



WCHG Asbestos Management Policy

Date of approval	July 2026
Responsible director	Paul Butterworth - Executive Director of Assets
Policy monitoring body	WCHG Board
Resident input into policy	May 2026
Date for policy review	July 2029
Linked strategies/policies	Health and Safety Policy Asset Management Strategy Empty Homes Policy Repairs and Maintenance Policy Fire Safety Management Policy Building Safety Policy Customer Complaints Policy Inclusion Strategy Asbestos Management Procedure Asbestos Management Plan Continuous Performance Engagement Policy Growing Talent Through Professional Development
Statutory and Legal Framework	Control of Asbestos Regulations 2012 Health and Safety at Work Act 1974 Management of Health and Safety Regulations 1999 ACoP L143- Managing and working with Asbestos. Building Safety Act 2021
Version/date	July 2026 V3 Final

Asbestos Management Policy

1. Background

- 1.1. Wythenshawe Community Housing Group (WCHG) recognises the role and obligations it has in respect of asbestos management, both as an employer and landlord. This policy clearly states our commitment to meeting these responsibilities, and it directly supports the strategic theme of Great Places within the WCHG corporate plan, that governs our building safety delivery objectives.
- 1.2. Asbestos management is one of the main compliance functions, governed by robust legal and regulatory requirements. This policy, along with supporting documents, provides the operational framework through which WCHG will meet its duties.

2. Legislation, Guidance, Regulatory Standards and Sanctions

- 2.1. **Legislation** – The principal legislation applicable to this policy is:
 - Control of Asbestos Regulations 2012
 - The Building Safety Act 2021
- 2.2. **Approved Code of Practice (ACoP)** - The ACoP applicable to this policy is:
 - Managing and working with asbestos L143
- 2.3. **Regulatory Standards** - We will comply with the Regulator of Social Housing's regulatory framework and consumer standards for social housing in England. The Safety and Quality Standard is the primary one applicable to this policy.

3. Risk Management

- 3.1. The WCHG Board annually review the Corporate Risk Register and agree the risk appetite for each one.
- 3.2. The WCHG Audit and Risk Committee is responsible for overseeing the management of corporate risks associated with this policy.
- 3.3. The specific risks associated with this policy are:

SR2 - Death, Serious Injury or Harm: Fail to ensure we effectively protect our customers, WCHG colleagues and visitors. Board Appetite – **Averse**

SR3 - Regulatory Standards, laws, legislation and compliance: Non-compliance with regulatory standards, laws and legislation. Board Appetite – **Averse**

SR8 - Asset quality, repairs and building safety: Failure to effectively manage asset quality and building safety. Board Appetite - **Averse** (but open to innovation)

- 3.4. The risk appetite set by the Board is 'Averse', defined as 'avoidance of risk and uncertainty as a key organisational objective. The key focus of the Board is that regulatory compliance continues to be achieved, and the Regulator of Social Housing Standards and Consumer Standards are met.

- 3.5. We will maintain the Asbestos Management Plan and Procedures and delivery processes, and provide adequate resources to implement them, to mitigate the risk of service delivery failing to adhere to this policy.

4. Scope

- 4.1. The scope of this policy includes:
- 4.1.1. All types of asbestos.
 - 4.1.2. All WCHG assets that we own, manage, control or occupy categorised as:
 - 4.1.2.1. Domestic properties - all types of homes we provide.
 - 4.1.2.2. Non-Domestic Premises and Common Areas - offices, community buildings, communal areas of multi storey blocks and walk up/cottage flats.
- 4.2. For purposes of this policy WCHG is the 'Legal Duty Holder' as defined under Regulation 4 of the Control of Asbestos Regulations 2012 with responsibility for asbestos management. with responsibility for asbestos management.
- 4.3. This policy applies to all colleagues employed by WCHG and all contractors and suppliers who are employed to work on behalf of WCHG.
- 4.4. All WCHG customers, occupants and their visitors are covered by this policy.

5. Commitments and obligations

- 5.1. WCHG recognises its duty to comply with the Control of Asbestos Regulations 2012 (CAR) and other relevant legislation, and we will meet all requirements placed upon it by the regulatory and legal framework. Table 1 provides a summary of these:

Table 1.

