



Asbestos Management Policy

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Introduction

Empower Housing Association (EHA) understands that colleagues, tenants and visitors (including contractors and members of the public) need to be safe from the threat of asbestos. EHA has a clear Asbestos Policy and procedure in place to make sure that all colleagues and tenants are aware of how to manage risks of asbestos.

EHA is committed to ensuring our tenants' homes remain safe and fit for purpose. In achieving this EHA will comply with all relevant asbestos legislation and regulations.

Where appropriate any compliance risks will be considered, mitigated or removed as part of any major refurbishment works or included in new development design briefs.

In November 2025, HSE launched a consultation proposing enhancements to Control of Asbestos Regulations 2012 including:

- Strengthening clearance independence
- Raising survey standards; and
- Clarifying Notifiable Non-Licensed Work (NNLW) definitions

These proposals may lead to amended regulations and guidance. Should this be the case, this policy is to be revised to take account of these amendments.

Asbestos registers and management plans must be annually reviewed and updated, reflecting 2025 HSE expectations for current, site-specific information—especially in older public and commercial properties.

Scope of Policy

This policy applies to:

All properties, whether leased or owned, communal areas and EHA office, buildings with shared systems (e.g. fire alarms, smoke detection, emergency lighting) where EHA has responsibility for:

- The management, maintenance and or removal of asbestos

All individuals and stakeholders who interact with EHA premises or services, including:

- EHA colleagues.
- Tenants
- Contractors
- Care providers.
- Visitors or other stakeholders.

Buildings built before or refurbished before 2000 may contain asbestos and EHA will manage these properties accordingly. If the property was built after 2000, asbestos is unlikely to be present and no further action will be required.

The Policy

EHA are responsible for the management of asbestos identified within properties it owns or manages, many properties may contain Asbestos Containing Materials (ACMs). EHA recognises that the primary hazard in relation to asbestos is the non-

identification of ACMs and as such will minimise exposure to asbestos as far as reasonably practical through effective risk management.

Managing Asbestos Risks

EHA will:

- Ensure compliance by managing asbestos risks in accordance with the Control of Asbestos Regulations (CAR) 2012.
- Assess all properties before the commencement of reinvestment work if there is a potential risk that asbestos may be disturbed.
- Maintain a programme to ensure all EHA's properties have been assessed for the presence of asbestos.
- Maintain an up-to date asbestos register - recording all properties where ACMs are present, the type and the location and add to SDM.
- Carry out a Refurbishment and Demolition Survey ahead of any major works to a property where asbestos is likely to be disturbed.
- Assess the risk of anyone being exposed to the asbestos.
- Provide contractors and in house team with information relating to the presence of asbestos in works orders.
- Prepare a plan on how to manage any risks identified taking the most appropriate course of action to minimise the release of fibres, which will include manage in situ, encapsulate or remove.
- Put the plan into action, monitor it and keep SDM and the register up to date.
- Provide information on the location and condition of the material to those potentially at risk (Tenants, Contractors, Family, Colleagues).
- Where works to a ceiling are required, including minor repairs, installation of downlights or re-plastering in pre-2000 buildings, where the works are likely to cause significant release of dust, these works will now be considered under the Non Notifiable Licenced Works category and subject to requirements for notification, and appropriate training for operatives, record keeping and disposal.
- Where asbestos containing materials have been removed in whole or in part, it will be replaced with a material that has no asbestos content and fulfils the equivalent function.
- Ensure all licensable works will be undertaken by licenced contractors (and checked) and notified to the HSE using the ASB5 form at least 14 days before the works start.
- Ensure all non-licenced work is carried out with the appropriate controls in place.
- Air monitoring and independent (i.e. by a separate company to that completing the air monitoring) four-stage clearance by a UKAS-accredited analyst are now mandatory for non-licensed removals in public buildings (schools, care homes, hospitals), per updated 2025 HSE guidance. It is to be expected that this requirement will be applied more widely and to include EHA properties as part of the consultation noted above.
EHA colleagues will undertake refresher training annually as relevant to their role.

Asbestos Safety Commitments

- EHA ensures compliance with the requirements of the Health and Safety at Work Act 1974, Control of Asbestos Regulations (CAR 2012) and REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2006) and ACOP.
- EHA will ensure that all colleagues undertaking key roles within the delivery and management of asbestos will have access to training and support applicable to their roles. As part of the Asbestos Management Plan training will be refreshed annually. EHA will provide colleagues with an Asbestos Management Plan & Procedure outlining what steps must be taken in order to ensure effective management of asbestos.

It is not a requirement of the regulations to remove all asbestos when identified. Where ACMs are present, they will be managed, encapsulated or removed using a risk-based approach to prevent fibre release.

