



# Asbestos Management Policy

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## 1. Introduction

As a landlord, Rugby Borough Council (RBC) is responsible for the maintenance of, and repairs to, our homes, communal blocks, and other properties we own and manage, many of which will have been constructed using asbestos containing materials (ACM's). We have a legal duty to manage asbestos in these buildings.

Homes or buildings built or refurbished before the year 2000 may contain asbestos. If an asbestos containing material is disturbed or damaged, it can release asbestos fibres into the air which are a danger to health if inhaled. Workers who carry out repairs and maintenance work are at particular risk; however, occupants of buildings could also be put at risk.

This policy sets out the approach and outlines the procedures for managing ACMs in council homes owned, managed, or maintained by RBC. It ensures compliance with relevant UK legislation, including the Control of Asbestos Regulations 2012, the Health and Safety at Work Act 1974, and other applicable regulations. The purpose of the policy is to safeguard the health and safety of tenants, staff, contractors, and any other individuals who may come into contact with asbestos.

This policy forms part of our suite of landlord compliance policies, which include:

- Lift Safety Policy
- Condensation, Damp and Mould Policy
- Water Safety (Legionella) Policy
- Fire Safety Policy
- Gas Safety Policy
- Electrical Safety Policy

## 2. Scope

2.1 This policy applies to Rugby Borough Council homes.

2.2 This includes domestic properties (houses, bungalows and flats), including RBC homes being used as temporary accommodation, communal areas of any blocks, independent living schemes and their associated offices or communal spaces.

- 2.3 This policy also applies to any corporate or operational premises which are owned or managed via the Housing Revenue Account (HRA).
- 2.4 This policy is applicable to all of our staff, tenants, contractors, stakeholders and others who may work on, occupy, visit or use our premises, or who may be affected by our activities or services.
- 2.5 Compliance with this policy is mandatory for all RBC staff members.

### **3. Terms and definitions**

- 3.1 RBC is committed to ensuring that asbestos risks are effectively managed in accordance with:

- The Control of Asbestos Regulations 2012
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Hazardous Waste (England and Wales) Regulations, 2005

### **4. Responsibilities**

- 4.1 The Asset Maintenance Manager is responsible for overseeing the implementation of this policy. Key duties include:

- Developing and reviewing asbestos management procedures.
- Ensuring RBC staff receive appropriate asbestos training to enable them to undertake their duties in a safe and compliant way.
- Ensuring the provision and maintenance of an up-to-date asbestos register.
- Coordinating risk assessments and surveys for properties.
- Ensuring safe practices for managing asbestos, removal and disposal.

- 4.2 All staff members are required to:

- Report any concerns related to asbestos to the Asset Maintenance Team.
- Follow safety procedures set out in this policy and the Asbestos Management Plan 2024 when working in or around properties containing ACMs.
- Participate in regular training on asbestos awareness.
- Ensure tenants are aware of asbestos safety measures.

- 4.3 All contractors and subcontractors involved in work within council homes must:

- Hold appropriate certifications for handling and working with asbestos.
  - Always show identification when attending a property.
  - Follow all asbestos risk management procedures, including safe work practices.
  - If required, ensure proper notification and approval is obtained before commencing any work that may disturb asbestos.
  - Maintain records of any asbestos-related works carried out.
- 4.4 Tenants must be informed about the presence of asbestos in their homes and advised not to disturb any materials that may contain asbestos. They must:
- Follow advice and guidance provided on asbestos safety.
  - Report any damage or potential damage to materials that could contain asbestos.

## **5. Policy Statement**

- 5.1 If work is to be carried out in a property containing ACM's we will review the Asbestos Management Survey for that property, update it if required and provide it to the contractor who will be undertaking the work. All Asbestos Management Surveys will be conducted by a licensed asbestos surveyor.
- 5.2 We will carry out annual re-inspections of asbestos in communal areas. In council houses, bungalows or flats we will inspect or reinspect if major renovations, repairs, or demolition works are planned that may disturb ACMs.
- 5.3 We will develop and maintain a central, up-to-date asbestos register, which records the locations of ACMs in all RBC properties. This register will be made available to staff, contractors, and relevant authorities as required.
- 5.4 We will leave undisturbed any ACMs that are in good condition and unlikely to be disturbed.
- 5.5 We will, where necessary, repair or seal damaged ACMs using appropriate methods to prevent the release of asbestos fibres.
- 5.6 We will carry out asbestos removal works with licensed contractors who meet the legal requirements set out in the Control of Asbestos Regulations 2012. All removal work will be subject to risk assessments, and works will be conducted with appropriate containment measures.
- 5.7 We will take the following steps in the event that asbestos is disturbed or suspected of being disturbed:

- Evacuate the area and restrict access.
- Notify the Asset Maintenance Manager Immediately.
- Arrange for asbestos samples to be analysed.
- If confirmed, engage a licensed asbestos surveyor to assess the situation and carry out a full risk assessment.
- Follow appropriate decontamination and cleaning procedures.
- Notify relevant authorities (e.g., Health and Safety Executive) where necessary.

5.8 We will provide Asbestos awareness training to all relevant RBC staff regularly which will include:

- The risks associated with asbestos.
- The identification of ACMs and how to avoid disturbing them.
- The proper reporting procedures for potential asbestos-related hazards.
- Emergency procedures in the event of asbestos exposure.

This training will be provided upon induction and at regular intervals to ensure ongoing awareness.

5.9 We will inform tenants of the presence of asbestos in their properties when it needs to be removed, we will not disturb asbestos during works.

5.10 We will inform contractors of the findings in the asbestos register before commencing work, particularly where their activities may disturb ACMs.

5.11 We will keep comprehensive records of:

- Asbestos surveys and risk assessments.
- Asbestos removal works.
- Training records for staff and contractors.
- Reports of incidents or emergencies involving asbestos.
- Any ongoing maintenance or monitoring of ACMs.

5.12 We will share data with other agencies in line with the appropriate data protection legislation to enable the safety and wellbeing of our tenants.

## **6. Monitoring and review**

6.1 This policy will be reviewed on a three yearly cycle, unless there is a business need, change in legislation or regulation which prompts an earlier review.

- 6.2 We will publish this document on our website and our intranet to ensure visibility and access for staff and tenants.
- 6.3 We will provide training to staff who have responsibility for implementing the policy to ensure that it is understood.
- 6.4 As this is a tenant facing policy, we will review the effectiveness of the policy with our involved tenants one year from the implementation of the policy.

## **7. Related documents**

- 7.1 Health and Safety Policy
- 7.2 Safeguarding Adults and Children Policy
- 7.3 Asbestos Management Plan 2024

## **8. Governance**

<b>Effective from</b>	<b>1 July 2025</b>	<b>Expires</b>	<b>30 June 2028</b>
<b>Policy Owner</b>	<b>Asset Maintenance Manager</b>		
<b>Policy Author</b>	<b>Communities and Projects Manager</b>		
<b>Consultation</b>	<b>Tenant Consultation – 19 March 2025</b> <b>Frontline Staff Consultation – 6 May 2025</b> <b>Technical Staff Consultation – 29 May 2025</b>		
<b>Approved by</b>	<b>Chief Officer – Communities and Homes</b>		
<b>Version control</b>	<b>V1.0</b>		