



BURY COUNCIL – HOUSING SERVICES ASBESTOS POLICY

Author: Tommy Garratt - Compliance Manager

Date Approved	24/6/26
Review Date	24/6/28

1.0 POLICY STATEMENT

Bury Council Housing Services (BCHS) acknowledges its responsibility to comply with the Control of Asbestos Regulations (CAR) 2012 and other applicable laws. Our aim is to ensure that asbestos is safely managed by all employees, regardless of their level in the organisation, and that they understand their respective roles in contributing to the effective management of asbestos.

The key objectives of this policy are to establish:

- The Duties of Employers and Landlords
- Maintaining the Asbestos Management Plan
- Competent Persons & Training
- The Asbestos Register
- Our Approach to Responsive, Voids and Planned Maintenance
- Approach to Asbestos Remedial Work
- Asbestos Information
- Record Keeping
- Dealing with non-compliance

2.0 POLICY AIMS

Bury Council Housing Services has a policy that complies with the Control of Asbestos Regulations (CAR) 2012. This policy outlines how (BCHS) manages asbestos safely. In addition, the policy (BCHS) is developing an Asbestos Management Plan (AMP) which will document the controls in managing asbestos safely. The Asbestos Register holds records of the assets that contain Asbestos Containing Material (ACMs).

Bury Council Housing Services acknowledges that the main hazard in relation to asbestos is the non-identification of asbestos and the presence of ACMs. Therefore, (BCHS) will protect those potentially exposed to asbestos as far as is reasonably practical by minimizing the exposure through the use of appropriate control measures and working methods.

Bury Council Housing Services accepts that asbestos is likely to be present in the majority of its properties built before the year 2000. As a result, (BCHS) will manage these properties accordingly.

Bury Council Housing Services will follow a systematic approach to the management of asbestos to ensure it meets the requirements set out in the Control of Asbestos Regulations 2012 and other relevant legislation. This is to ensure the safety of employees, tenants, contractors, and other stakeholders.

3.0 LEGISLATION AND STATUTORY REQUIREMENTS

Bury Council Housing Services is required by law to manage the risk of asbestos in the homes and buildings they own and manage. The Control of Asbestos

Regulations (CAR) 2012 states that they must locate any asbestos-containing materials or presumed asbestos-containing materials, identify their condition and location, and assess the risk they pose.

If a home or building was built before 2000, it is assumed that asbestos is present, and if it was built after 2000, asbestos is unlikely to be present. Bury Council Housing Services must keep an up-to-date record of all ACMs and their condition, assess the risk they pose, and prepare a plan to manage that risk.

They must then take the necessary steps to put the plan into action, review and monitor it regularly, and establish a system for providing information on the location and condition of ACMs to anyone who may work on or disturb them.

4.0 DUTIES OF EMPLOYERS AND LANDLORDS

In order to comply with the Control of Asbestos Regulations (CAR) 2012 and other relevant legislation relating to asbestos Bury Council Housing Services will:

- Appoint competent and qualified Responsible Person(s) to coordinate the management of asbestos.
- Take reasonable steps to find materials likely to contain asbestos.
- Presume materials contain asbestos, unless there is strong evidence to support that the material is not ACM.
- Assess the risk of likelihood of anyone being exposed to asbestos from these materials.
- Make a written record of the location and condition of ACMs and presumed ACMs and keep it up to date.
- Repair or remove any material that contains or is presumed to contain asbestos, if necessary, because of the likelihood of disturbance or its location or condition.
- Prepare a plan that manages the risk and put into effect to ensure that Information on the location and condition of ACMs is given to people who may disturb them and any material known or presumed to contain asbestos is kept in a good state of repair;
- Monitor the condition of ACMs and presumed ACMs; and
- Review and monitor the management plan and the arrangements made to put it in place.

