

Asbestos Management Policy

For council housing and other HRA properties

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Document Control

Governance

Table 1 – Policy information

Item	Response
Title	H&N Asbestos Management Policy
Responsible officer	Head of Assets and Building Safety
Author	Technical Officer, Asbestos - Jack Ingham General Manager Building Safety - Blake Hamblett
First approved	H&N Service Director 23/04/2025
Version approved	HNSLT 04/03/2026
Next review date	04/03/2027
Review responsibility	General Manager Building Safety
Applicable to	Kirklees Homes and Neighbourhoods staff and subcontractors Kirklees Homes and Neighbourhoods tenants and leaseholders
Regulatory framework	Social Housing (Regulation) Act 2023 and associated RSH Regulatory Standards . Health and Safety at Work Act 1974 Control of Asbestos Regulations 2012 (CAR2012)

Revision history

Table 2 – Revision details

Date	Version	Author	Authorised by	Revision details
23/04/2025	1.0	Neil Turner	H&N Service Director	First publication
04/03/2026	1.1	Blake Hamblett	HNSLT	Policy review and refresh – no significant changes.

1 Introduction

1.1 Purposes of this policy

- 1.1.1 This policy sets out how we, Kirklees Homes and Neighbourhoods, comply with relevant legislation in regard to asbestos within properties owned and/or managed by us.
- 1.1.2 Kirklees Homes and Neighbourhoods accepts that due to the age and construction of its housing stock and other properties it owns and manages there may be asbestos containing materials.

1.2 Legal context

- 1.2.1 This policy responds to the [Social Housing \(Regulation\) Act 2023](#) and the associated [Regulatory Standards](#) by addressing the following requirements:

Safety and Quality Standard

- Registered providers must use data from across their records on stock condition to inform their provision of good quality, well maintained and safe homes for tenants including:
 - a) compliance with health and safety legal requirements
 - Registered providers must identify and meet all legal requirements that relate to the health and safety of tenants in their homes and communal areas
 - Registered providers must ensure that all required actions arising from legally required health and safety assessments are carried out within appropriate timescales.
 - Registered providers must ensure that the safety of tenants is considered in the design and delivery of landlord services and take reasonable steps to mitigate any identified risks to tenants
- 1.2.2 This policy also aims to ensure compliance with the following legislation:
- Health & Safety at Work Act 1974
 - Control of Asbestos Regulations 2012

1.3 Definitions

- 1.3.1 For the purposes of this policy, the following definitions apply:

Table 3 – List of definitions used in this policy

Term	Definition
Homes & Neighbourhoods; H&N, we, us	Kirklees Council's housing management services, inclusive of all departments and teams.
Tenant	A person that rents a home from Homes & Neighbourhoods.
Leaseholder	A person that owns a home on a lease, within a council-owned building.
Resident	Any person that is registered as living in a council-owned home or other building, including tenants, leaseholders and others.
Staff; Officer; Employee	A person that works for Kirklees Council, including temporary or agency workers and apprentices.
Contractor	A company or person that works on behalf of Kirklees Council.
Pinnacle Housing	A company that manages some council-owned homes on the council's behalf. The homes are managed through a Private Finance Initiative (PFI) contract known as Excellent Homes for Life.
ACM	Asbestos containing material
AMP	Asbestos Management Plan

2 Objectives and scope

2.1 Policy objectives

2.1.1 This policy aims to ensure that we meet our obligations as a landlord and seeks to provide assurance that the control of Asbestos is effectively managed to ensure the safety of our employees, contractors, tenants, leaseholders and members of the general public.

2.2 Policy scope

2.2.1 The policy is relevant to all tenants and others who may live in, work in, visit or use homes or other premises owned and managed by Homes & Neighbourhoods.

2.2.2 The policy applies to the communal areas of leasehold dwellings.

2.2.3 The policy applies to all Homes & Neighbourhoods staff and contractors who have responsibility for, or who may come into contact with asbestos or equipment in H&N properties.

- 2.2.4 Pinnacle Housing, who manage some homes on behalf of the council, are required to provide assurance that the landlord's asbestos safety obligations are being met. Separate arrangements are in place and maintained to ensure this.

