



Places to live. Space to grow.

Asbestos Policy

Contents

- 1.** Introduction and Purpose
- 2.** Policy Statement
- 3.** Record Keeping
- 4.** Roles and Responsibilities
- 5.** Regulation
- 6.** Reporting
- 7.** Consultation
- 8.** Communication
- 9.** Review

Summary

1 Introduction and Purpose

- 1.0 At West Kent, we are committed to keeping everyone safe. This policy explains our legal and regulatory responsibilities and how we manage and reduce risk. It applies to all staff, residents, contractors and anyone who works in, visits or is affected by our buildings or services.
- 1.1 This policy sets out our legal and regulatory obligations for the management of asbestos and how we will meet them. It applies to all our staff, residents, contractors, and other people who may work on, occupy, visit, or use our premises or who may be affected by our activities or services.
- 1.2 The duty to manage asbestos requires us to manage the risk from asbestos by:
- Maintaining an asbestos management plan.
 - Finding out where asbestos is, or likely to be, present. If the property was built before the year 2000, we shall assume that asbestos is present.
 - Identifying the location of any asbestos, identifying what condition it is in and creating and maintaining asbestos records accordingly, in the form of an Asbestos Register.
 - Assessing the risk from Asbestos-containing material (AMC) found and deciding on the most appropriate action.
 - Ensuring and monitoring that external contractors provide the monthly results of their own 5% quality assurance audit checks, as required by the United Kingdom Accreditation Service (UKAS).
- 1.3 Only competent contractors (as per HSG264) carry out asbestos surveys in accordance with “HSG264 - Asbestos: The survey Guide”.
- 1.4 Only competent licensed asbestos removal contractors carry out notifiable non-licensed work or licensed works.
- 1.5 Ensure that our contractors are suitably competent to undertake asbestos surveys and re-inspection surveys.
- 1.6 We will ensure that:
- The responsible contract staff member holds a valid P405 or equivalent qualification. If a new employee in post has not obtained their Asbestos qualification within the six-month probation period, they may fail probation and not be confirmed into post

- Relevant staff have been inducted on this asbestos policy, Asbestos Management Plan, processes, and procedures, and have been trained in asbestos awareness as part of our e-learning annually, with in-person training every 3 years.
- Management surveys and Refurbishment and Demolition (R&D) surveys are carried out as appropriate.

2 Policy Statement

- 2.0 We will act on any asbestos incident (an accidental, unplanned, uncontrolled release of asbestos fibres) and follow all steps as detailed in the Asbestos Management Plan. We will act in line with the requirement of the law, the regulator and sector best practice.
- 2.1 For all our Domestic stock (common parts of blocks including stairwells, landings, bin stores, cupboards, etc.) we will:
- 2.2 Review any existing asbestos management survey information before carrying out works that may involve working on, or take place adjacent to, any ACMs.
- 2.3 Carry out an R&D survey as per HSG264, when required, before planned or responsive works take place in areas that are likely to be disturbed as part of the works. The scope of the survey will be agreed in accordance with the works due to be carried out. We will also:
- Ensure that any ACMs likely to pose a risk are identified before work commences and the details are passed on to the relevant operatives or external contractors.
 - Carry out any resulting works following an asbestos survey as determined by condition, identified risks, and associated recommendations.
 - Review any existing asbestos information before carrying out any void works.
 - Carry out a visual inspection to ensure any asbestos has not been disturbed, if the void only requires the standard safety checks (gas, electric) and there is no intrusive work involved.
- 2.4 For our Non-Domestic Stock (communal blocks, sub blocks, communal garages, offices, commercial units) we will:
- Ensure that all non-domestic assets have an initial asbestos management survey carried out and that information has been captured in the Asbestos Register.
 - Maintain, and keep up to date, an annual asbestos management survey programme of reinspection, ensuring the Asbestos Register is updated.
 - Ensure that all non-domestic properties have re-inspection surveys carried out as per the assigned re-inspection date.