4.1 Regulations

- Control of Asbestos Regulations 2012
- The Hazardous Waste (England and Wales) (Amendment) Regulations 2016
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Landlord and Tenant Act 1985 Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999 The Workplace (Health Safety & Welfare) Regulations 1992 Personal Protective Equipment at Work Regulations 1992

- Gas Safety (Installation and Use) (Amendment) Regulations 2018 Electrical Equipment (Safety) Regulations 2016
- Construction, Design and Management (CDM) Regulations 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

4.2 Approved Code of Practice

- Approved Code of Practice (ACoP) Managing and Working with Asbestos L143 (Second Edition) 2013

4.3 Guidance Notes

- HSG264 - 'Asbestos: The survey guide
- HSG248 – 'Asbestos: The analysts guide for sampling, analysis and clearance procedures
- HSG247 - 'Asbestos: The licensed contractors' guide'

Note: The above lists are not intended to be exhaustive.

5.0 SCOPE

This policy applies to all relevant Bury Council Housing Services employees, tenants/residents where (BCHS) have a repairing obligation. Members of staff whether employees of (BCHS) or sub-contractors, irrespective of grade, position, or length of service are responsible for the management of repairs and maintenance within (BCHS).

Arrangements must be put in place throughout Bury Council Housing Services so that all staff can access, and understand this asbestos policy, along with their statutory obligations and implement the necessary measures in all areas. The resulting measures should ensure the arrangements include all statutory obligations, contained within this policy.

All policies and strategies should be administered by those with responsibility for managing the buildings.

6.0 RESPONSIBILITIES

The chart below lists responsibilities for activities that are undertaken by Bury Council Housing Services staff only.

The Compliance Manager (Fire, Asbestos & DMC) will deputise for the Head of Compliance as and when required.

Responsibilities	CEO	Head of Compliance	Compliance Manager (Fire, Asbestos & DMC)	Compliance Specialist (Asbestos & Com Safety)	All Staff
Duty Holder	✓				
To set the policy and direction with regards to working with asbestos	✓				
Delegated responsible persons		✓	✓	✓	
Ensure relevant BCHS staff have a robust understanding of Asbestos and the associated risks	✓	✓			
Manage service, reporting and updating day to day		✓	✓	✓	
Take lead on operational day to day decisions				✓	
Ensure effective and clear communication with key stakeholders including residents			✓	✓	✓
Coordinate asbestos surveys and re-inspections.			✓	✓	✓
Report concerns to Line Manager			✓	✓	✓
Participate in meetings and provide evidence for investigations as required			✓	✓	

Responsibilities	CEO	Head of Compliance	Compliance Manager (Fire, Asbestos & DMC)	Compliance Specialist (Asbestos & Com Safety)	All Staff
Ensure complaints feedback is used to improve service		✓	✓	✓	
Ensure policy is reviewed as necessary		✓	✓	✓	
Ensure staff have appropriate training		✓	✓	✓	
Maintain and update the asbestos register			✓	✓	
Oversee the asbestos management plan and ensure it is implemented		✓	✓	✓	
Monitor the condition of ACMs and arrange remedial actions				✓	
Ensure information is communicated to contractors, staff, and emergency services			✓	✓	✓
Ensure annual reviews of the asbestos management plan			✓	✓	
Arrange asbestos management surveys for				✓	✓

Responsibilities	CEO	Head of Compliance	Compliance Manager (Fire, Asbestos & DMC)	Compliance Specialist (Asbestos & Com Safety)	All Staff
buildings built before 2000					
Maintain up-to-date records of ACM locations and condition			✓	✓	
Monitor ACMs through periodic inspections				✓	
Ensure asbestos information is provided before any maintenance or refurbishment work.					✓
Ensure contractors follow safe systems of work				✓	✓
Ensure ACMs are labelled or clearly identified where appropriate					✓

7.0 TENANT RESPONSIBILITIES

Using the communication channels provided by Bury Council Housing Services (BCHS), information and guidance will be made available to support residents in understanding asbestos safety and their responsibilities.

Residents should report defects or concerns relating to landlord owned installations, equipment or systems as soon as they become aware of them, or in-line with their tenancy agreement.

Tenants must allow access to BCHS employees and appointed contractors to undertake asbestos surveys, inspections, maintenance and remedial works to maintain statutory compliance and ensure known Asbestos Containing Materials (ACMS) remain safe. Including any follow-on remedial works.

Where asbestos removal is undertaken, tenants may be required to permit temporary isolations of the electrical or gas supplies and should take reasonable steps to prepare for this where necessary.

