

STATEMENT OF INTENT

Saffron Housing Trust (Saffron) fully accepts its responsibilities under The Health and Safety at Work etc. Act 1974, and all regulations made under its auspices.

Saffron recognises the hazards presented by exposing people to asbestos fibres and acknowledges that it has a statutory duty to manage asbestos containing materials (ACM's) within its assets and operations.

Saffron intends, so far as is reasonably practicable, to prevent any respiratory exposure to any person by asbestos fibres from ACM's present within its assets or operations. For the purposes of this policy where the Control of Asbestos Regulations 2012 requires a duty holder to be appointed, the duty holder is to be assumed to be Saffron.

1 PURPOSE

- 1.1 This policy is designed to ensure compliance with the UK's regulatory framework concerning the management of asbestos.

2 ASBESTOS MANAGEMENT PLAN

- 2.1 Administered by the Sustainability and Safety & Repairs teams, Saffron will:
- Undertake asbestos surveys on properties for which Saffron is the duty holder
 - Maintain a register containing the location, type, amount and condition of ACM's
 - Assess the risk of anyone being exposed to asbestos fibres in Saffron controlled properties
 - Provide information on the location and condition of ACM's to anyone likely to work on, or disturb them e.g. Saffron employees, contractors, tenants etc.
 - Where a consultant surveyor makes recommendation on management actions to take to maintain safety, i.e. removal or periodic monitoring, Saffron will make available sufficient resources to ensure that the necessary outcomes are achieved
 - Provide means to ensure the correct disposal of asbestos waste produced by Saffron work activities as demanded by The Hazardous Waste (England and Wales) Regulations 2005

3 ASBESTOS SURVEYS

- 3.1 Saffron will undertake asbestos surveys on all properties for which it is the duty holder where a survey is required by statute.

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- 3.2 A management style (standard sampling, identification and assessment survey) will usually be undertaken on Saffron properties except where renovation or demolition of a property is being considered, in which case a refurbishment and demolition style survey (full access sampling and identification survey) will be undertaken.

4 ASBESTOS REGISTER

- 4.1 The results of the asbestos surveys will be held on the asbestos register.
- 4.2 The asbestos register will be updated regularly, or where there is any change to the status of any asbestos held in a property, i.e. if removed or boxed in or, if the condition of any ACM is noted as a result of routine monitoring etc.

5 RISK ASSESSMENT

- 5.1 Saffron will undertake risk assessments on all work where asbestos fibres could be disturbed or released by its work activities.

6 INFORMATION AND TRAINING

- 6.1 Saffron will provide information from the asbestos register to any person whose work activities might result in the release of asbestos fibres in a property for which Saffron is the duty holder. This includes Saffron employees, contractors and tenants, where a request to carry out works in their home might result in the release of asbestos fibres.
- 6.2 Saffron will provide Saffron employees with training appropriate to their job role to enable them to identify and work safely on ACM's, updated where legislation or best practice becomes available, to include periodic refresher training. Saffron employees will only undertake work on ACM's that are classified as non-licensed work, and will not undertake work on any ACM's that are classified as notifiable non-licensed work (NNLW) or licenced work.

7 PERSONAL PROTECTIVE EQUIPMENT

- 7.1 Saffron will provide Saffron employees with the necessary Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) to work with ACM's as identified by risk assessment.
- 7.2 Saffron will ensure that RPE is appropriate and effective for employees by completing individual face fit testing of the RPE. Face fit testing will be repeated every three years or if there are any significant changes to an individual's facial features.
- 7.3 Saffron will provide employees with the information necessary to properly use, store and care for PPE and RPE.

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8 DISPOSAL OF ASBESTOS WASTE

- 8.1 Saffron will dispose of all asbestos waste generated through its operations in accordance with the Hazardous Waste (England and Wales) Regulations 2005.

9 RESPONSIBILITIES

- 9.1 The Saffron Board and Senior Leadership Team are responsible for ensuring sufficient resources are made available to effectively manage asbestos in Saffron controlled properties
- 9.2 The Health & Safety team are responsible for:
- Managing the asbestos register
 - Ensuring appropriate asbestos surveys are completed
 - Entering and updating records on the register
- 9.3 The Officer commissioning works to remove or work on asbestos products is responsible for taking reasonable steps to ensure the competence of employees, including those of sub-contractors, and to ensure that an effective Plan of Work in accordance with Control of Asbestos Regulations 2012 has been drawn up.
- 9.4 The Health and Safety Manager is responsible for:
- Ensuring own knowledge stays up to date
 - Advising managers on upcoming changes to legislation, HSE and other guidance such as industry best practice on asbestos management, and working on asbestos procedures
 - Auditing the work of Saffron employees, specifically safe working, adherence to risk assessments, use of PPE and disposal of asbestos waste
- 9.5 All employees are responsible for:
- Adhering to Plans of Work and risk assessments when working with asbestos, including the wearing of PPE & RPE where demanded by a risk assessment.

10 RESPONSIBILITIES

- 10.1 Disciplinary action may be taken against any employee who fails to comply with this policy. An intention to unlawfully discriminate, or deliberate failure to comply with the policy, may lead to disciplinary action against those involved.

ASBESTOS MANAGEMENT POLICY

Consulted with TSG	N/A
Approved By	Senior Leadership Team
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Officer	H&S Manager
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