No	Responsibility (Non-domestic premises and common areas)
1	Identify and locate all possible asbestos containing material and assess its condition. This includes the presumption that materials contain asbestos unless there is strong evidence that they do not.
2	Maintain records of the location, condition & risk assessments of the asbestos containing material.
3	Assess the risk of anyone being exposed to asbestos fibres from the material and reinspect where asbestos material is retained on a risk basis.
4	Prepare and deliver an Asbestos Management Plan to manage the risks of exposure, and review this approach as a minimum every 12 months.
5.	Provide information on the location and condition of asbestos containing materials to anyone liable to work on or disturb them. This includes risk

	assessments and method statements, plans of work with suitable and sufficient information, instruction and training as part of ongoing asbestos awareness.
6	Assess garages and outbuildings and maintain records ensuring reinspection of any retained asbestos material.
	Responsibility - Domestic Properties
7	Fully assess the condition of affected materials before undertaking repairs, refurbishment or re-letting an empty home, and determine if any remedial action is required.
8	Complete 500 asbestos surveys per year to strengthen our data and stock intelligence surveys.
9	Issue a letter every year to properties with known or presumed asbestos content, to provide details of the asbestos containing material, its location, and general guidance for customers. We do not issue letters where we find no asbestos unless we do a full house refurbishment survey in order to not mislead residents.
10	Set up mini programmes to target and re-inspect material with a medium or high-risk rating at intervals determined by the Consultant Asbestos Management Surveyor and Asbestos management team.

- 5.2. WCHG will use a computer database to store and maintain all asbestos data linked to its assets. All relevant information will be made available to colleagues or third parties with responsibility for the managing or maintaining of these assets; or anyone with responsibility for the protection of colleagues or visitors under the relevant Health and Safety Legislation.
- 5.3. This includes the display of asbestos warning messages on works orders (electronic or paper based) issued to internal operatives and external contractors when the property or building they are working in has asbestos containing materials present.
- 5.4. WCHG will support customers who live in homes with asbestos containing material, including regular information updates, and re-location where high impact intrusive work is required. This includes taking account of all individual needs and making reasonable adjustments when required.
- 5.5. WCHG will maintain records of any colleague who is exposed to levels of asbestos above the Control Limit set out in the Control of Asbestos Regulations 2012. Any affected colleague must notify their GP so personal medical records can be updated.

6. Significant Non - Compliance and Escalation

- 6.1. WCHG defines non-compliance as any incident that has the potential to result in a possible breach of legislation or regulatory standard; or causes a risk to health or safety and needs to be managed as an exception to routine processes and procedures.

- 6.2. All non-compliance issues will be reported and escalated as soon as possible, and no later than 24 hours after the incident occurred, or of an WCHG employee becoming aware of it.
- 6.3. Any non-compliance issue identified at an operational level will be formally reported to the Executive Director of Assets, who will agree an appropriate course of corrective action with the Building Safety Manager, and Health and Safety Manager and report details of the same to the Group Leadership Team (GLT) and Health and Safety Committee.
- 6.4. In cases of serious non-compliance, GLT and the WCHG Board will consider whether it is necessary to disclose the issue to the Regulator of Social Housing as required by the regulatory framework, or any other relevant organisation such as the Health and Safety Executive.
- 6.5. We will investigate and manage all RIDDOR notifications submitted to the Health and Safety Executive in relation to Asbestos Management and will act to address any issues identified or lessons learnt, to prevent a similar incident occurring again.

7. Quality Assurance

- 7.1. WCHG will adhere to and update as required, the supporting procedures and processes, outlining specific roles and responsibilities that are in place to support delivery of this policy.
- 7.2. External consultants will review and advise on the Asbestos Management Policy, procedure and plan.

8. Performance Measurement, Monitoring and Review

- 8.1. WCHG will adhere to and update as required, the supporting procedures and processes, outlining specific roles and responsibilities that are in place to support delivery of this policy.
- 8.2. Compliance assurance reporting in respect of asbestos management is reported internally as follows:

Monitoring Body	Frequency
WCHG Board	Every meeting – bi monthly
Group Leadership Team	Every meeting - monthly
Health and Safety Committee	Every meeting – bi monthly
CX Committee	Every meeting – bi monthly
Leadership Team	Every meeting - monthly

- 8.3. The internal audit plan will periodically review asbestos management for Committee assurance.