3 Policy statement

3.1 Management of asbestos

To ensure the safety of relevant persons by means of suitable management of asbestos we will:

- 3.1.1 Comply with all statutory provisions relating to the management of asbestos materials and implement effective asbestos management throughout of stock
- 3.1.2 Presume materials contain asbestos unless there is strong evidence that they do not.
- 3.1.3 Take reasonable steps to find out if there are materials containing asbestos in domestic and non-domestic premises and, if so, its amount, type, location and condition.
- 3.1.4 Maintain up to date records of the location and condition of the asbestos containing materials, or materials presumed to contain asbestos.
- 3.1.5 Assess the risk of anyone being exposed to fibres from the materials identified.
- 3.1.6 Assess the risks presented by identified ACMs and use these assessments to prioritise any required remedial action and future monitoring schedules.
- 3.1.7 Where possibility and risks of air borne asbestos fibres are negligible we will deal with ACMs in situ through effective management and control measure.
- 3.1.8 Prepare an Asbestos Management Plan (AMP) that sets out in detail how the risks from these materials will be managed by effective controls and take the necessary steps to put the AMP into action.
- 3.1.9 Review and monitor the AMP annually, or sooner if there are any changes to legislation or working practices and act on it so that the plan remains relevant and up-to-date.
- 3.1.10 Take reasonable steps to prevent the exposure of employees, tenants and all other relevant persons, to airborne asbestos fibres whilst in our premises.
- 3.1.11 Investigate any asbestos incidents; ensuring that a root cause analysis is conducted with suitable and sufficient additional control measures identified and implemented to eliminate / reduce the likelihood of a reoccurrence to as low as is reasonably practicable
- 3.1.12 Provide information on the location and condition of the ACMs to anyone who is liable to work on or disturb them, so that they can put appropriate controls in place while the work is being carried out.

- 3.1.13 Ensure that everyone involved in the control of asbestos is trained, competent and holds relevant industry recognised qualifications.
- 3.1.14 To provide appropriate asbestos training for staff including general awareness, managing asbestos, and working with non-licensed materials.
- 3.1.15 To provide information and awareness to tenants and other relevant persons where required.
- 3.1.16 Develop and work towards a managed programme of asbestos surveys in all domestic properties.
- 3.1.17 Homes & Neighbourhoods will work with tenants on an individual basis to understand their specific circumstances, including information about any communication needs, disabilities, or vulnerabilities. Asbestos safety services and arrangements will be delivered in a way that considers and respects tenants' individual needs, in line with the H&N Vulnerable Tenant Policy.

4 Roles and responsibilities

4.1 Council responsibilities

- 4.1.1 We are responsible for ensuring we comply with all relevant regulation and guidance for the management of asbestos.
- 4.1.2 All appropriate staff and contractors have received the adequate level of asbestos training.
- 4.1.3 We are responsible for ensuring that all residents can receive easily accessible asbestos information.

4.2 Tenant responsibilities

- 4.2.1 Tenants are responsible for taking good care of their homes and reporting any potential damage as soon as they notice them.
- 4.2.2 Tenants are responsible for gaining permission from Kirklees Homes and Neighbourhoods before undertaking any home improvements to their homes, with the exception of decorating.
- 4.2.3 In line with the Tenancy Agreement, tenants must allow council staff, agents or contractors access to their homes to carry out asbestos related works to be conducted when requested.

5 Monitoring and review

5.1 Monitoring and improvement

- 5.1.1 The Asbestos Management Plan sets out Key Performance Indicators which are reported on a monthly basis.
- 5.1.2 Tenant Satisfaction Measures (TSMs) – BS03 Proportion of homes which required asbestos management surveys or reinspections have been carried out. This measure is reported to the Regulator of Social Housing on an annual basis. The TSMs are also published on the council's website for tenants and other residents to see.

5.2 Policy review

- 5.2.1 The policy will be reviewed annually or in response to relevant changes in legislation, regulation or organisational structures.
- 5.2.2 Any significant changes will be consulted on prior to implementation and relevant approvals sought.
- 5.2.3 This policy and future updates will be published on the council's website and internal staff site.

6 Associated policies and strategies

6.1 Homes & Neighbourhoods policies

- 6.1.1 The following Homes & Neighbourhoods policies and other documents are relevant:
- H&N Asbestos Management Plan
 - H&N Repairs and Maintenance Policy
 - H&N Tenancy Agreement
 - H&N Vulnerable Tenant Policy

6.2 Kirklees Council policies

- 6.2.1 The following wider Kirklees Council policies and strategies are relevant:
- Kirklees Council Asbestos Management Policy