Tenants must not carry out repairs or alterations that they suspect to be unsafe and should report concerns immediately. All tenants are required to make a formal permission request before undertaking any refurbishment, building, intrusive, or large-scale decorative works.

Tenants must report any damages to, and within the property, including all associated outbuildings to BCHS.

8.0 TRAINING

Training records for all asbestos related training shall be retained by the People & Culture Team at Bury Housing Services. It shall be the responsibility of the respective XXXX to ensure training needs are identified and that of the People & Culture Team Business Manager to ensure such training is provided for within the annual training plan.

The successful implementation of the policy and supporting procedures is dependent on the knowledge and skills of staff implementing it.

Regular training will be provided to relevant staff to ensure a consistent approach and ensure they are carrying out the roles and duties linked to the application of this policy. Training will be completed at the below frequencies:

Job Roles	Training Required	Frequency
All Frontline Staff	Asbestos Awareness via Online E-Learning	Annually
Staff responsible for Managing Contractors who may work in pre-2000 properties (Asset Management Team)	Asbestos Awareness UKATA Approved training	Annually
Staff who may work in pre-2000 properties (In House Repair's Operatives)	Asbestos Awareness UKATA Approved training	Annually

The Responsible Person(s) for asbestos management is trained to a minimum standard such as CORGI Level 4 Asbestos Management in Social Housing, P405 'The Management of Asbestos in Buildings', etc.

Employees who have direct, or potentially indirect, contact with asbestos materials will complete Asbestos Awareness Training. intervals may be determined by role, risk, training needs analysis, changes in work activity, incidents, audit findings or changes in guidance.

Bury Council Housing Services will ensure that competent (UKAS accredited) contractors and surveyors are procured and appointed to undertake asbestos management surveys on its properties. HSE strongly recommends the use of accredited contractors and surveyors (UKAS accredited). The Housing Services Compliance Team (HSCT) have the responsibility to check the competency of contractors and surveyors on an annual basis.

Bury Council Housing Services will ensure that competent licensed asbestos removal contractors (LARC) are procured and appointed for all notifiable non-licensed work or licensed works. The Housing Services Compliance Team has the responsibility to check the relevant qualifications of employees working for these contractors on an annual basis.

9.0 ASBESTOS REGISTER

Bury Council Housing Services has an active Asbestos Register. This can be accessed internally by competent persons or is available upon request.

Bury Council Housing Services requires a management survey to be conducted to communal areas in order to comply with CAR 2012. The purpose of this survey is to locate, as far as reasonably practicable, any suspect ACMs in a building that could be damaged or disturbed during normal occupancy, including maintenance and installation, and to assess their condition. This survey is important to ensure the safety of all occupants and visitors to the building.

The Asbestos Register is used to record the details of all asbestos surveys undertaken on Bury Council Housing Services communal areas. This will include the date of the inspection, the findings from the survey, any remediation works identified and subsequently completed. The register will also record the date of any subsequent re-inspection.

The Asbestos register is held and managed by the Housing Services Compliance Team.

10.0 UPDATING THE ASBESTOS REGISTER

The Asbestos Register provides 'live' information and only Housing Services Compliance Team will update or modify the data.

In order to ensure consistency and confidence that these 'live' documents are accurately maintained. Relevant Bury Council Housing Services led asbestos removal works will be managed by the Housing Services Compliance Team.

Updated copies of drawings and photographs will be held by the HSCT and elsewhere as appropriate. Copies of certificates of analysis and certificates of asbestos removal and or remediation will be stored within the Housing Services Compliance Team Sharepoint.

11.0 RESPONSIVE, VOID, AND PLANNED WORK

11.1 Non-Domestic Properties

Bury Council Housing Services is committed to ensuring that all non-domestic properties under its ownership or management have an asbestos management survey. Such properties will be re-inspected annually, or at a period determined by the previous survey/re-inspection. In case of re-categorization of a property or building, the re-inspection dates may change.