- 
- 8.4. We will use a range of key performance indicators (KPI) to monitor and report performance against asbestos management. These include metrics that follow the requirements set out in the Tenant Satisfaction Measures (TSMs), specifically **TSM BS 03 Asbestos Safety Checks**.
- 8.5. We will annually report performance against the TSM's to the Regulator of Social Housing, in accordance with the definitions set out in Regulatory Guidance.
- 8.6. Performance reporting to all monitoring bodies will be a snapshot position on the last day of the month. Access to live daily data is available to all colleagues with strategic and operational responsibility for asbestos management, through our performance management system.
- 8.7. The measures reported will include but are not limited to:

Data - The total number of:

- Asbestos Management Plans in place where required

Commentary to explain:

- Current position.
- Corrective action required.
- Progress with completion of follow-up works.

9. Customer engagement

- 9.1. We recognise the need to provide customers with effective communications to support our delivery of gas and heating safety. We will use a range of mechanisms to maximise customer access for gas safety checks including letters, phone calls and one to one support for vulnerable and hard to reach customers.
- 9.2. We will also share information clearly and transparently and make it available to customers through regular newsletters and our external website.
- 9.3. Customers who are dissatisfied with the asbestos management services they receive from WCHG can make a complaint in line with the Customer Complaints policy.

10. Roles and Responsibilities

- 10.1. The WCHG Board is responsible for setting and approving the priorities of this policy and ensuring it is fully implemented to ensure full compliance with legislation and regulatory standards. They will formally review and approve it every three years or sooner if there is a change in legislation or regulation.
- 10.2. The Group Leadership Team are responsible for monitoring that compliance against this policy is being achieved.
- 10.3. The Health and Safety Committee receive and review performance data related to the delivery of this policy and report to the Audit and Risk Committee. The Audit and Risk Committee review assurance reports on the delivery of this policy.
- 

- 
- 10.4. The Customer Experience Committee receive and review performance data related to the delivery of this policy.
 - 10.5. The Executive Director of Assets has strategic responsible for the management of gas and heating safety and ensuring compliance is achieved and maintained. They oversee the implementation of this policy.
 - 10.6. The Executive Director of Assets has been appointed as the Health and Safety Lead under the requirements of the Social Housing Regulation Act 2023.
 - 10.7. The Head of Assets is responsible for the operational delivery, management and monitoring of this policy.
 - 10.8. The Building Safety Manager has operational responsibility for the management of Asbestos Safety and the delivery of these programmes.
 - 10.9. The Health and Safety Manager is responsible for reporting non compliance issues to the Health and Safety Committee.
 - 10.10. The Building Safety Team are responsible for the management activity associated with this policy.
 - 10.11. A range of approved sub-contractors are responsible for the delivery of services within the scope of this policy.

11. Competence, Training and Professionalism

- 11.1. WCHG is committed to realising the capability and potential of colleagues by investing in them through learning, training and professional study. Line managers will use the WCHG Continuous Performance Engagement process to ensure that mandatory training and required qualifications are maintained and kept up to date for all colleagues involved in the delivery of this policy
 - 11.2. Our Board is recruited to meet the requirements of the governance skills matrix to ensure appropriate strategic control and oversight is provided across the Group's operations. Members receive regular and ongoing training to ensure skill and competency levels are maintained.
 - 11.3. The Executive Director of Assets and the senior management team holds or is working towards the Chartered Institute of Housing Level 5 Diploma in Housing, or equivalent.
 - 11.4. WCHG will procure qualified and competent consultants to undertake all asbestos surveys and all removal works will be completed by Licensed Asbestos Removal Contractors (LARC). Acceptance and review of all contractors will be undertaken in line with the requirement of the WCHG Procurement Strategy.
 - 11.5. WCHG will provide asbestos training in line with its job compliance training matrix. This will include the P405 Qualification for a cohort of operational managers and colleagues involved with asbestos management. Formal awareness training will be delivered to
- 



all front-line colleagues every three years and supported by an annual refresher e-learning package.

12. Equality Diversity and Inclusion

- 12.1. Wythenshawe Community Housing Group (WCHG) is committed to providing fair and inclusive services for all our customers.
- 12.2. We will do our best to make sure that no one is treated unfairly because of who they are. This includes any protected characteristic under the Equality Act 2010.
- 12.3. We understand that some people may be more affected by our policies or services. Where needed, we will take extra steps and make reasonable adjustments to make sure everyone can access our services fairly.
- 12.4. If you need this policy in another format, such as large print, Easy Read, Braille, audio, or another language, please contact us:

Phone: 0300 111 0000 ·

Email: inclusionanddiversity@wchg.org.uk

- 12.5. A screening document for this policy has been completed and reviewed by the Equality Impact Assessment (EIA) Panel. Following this review, a full EIA was not found necessary.
- 