



WILLOW TREE

HOUSING PARTNERSHIP

Asbestos Policy

Version:	V4
Responsibility for the Policy:	Head of Assets & Repairs
Date approved by Executive	May 2026
Date approved by Board (if applicable)	July 2026
Date due for review:	July 2028

Statement of Intent

Exposure to asbestos and the risks are well publicised. Willow Tree Housing Partnership Limited (WTHP) acknowledges the potential health hazards arising from exposure to asbestos. WTHP will adopt a protective approach, as far as is reasonably practical, towards people who are considered likely to disturb, or be exposed to asbestos-containing materials (ACM).

Policy Objectives

WTHP will minimise the risk of exposure to asbestos by ensuring that there is an appropriate asbestos management framework in place including a management plan, procedures, asbestos register, and training of staff and contractors.

Managing asbestos

In the management of asbestos, WTHP will:

- Manage ACM 'in-situ' in a responsible manner, ensuring that it is safe. Where this cannot be achieved with confidence then the ACM will be removed by the appropriately licenced and competent specialist contractors
- Take reasonable steps to determine the location of ACM
- Assess the risk of exposure
- Establish and maintain an asbestos register to record the locations where ACMs are identified and make this available to contractors and staff
- Monitor the condition of ACM in its stock on a risk-based inspection regime, typically on a 5-year cycle for homes and annually for common parts, or more frequently where risk assessment indicates.
- Make sure suitably licensed and competent contractors are engaged to undertake both remedial and removal works to ACMs
- Provide appropriate training, and operational procedures for staff concerning asbestos and its management and regularly review this and other related policies to make sure arrangements and practices are implemented in accordance with WTHP's legal obligations.

Asbestos surveys

- WTHP will maintain an ongoing planned programme of asbestos surveys with the aim to resurvey all ACM at least every 10 years (currently on a 5 year cycle to ensure that all information is current)
- Information from the surveys and inspections will be recorded within the Asbestos Report and used to determine the risk of exposure and appropriate management actions
- Only suitably qualified and insured surveyors will carry out surveys and/or material sampling

Roles and Responsibilities

- The statutory duty holder is the Chief Executive Officer

- The Head of Assets & Repairs (HOAR) is responsible for ensuring adequate resources, oversight and adherence to the asbestos management plan
- The Assets & Repairs Manager (ARM) is responsible for ensuring that day to day operational effectiveness of the asbestos policy and procedure, escalating concerns to Executive, ensuring compliance with the latest regulatory requirements and best practice and ensuring that record keeping is monitored and effective.
- The ARM is responsible for ensuring that the asbestos register is up-to-date, compliant and all information contained is correct and to ensure that the asbestos cyclical inspection performance is meeting agreed targets.
- The ARM will ensure that all asbestos management information is recorded and tracked, they will provide regular monthly position on asbestos management compliance to the HoAR.

Managing asbestos information

- WTHP will take all reasonable steps when drawing up tenders, contracts or other works instructions to ensure information regarding the possible presence of ACMs is made available
- Contractors are required to ensure that they are in receipt of information concerning ACM within properties or associated areas in which they are due to work
- Contractors must report & cease works immediately to WTHP any already identified ACM that are found to be damaged, or the suspected presence of additional ACM identified during the work.
- Asbestos Survey Reports are accessible to employees and contractors
- WTHP's residents are made aware of any ACM in their home and how this is to be managed, as part of the tenancy sign up information pack.
- Information referencing this policy and the Asbestos Management Plan will be included as part of the employee induction process for all staff, which includes asbestos awareness training as minimum.

Contractor Responsibility

WTHP's approved contractors are responsible for ensuring that:

- They have, and operate to, robust health and safety policies and safe working practices
- Their operatives are fully trained in the work they are required to carry out
- An asbestos risk assessment has been carried out before starting work including a review of the asbestos report prior to completing work.
- They bring to WTHP's immediate attention any matter that may adversely affect operations

Review and monitoring

The implementation of this policy will be the responsibility of the HoAR.

This policy will be reviewed every two years or where:

- There are significant changes to legislation
- There are found to be deficiencies or failures in this policy, as a result of complaints or findings from any independent organisations

The HoAR will review the specifics of the asbestos management plan against the day to day operations of WTHP at least on an annual basis.

Performance Standards

The ARM will report to Executive and Leadership Team on a monthly basis the performance of asbestos surveying programme

The HoAR will report to Board on a quarterly basis the performance of asbestos surveying in its homes

The HoAR will regularly report to Resident Scrutiny Panel to review performance

Resident Involvement

We will work closely with the Resident Scrutiny Panel to ensure tenants scrutinise our Health and Safety performance.

Our performance will be published on the website and in newsletters.

Reference Documents

There is a significant amount of legislation on the management of asbestos requirements and WTHP will comply with all relevant guidance, regulations and legislation

External

- Control of Asbestos at Work Regulations 2012 (CAR 2012)
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

Internal

- WTHP Asbestos Management Plan
- WTHP Asbestos Register
- WTHP Asset Management Strategy
- WTHP Repairs Policy

When setting policy, the Willow Tree Housing Partnership will ensure a golden thread of best practice runs through all aspects of its operations in respect of equality, diversity and inclusion. It will seek to minimise adverse environmental impacts arising as a consequence of its work. This approach and all policies will be reviewed on their anniversary date or as new guidance or legislation is introduced, whichever occurs sooner.