- 2.5 With Transferred Stock (stock acquired from others), we will review existing asbestos information and determine a Plan of Action to:
- Enrol non-domestic assets into our asbestos management surveys program by ensuring that Asbestos control records are recorded against each new asset on our Housing system.
 - Identify where asbestos surveys or visual inspections need to be undertaken to ensure compliance with our policy, particularly where asbestos information does not exist or is significantly outdated or deemed unreliable.
 - Update the Asbestos Register and asbestos records as appropriate.

3 Record Keeping

- 3.0 We will ensure all assets have a control record recording if non-domestic management surveys are required for that block. This will be held in our Housing Management System.
- 3.1 We will hold all last and next reinspection dates for non-domestic management surveys in our Housing Management System.
- 3.2 The Asbestos Register is currently maintained through a Power BI dashboard using asbestos management survey and re-inspection data. During 2026, West Kent will move towards holding this data in the Housing Management System, Civica CX. The register will include ACM type, location, condition and risk classification and details of asbestos surveys, removals and encapsulation works.
- 3.3 Where asbestos information has been replicated for properties of a similar construction, we will verify the information and update records accordingly. We will minimise the use of replicated records wherever possible.

4 Roles and Responsibilities

- 4.0 West Kent is the duty holder for the management of Asbestos.
- 4.1 West Kent's Board has overall governance responsibility for ensuring the Asbestos Policy and Asbestos Management Plan are fully implemented to ensure full compliance with regulatory standards, legislation, and Approved Codes of Practice.
- 4.2 The Executive Team (ET) and Communities and Housing (C&H) will receive compliance dashboard reports concerning asbestos management performance and ensure compliance is being achieved. They will also be notified of any non-compliance issues identified and decide on the action needed.
- 4.3 The Director of Property and Asset Management has strategic responsibility for the management of asbestos and will oversee the implementation of this Policy.

- 4.4 The Head of Planned Works and Servicing will be responsible for the Line Management of the Contract Officer (Compliance) to deliver the agreed survey inspection programmes and for the prioritisation and implementation of any remedial works arising from the surveys, including asbestos removal. We will instruct a competent Contract Officer (Compliance) to be able to manage the Asbestos survey and Asbestos removal contractors. This role will be the appointed person for asbestos and be qualified in P405 or similar.
- 4.5 The Head of Strategic Asset Management will report on compliance and ensure all Asbestos data is kept up to date within the systems. They will instruct a competent Compliance Administrator to update the data held on Asbestos in all systems. They will also ensure the Compliance Co-Ordinator administers the contract for third-party quality control on Asbestos survey and removal contractors, escalating any issues found through the Property Team's Contract Officer (Compliance).
- 4.6 Housing Team and the Community Safety Team will provide support with difficult-to-access properties and facilitate the legal process, ensuring our no access process is adhered to and logged within our Housing Management system, following all the required steps
- 4.7 West Kent employees can raise jobs for asbestos surveys as needed if surveys are not already present on our systems.
- 4.8 Those instructing resulting asbestos works identified from surveys should be suitably experienced and competent to do so or be authorised to do so by someone who holds relevant qualifications, such as P405, P402, P407, or W504, or recognised equivalents. This is to ensure that the correct type of work is instructed, and the correct scope of work is provided to the contractor appointed.
- 4.9 All Roles and responsibilities are also detailed for internal and external activities in our Asbestos Management Plan.

5 Regulation

- 5.0 Regulatory standards must be complied with; these include the requirements of the Regulator of Social Housing (RSH). Tenant Satisfaction Measure requirements are needed for Asbestos safety checks. The measure will be based on the percentage of homes in buildings that have had all the necessary asbestos management surveys and re-inspections.
- 5.1 The principal legislation applicable to this policy is Control of Asbestos Regulations (CAR) 2012. West Kent has a duty to manage asbestos in non-domestic premises.

Where asbestos is positively identified and, because of a risk assessment (conducted in accordance with published guidance), removal, sealing or encapsulation is recommended, this will be carried out as follows:

- Non-licensed works – as defined CAR 2012 – by specifically trained contractors with appropriate equipment and working procedures in place that are sufficient to comply with the CAR 2012.
- Notifiable non-licensed works – as defined in CAR 2012 – by a Licensed Asbestos Removal Contractor (LARC) licensed by the Health and Safety Executive in compliance with the CAR 2012.
- Licensed works - as defined in CAR 2012 – by a LARC, licensed by the Health and Safety Executive in compliance with the CAR 2012.