Where access to carry out inspections is difficult:

- EHA will make every effort to gain access to carry out inspections/work in conjunction with tenants' availability
- Legal action may be taken if access is refused and all reasonable efforts have been made (in line with the Access/No Access Procedure) in exceptional circumstances).
- Consideration will be given to tenants' vulnerabilities and disabilities at all times

Record Keeping and Data Security

EHA will maintain up-to-date records for each property, including:

- Asbestos register – listing all properties, survey dates, where asbestos has been identified, type, location and condition. This will be held electronically in a secure backed up system and registers will be updated with any changes to existing properties, disposals or future additional properties added.
- All remediation works identified and subsequently completed (including evidence of removal and encapsulation) will also be recorded in the electronic register and SDM.
- Hold and update programme of annual re-inspections recording any remedial works or change in condition.
- EHA will retain copies of all waste transfer notices for a period of five years.
- EHA will request up to date operator training records and contractor competency in line with 2025 updates and any other relevant changes.

As part of the HSE's ongoing review of rules surrounding the management of asbestos, asbestos registers and management plans must be annually reviewed and updated. There is an increased focus on asbestos registers being current and containing site-specific information. While this focus is especially in older public and commercial properties, it should be expected that a similar approach will be followed across all property types.

Communication

EHA colleagues will ensure that all communications with tenants, care providers, contractors and other stakeholders are logged on the housing management system (SDM) and that they continue to maintain an open line of communication throughout when dealing with reports of repairs, arranging works/inspections or dealing with enquiries.

Contractor Requirements

Only competent contractors with the required qualifications and knowledge may undertake works.

Contractors must provide:

- Risk Assessments and Method Statements (RAMS).
- Proof of qualifications.
- Up-to-date public liability insurance.
- Registrations are verified upon appointment and reviewed annually.

Operator training records and contractor competency must confirm familiarity with 2025 and any other relevant changes: independent clearance, NNLW definitions, air monitoring, and updated transport rules.

Responsibilities

The Chief Executive Officer (CEO) will have overall responsibility and retain oversight on performance.

The responsibility for the delivery of the service will be delegated to the Property & Compliance Manager who will provide oversight of asbestos safety, risk management and ensure compliance of the legislation/regulation duties. The Property & Compliance Lead will retain operational responsibility

Related Legislation, Regulation and Codes of Practice

- Health & Safety at Work Act 1974
- Control of Asbestos Regulations (CAR) 2012
- Management of Health & Safety at Work Regulations (1999)
- Workplace (Health, Safety & Welfare) Regulations 1992
- Hazardous Waste Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
- Construction Design and Management Regulations (CDM) 2015
- Housing Act 2004
- Landlord & Tenant Act 1985
- Personal Protective Equipment at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations (COSHH) 2022
- REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2006)
- Social Housing Regulation Act 2023
- RSH Consumer Standards

Approved code of practice:

- Approved Codes of Practice (ACoP) (Health and Safety Commission)
- ACoP L143 -Managing and Working with Asbestos (December 2013)

Guidance Documents (Health & Safety Executive):

- HSG264 (Asbestos) – The Survey Guide (Second edition 2012, this holds ACoP status)
- HSG247 – Asbestos: The licensed contractor guide
- HSG248 – Asbestos: The analysts guide. Sampling, analysis and clearance procedures' (First edition 2006)
- HSG189/2 – Working with asbestos cement.
- HSG213 – Introduction to asbestos essentials (First Edition)
- HSG210 – Asbestos essentials task manual (Second Edition)
- HSG33 – Health & Safety in roof work (First Edition) (covers asbestos cement roof demolition)
- HSG227 – Comprehensive guide to managing asbestos in buildings.
- EH51 – Respiratory equipment for use in removing asbestos.
- The RSH Regulatory Standard (The Home Standard)

Related Policies, Procedures and Documents

- Health and Safety Policy
- Data Retention Policy
- Equality, Diversity and Inclusion Policy
- Asbestos Management Plan & Procedure
- Tenancy Agreement
- Reasonable Adjustments Policy
- Access/No Access Procedure
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Reporting & Monitoring

Key Performance Indicators (KPIs) reviewed:

- Asbestos Checks completed to date
- No of Asbestos Checks required to date
- No of Asbestos Checks overdue

Reporting frequency:

- KPIs reported monthly to Senior Management.
- Reports presented to Board quarterly.

Independent Audit:

- Conducted every 3 years.
- Focused on compliance, process review, and best practice overview.

Non-Compliance / Escalation Process

Any non-compliance identified will be reported to the Property & Compliance Manager immediately, the Property and Compliance Lead and Property & Compliance Manager will agree a plan of action and notify the CEO within 24 hours.

The CEO will inform the Board and where appropriate the Regulator of Social Housing.

In 2025, the HSE increased surprise inspections—particularly in schools, public buildings, and council-managed properties—to check registers, plans, surveys, and controls. It is anticipated that a similar inspection regime will be applied to all duty holders.

Consultation and Publicising Policy

Consultation of this policy has been undertaken with:

- Senior Management Team
- Management Team

Publicised on:

- EHA website.
- Communicated to all colleagues.

Review

The policy will be reviewed every two years (or sooner if there is a change in regulation, legislation or codes of practice). Note that there is currently a review and consultation on changes to Asbestos Management guidance ongoing and it is likely that any changes may come into effect during the lifespan of this version of the policy.

Equality Impact Assessment

An Equality Impact Assessment has been completed for this policy.