and related procedure are applicable to all employees (including temporary, contract and relief employees), agents and consultants acting on Hillcrest's behalf.
- All line managers across Hillcrest have a responsibility to ensure there are two-way communication methods established within their teams, giving their staff the opportunity to feedback, be updated and get involved with key decisions and plans that may affect them.

4. Complaints

We aim to provide a first-class service but anyone who is affected by the implementation of Hillcrest's policies and procedures can make a complaint if they are unhappy. Complaints can be made in person at any of our offices, by phone, in writing, email or by using our complaint form via our website and/or tenant app.

Document Governance and Management

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