Before carrying out any responsive, void, or planned maintenance works that may involve working on or adjacent to any asbestos-containing materials (ACMs) within a non-domestic property, Bury Council Housing Services will review existing asbestos management survey information. This is to ensure that any ACMs that may pose a risk are identified before the works commence. The details will then be passed on to the relevant in-house operatives or external contractors to be managed in an appropriate way.

11.2 Domestic Properties

Bury Council Housing Services will take into consideration any existing asbestos survey information before carrying out any maintenance works that may involve working on or near any ACMs within a domestic property. This is done to ensure that any ACMs which may be hazardous are identified before work commences and are managed and dealt with appropriately. If any intrusive works are to be undertaken, a Refurbishment and Demolition survey (R&D) will be performed.

If there is no asbestos-related information on record for a domestic property, a survey will be carried out before any work can begin, especially if the contractor will be working in close proximity to potential ACMs. Mention asbestos awareness?

11.3 Refurbishment Work

Bury Council Housing Services will carry out Refurbishment and Demolition survey prior to any refurbishment or demolition work.

If refurbishment works are limited to small areas such as kitchen or bathroom replacements, only a localised survey of the affected areas may be necessary rather than the entire building.

11.4 Asbestos Remedial Work

Bury Council Housing Services has a robust process in place to manage any follow-up work that may be required after an asbestos management survey.

If any asbestos-containing materials are found to be in poor condition or are likely to be easily damaged or disturbed through normal use, Bury Council Housing Services will repair, protect, or remove them as soon as reasonably practicable.

If there is any doubt about the composition of the material uncovered, a sample will be taken and analysed to determine if remedial work is needed.

If asbestos is positively identified and a risk assessment recommends removal, sealing, or encapsulation, Bury Council Housing Services will conduct the necessary action:

11.5 Non-licensed works – as defined in Regulation 2 of the CAR 2012 – by specifically trained contractors with appropriate equipment and working procedures in place which are sufficient to comply with the CAR 2012.

11.6 Notifiable non-licensed works – as defined in Regulation 2 of the CAR 2012 – Notifiable non-licensed work will only be undertaken by contractors who are competent, appropriately trained, medically supervised where required, and able to meet the notification, control, record keeping and waste management requirements of CAR 2012.

11.7 Licensed works - as defined in Regulation 2 of the CAR 2012 – by a licensed asbestos removal contractor (LARC), licensed by the Health & Safety Executive in compliance with the CAR 2012.

Where laboratory services are required, this service must be conducted by a UKAS accredited laboratory.

Asbestos-containing materials will be replaced with asbestos-free materials that fulfil the same function, such as fire protection, after removal.

12.0 ASBESTOS INFORMATION

Bury Council Housing Services believes that effective communication is crucial in ensuring the safe management of asbestos. Hence, the organisation will make best efforts to provide information about any asbestos-containing materials, whether known or suspected, to everyone who may be liable to disturb them during maintenance or refurbishment works.

Furthermore, upon request, Bury Council Housing Services will equip all its employees and contractors with sufficient asbestos survey data, enabling them to manage and work with asbestos safely.

To help customers understand asbestos-containing materials, Bury Council Housing Services will provide guidance materials through our normal communication channels.

13.0 PERFORMANCE INDICATORS

Detailed below are the performance indicators that are reported to XXXX.

- Total number of properties with the potential to contain asbestos
- Percentage of properties where asbestos surveys have been completed
- Percentage of properties which are Asbestos free (built post 2000)

- Percentage of remedial actions outstanding
- Number of remedial actions identified on block reinspection's.
- Number of asbestos management block re inspections completed in time

14.0 AUDIT, MONITORING, AND REVIEW

All health and safety policies, guidelines and procedures are subject to regular audit and review by the Health and Safety Committee.

Compliance with good practice will be monitored through a variety of processes including performance reporting to internal and external stakeholders and internal and external audits.

The effectiveness of health and safety training will be evaluated and reviewed on an ongoing basis by the Health and Safety Committee.

This Asbestos Policy will be reviewed by Bury Council Housing Services regularly and at a minimum every two years, or sooner if legislation changes or an incident occurs.

APPROVAL AND REVIEW

Document owner	Head of Housing Compliance
Leadership Team Meeting – Director of Housing	Date approved 24/6/26
Review frequency	2 years

