



Portus
Supported Housing

Asbestos Management Policy

Version 1.0

Review

Date of this review	Date of last review	Author(s)	Owner	Next review date
31/10/2025	31/10/2025	Jason Cox	Jason Cox	31/10/2028

Details of amendments

Version	Date	Update/ amendment detail	Resulting from

Approved by

Executive Team	[00/00/00]
Board	13/11/25



1. Introduction

Portus Supported Housing (PSH) has a responsibility to ensure compliance with legislative duties in relation to asbestos, in particular the duty to manage asbestos-containing materials (ACMs) in its properties. This policy sets out how PSH's responsibilities to customers, visitors, staff, contractors and other stakeholders will be achieved.

Detailed interpretation, and how PSH will deliver the practical implementation of this policy, will be set out in PSH's *Asbestos Management Plan (AMP)*.

2. Purpose / Aim

The overall aim of this policy is to ensure that PSH meets its obligations under the *Control of Asbestos Regulations 2012*, specifically the 'duty to manage asbestos' requirements set out in Regulation 4. PSH will also ensure that any ACMs identified within its properties, or properties for which PSH has responsibility, are managed in accordance with the *Control of Asbestos Regulations 2012 (CAR12)* and all other associated and relevant legislation.

3. Scope

This policy applies to all buildings and associated structures owned, leased, occupied, or managed by PSH. It also applies to work commissioned and/or managed by PSH.

4. Legal and Regulatory Framework

- Control of Asbestos Regulations 2012 (CAR12)
- Health and Safety at Work etc. Act 1974 (HASWA)
- Health and Safety at Work Regulations 1999

Details of other relevant legislation, codes of practice, and subject matter guidance will be held within the AMP.

5. Related Policies and Documents

This policy is linked to the following document and should be read in conjunction with it:

- Health and Safety Policy

Operation of this policy will be supported by an internal AMP, which provides a more detailed description of the processes to be followed by PSH employees and contractors.

6. Policy Statement / Principles

In recognition of its duties under CAR12 and HASWA, PSH undertakes to protect all persons on its premises or as otherwise affected by its undertaking, from harmful exposure to asbestos by identifying its presence, maintaining it in a safe condition, and adopting safe ways of working to prevent exposure, so far as is reasonably practicable.

Specifically, PSH will:



- Ensure all materials identified as likely to contain asbestos are managed in accordance with relevant legislation
- not undertake (directly or via external contractors or agents), nor contract out, any work to properties owned, leased, occupied, or those it manages, without adequate information on the nature, condition, and extent of any ACM likely to be disturbed
- compile and maintain an up-to-date record of the location, condition, extent, and nature of any ACMs within its property portfolio
- ensure it contracts with competent asbestos surveyors and/or companies that possess the expertise to undertake management surveys, refurbishment and demolition surveys and monitoring (re-inspection) surveys
- ensure any ACM removal or abatement work will be undertaken by an approved, accredited, and competent contractor. This includes any minor asbestos-related tasks approved and endorsed to be undertaken directly by PSH contractors specifically assessed as competent to do so

7. Roles and Responsibilities

Details of the roles and responsibilities of PSH staff, external contractors and other stakeholders relevant to asbestos compliance are held within the AMP. The following list summarises some of the primary roles:

- **Chief Executive Officer (CEO)** – the principal duty holder for achieving compliance with health and safety legislation and the *Control of Asbestos Regulations 2012*, through safe management and prevention of risk
- **Strategic Asset Management Director** – responsible for the management and review of the asbestos policy across PSH, and for overseeing the practical implementation and coordination of the policy (via the AMP and other necessary procedures)
- **All staff** have responsibility for ensuring the AMP and associated asbestos policy is implemented

Achievement of these responsibilities will be delivered by delegation to suitably qualified and experienced employees, who will have responsibility for the operational application and service delivery of this management plan and its associated procedures.

In accordance with the Health and Safety at Work Act 1974, all PSH employees and contractors working for PSH shall have regard to the health and safety of themselves and others who may be affected by any of their undertakings with respect to ACMs, and they shall cooperate in the implementation of this policy.

Unless specifically trained and authorised to do so, no PSH employee may conduct work on an ACM; this includes the taking of samples.

8. Monitoring, Review and Compliance

The AMP should be regarded as the key, strategic asbestos compliance document. As such, it will interpret this asbestos policy, together with associated published guidance, to set out how PSH will:



- keep and maintain an up-to-date record (Asbestos Register) of the location, condition, maintenance, and removal of all ACMs
- repair, seal or remove ACMs where there is a risk of exposure due to their condition or location
- implement a robust, prioritised reinspection procedure and programme for identified ACMs
- maintain ACMs in a good state of repair and regularly monitor their condition, in-line with the declared re-inspection protocols
- inform anyone whose actions are liable to, or may, disturb ACMs (or who issues instructions for work which may do so) about their location, nature, extent, and condition. This will include both suspected and tested and identified ACMs. Those concerned may include PSH staff, care providers, all contractors and sub-contractors, consultants and technical representatives (including CDM roles), external bodies managing works in our homes (e.g. local authority aids and adaptations teams), and customers
- have arrangements and procedures in place for the appointment and management of specialist asbestos surveying consultants (ASCs) and asbestos removal contractors (ARCs), including third-party sample auditing and quality control via appropriate specialists
- inform relevant staff of the contents of the AMP at regular intervals
- identify relevant management procedures and the roles and responsibilities of PSH
- inform and assist staff to understand and apply these operational, task-oriented processes practically
- review the AMP at regular intervals, and whenever process changes occur or a significant incident takes place

Contractors (and their sub-contractors) employed by PSH will be required to provide risk assessments and method statements (RAMS) prior to working in areas containing ACMs (or presumed to contain ACMs pending survey). These RAMS must be approved by PSH's Strategic Asset Management Director, or a suitably qualified deputy, prior to any work commencing.

Customers and/or care providers will be provided with information, as detailed within the AMP, as required.

9. Equality, Diversity and Inclusion

PSH is committed to mainstreaming equality and diversity throughout all its activities as well as meeting the general and specific duties imposed on it through the legislation. Please refer to PSH's Equality and Diversity Policy to read the policy details in full.

