



DOVECOTES TMO

ASBESTOS MANAGEMENT POLICY

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Dovecotes Tenant Management Organisation

Responsibility (Retained / Delegated)

			Dovecotes					
			Delegated or Retained	Is this a landlord Responsibility?			Organisation Responsible	
				Tenant	Lease-holder	Free-holder	TMO	WCC / WH
1.9	Health & Safety Compliance (including Asbestos and Fire Safety)							
	1.9.1	Asbestos Testing in houses, flats and communal areas.	R	✓	✓			✓
	1.9.2	Asbestos Removal in houses, flats and communal areas.	R	✓	✓			✓

Dovecotes Tenant Management Organisation

Asbestos Responsibility Chart

OVERALL ACCOUNTABILITY
DOVECOTES TMO BOARD

RESPONSIBLE PERSON
AMIE MERRY
CHIEF OFFICER

COMPETENT PERSON
WARREN FRAYS
SENIOR MAINTENANCE OFFICER

Asbestos Management Policy

General Statement

Dovecotes TMO acknowledges the risks to health arising from the exposure to asbestos. It accepts that its activities and undertakings have the potential to expose residents, employees, contractors and others to asbestos. Therefore, everything that is reasonably practicable will be done within the organisation to protect any such persons from risks to their health from exposure to asbestos. This will be achieved by minimising exposure through the management of asbestos containing materials in the workplace premises.

Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start work that could disturb asbestos unless the correct procedures are adhered to.

Dovecotes TMO recognise and accepts its statutory responsibilities as a managing agent in relations to Asbestos and is committed to comply with the **Control of Asbestos Regulations 2012**.

Wolverhampton Homes has the **retained** responsibilities for this service provision, as set out in the Management Agreement (see Responsibility Retained / Delegated chart).

Dovecotes TMO will follow Wolverhampton Homes Asbestos Management Plan.

When a problem arises related to asbestos safety at work, employees must immediately inform **Dovecotes TMO's – Senior Maintenance Officer** who will take the necessary measures required to instruct **Wolverhampton Homes** to investigate and remedy the problem.

Arrangements

The main aim of this policy is to ensure that any asbestos located within properties under the management of Dovecotes TMO is managed in accordance with relevant legislation.

The specific objectives of this Asbestos Policy are:

- To take steps to locate any asbestos containing materials in our premises and assess the condition.
- To prepare records of the location and condition of all asbestos containing materials and assess the risk from them.
- To provide information and advice on the location, type and condition of the material to anyone who could be in a position to disturb it.
- To ensure that Dovecotes TMO in house or external contractors working in properties owned or managed by Dovecotes TMO clearly understand the risks involved in disturbing asbestos containing materials and that reasonable practicable steps are taken to prevent its employees and others from breathing in asbestos fibres.

Asbestos information, testing and removal works in houses, flats and communal areas are the **retained** responsibility of **Wolverhampton Homes**.

Dovecotes TMO has a responsibility to do the following:

- Take responsible steps to locate and identify the presence of Asbestos Containing Materials (ACM's) in its assets.
- Ensure that all asbestos related information is issued to all organisations and persons who may potentially disturb ACM's during their activities working on Dovecotes TMO assets.
- On identification, Dovecotes TMO will check repairs / property records for previous samples test results. If no records are found, Dovecotes TMO will notify Wolverhampton Homes to test sample the ACM / ACM's.

All associated work will then be done through Wolverhampton Homes Asbestos Team (WHAT) as **retained** responsibility under the Management Agreement.

Information and Training

Dovecotes TMO will provide information and training for all employees to ensure that they are aware of the dangers and risk that can be associated with Asbestos.

Asbestos testing and removal in houses, flats and communal areas are the **retained** responsibility of **Wolverhampton Homes**

The following courses are recommended:

Asbestos Awareness (e-learning) via the City Council's Learning Hub

Asbestos Awareness – Contractors

Policy Review

This Asbestos Policy will be reviewed annually or as legislation changes.

Review Date: **JUNE 2019**

Chair (Dovecotes TMO)

Name _____ Signature _____

Chief Officer (Dovecotes TMO)

Name _____ Signature _____

Additional Information

Shared User Responsibilities

There is a shared user responsibility within the building.

The Housing Office
Ryefield
Pendeford
Wolverhampton, WV8 1UD

The building is owned by: City of Wolverhampton Council

The building is occupied by:

Dovecotes Tenant Management Organisation – **Downstairs** (Leased off the City Council)

City of Wolverhampton Council Mental Health Team – **Upstairs**

Retained Responsibility

Asbestos Testing and Removal in tenanted houses, flats and communal area is the **Retained Responsibility** of the City of Wolverhampton Council / Wolverhampton Homes

Asbestos Samples and Removals – Wolverhampton Homes Asbestos Team (WHAT)

Wolverhampton Homes
29 Market Street
Wolverhampton, WV1 3AG

www.wolverhamptonhomes.org.uk

Information

The Housing Office ***Asbestos Management Survey Report*** (undertaken by Riverside Environmental Services on behalf of the City of Wolverhampton Council dated: - 21.10.15)

Lactation - Dovecotes TMO Office (Ground Floor)

Asbestos Records for properties managed by Dovecotes Tenant Management Organisation on behalf of the City of Wolverhampton Council can be found in the following computer systems: -

Northgate Information Solutions
Information at Work
Wolverhampton Homes – Shared Drive