This asbestos policy also operates in the context of additional legislation and standards as follows:

- The Asbestos (Licensing) (Amendment) Regulations 1998.
- The Social Housing (Regulation) Act 2023
- Homes (Fitness for Human Habitation) Act 2018.
- Health and Safety at Work Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Housing Act 2004
- Landlord and Tenant Act 1985.
- The Workplace (Health Safety and Welfare) Regulations 1992.
- HSG264 - 'Asbestos: The survey guide'.
- HSG248 – 'Asbestos: The Analysts Guide, 2nd Edition, May 2021
- HSG247 - 'Asbestos: The licensed contractors' guide' (First edition 2006) .
- HSG210 - 'Asbestos Essentials – A task manual for building, maintenance and allied trades and non-licensed asbestos work' (Fourth edition 2018).
- L143 - 'Managing and working with Asbestos: Control of Asbestos Regulations 2012, Approved Code of Practice and Guidance (Second edition December 2013).
- Personal Protective Equipment at Work Regulations 1992.
- Hazardous Waste (England and Wales) Regulations 2005 (Amendment 2009).
- Control of Substances Hazardous to Health (COSHH) Regulations (as amended) 2002.
- Construction (Design and Management) Regulations 2015.
- Defective Premises Act 1972.
- Data Protection Act 2018.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Decent Homes Standard including HHSRS Operating Guidance - Housing Act 2004

6 Reporting

6.0 Performance reporting will take place monthly in our compliance dashboard, generated from our Housing Management system, which monitors all compliance. Asbestos non-compliance will show if non-domestic reinspection management surveys have not been carried out within the yearly timescale.

6.1 All reporting will include Tenant Satisfaction Measures which will be reported to the Regulator of Social Housing. For this Policy the TSM measure is:

- BS03 Asbestos Safety Checks: the proportion of homes for which all required asbestos management surveys or re-inspections have been carried out.

This dashboard and any non-compliance will be discussed by ET monthly and C&H and the board quarterly. The Head of Strategic Asset Management will escalate non-compliance from these groups to ensure action is taken and compliance is restored.

- 6.2 All overdue asbestos remedial works will also be reported to ET monthly.
- 6.3 Any incident which has resulted in a potential breach of legislation or regulatory standard or causes a risk to health or safety shall be immediately reported to the Director of Property and Asset Management as per the Health and Safety incident reporting procedure.
- 6.4 Where required, West Kent will disclose the breach to the Regulator of Social Housing, HSE or any other relevant organisation as part of its regulatory notification and co-regulatory engagement obligations.

7 Consultation

- 7.1 The changes made to the compliance policies in this review have been sent to the Operational Management Team, the Health and Safety Committee, and the Executive Team.
- 7.2 The compliance policies were reviewed with our resident scrutiny panel.

8 Communication

- 8.0 West Kent considers good communication and liaising with relevant parties essential in the safe management of asbestos. As such, we will:
 - Liaise with third parties as appropriate regarding our asbestos policy, asbestos management plan, asbestos management generally, and associated expectations with roles and responsibilities.
 - Ensure all incidents of Asbestos exposure follow our set procedure as detailed in the Asbestos Management Plan.
 - Liaise with the Health and Safety Officer regarding any potential exposure of operational staff and/or any incidents that require the Reporting of Injuries, Diseases, and Dangerous Occurrences (RIDDOR) process to be followed.
 - Ensure that work likely to disturb or remove asbestos is notified to the Health and Safety Executive (HSE) where applicable or any other appropriate enforcing authority, complying to all timescales and

requirements given by the HSE.

- Provide tenants with an asbestos survey report for the property during the new tenancy sign-up process, where one exists. Additional information will be available to residents through leaflets and our website.
- Our Home Improvement Policy states that residents must seek asbestos information before carrying out any home improvements.

8 Review

8.0 This Policy will be reviewed every two years or when there is a regulatory or legislative change requiring it to be updated.

The Asbestos Management Plan will be reviewed annually and updated as needed.

