



South Cambridgeshire District Council

Asbestos Management Policy (Housing)

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Ownership	Head of Housing
Approved by	Cabinet
Policy Contact	Service Manager – Housing Assets
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1. Introduction

- 1.1 South Cambridgeshire District Council (SCDC) is committed to ensuring that all tenant homes and communal areas are safe.
- 1.2 Asbestos-containing materials (ACMs) can pose health risks when damaged or disturbed. This policy sets out our approach to managing asbestos in a responsible, compliant and transparent way, safeguarding the health and safety of staff, contractors, residents and visitors.

2. Scope and purpose

- 2.1 This policy outlines how SCDC will comply with the Regulatory requirements for Social Housing in England, including best practice standards and continual improvement in compliance performance in relation to asbestos safety.
- 2.2 SCDC aims to protect the occupiers of its properties, visitors, staff, contractors, and the public, from the risks associated with asbestos so far as is reasonably practicable. This document sets out key policy objectives, control measures and accountabilities to protect residents, staff, and contractors from harm.
- 2.3 This policy applies to all buildings owned and managed by SCDC as part of its housing landlord responsibilities. It does not apply to leasehold, equity share, or shared ownership properties where the occupier is responsible for managing asbestos within the demised premises (i.e., the parts not owned by the Council), unless the lease agreement states otherwise. In such cases, leaseholders and shared owners are expected to seek their own independent specialist advice regarding asbestos management. The policy also excludes properties managed by Ermine Street Housing or Shire Homes Lettings, as each operates under its own asbestos policy.



3. Policy objectives

3.1 The council adopts a proactive approach to asbestos safety which is in line with the HSE Asbestos Essentials Guidance and the Council's Technical & Procedural Manual. SCDC will:

- Identify and manage ACMs in accordance with HSE guidance (HSG 264, HSG 210, HSG 247, HSG 248).
- Maintain an accurate asbestos register covering all relevant properties and communal areas in scope.
- Undertake risk assessments to determine the condition and potential exposure risks of ACMs, as appropriate
- Implement control measures such as encapsulation, monitoring, or removal of ACMs as required
- Operate a risk-based reinspection programme for identified ACMs, as appropriate.
- Ensure work does not disturb ACMs unless appropriate controls are in place.
- Conduct management and refurbishment/demolition surveys as required.
- Provide training and awareness for staff and contractors, as appropriate.
- Ensure only competent, accredited contractors carry out asbestos-related work.
- Respond quickly to asbestos incidents and keep residents informed as they occur
- Monitor, audit, and review compliance quarterly, reporting to the Housing Engagement Board, Leadership Team and Members.

4. Legislation and regulatory framework

4.1 SCDC will meet all obligations set out in:

- Control of Asbestos Regulations 2012 (CAR 2012) (Regulation 4 duty to manage applies to communal and non-domestic areas)
- Health and Safety at Work Act 1974 (Responsibilities for tenants' homes)



- Management of Health & Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015 (Provision of pre-construction information)
- Housing Act 2004 (HHSRS) & Defective Premises Act 1972 (Asbestos is identified as a Category 1 hazard)
- Environmental Protection Act 1990 / Hazardous Waste Regulations 2005 (Affecting ACM disposal)
- Emerging requirements under Awaab's Law and the Hazards in Social Housing (Prescribed Requirements) Regulations 2025

5. Responsibilities

- 5.1 SCDC has a duty to manage asbestos risks effectively. The following roles are defined to ensure that the commitments in this policy are carried out:

Duty Holder: Head of Housing

Has ultimate accountability for the safety management of Asbestos.

Responsible Person: Service Manager - Housing Assets

Oversees the overall implementation of this policy.

Deputy Responsible Person: Asset & Compliance Manager

Supports the Responsible Person in the day-to-day management of this policy.

Operational Managers and Surveyors

Ensures compliance within work programmes and contractor oversight.

- 5.2 Where contractors carry out works on SCDC's behalf, they will be required to meet our health and safety standards and be appropriately qualified and accredited as confirmed through procurement processes and annual contract reviews.
- 5.3 Tenants and Leaseholders (where applicable) must report any suspected asbestos, avoid disturbing ACMs and allow access for inspections and remedial works.



6. Our commitment to residents

6.1 Duty of care:

- When asbestos-containing materials (ACMs) are identified but safe if left undisturbed, tenants will be informed and advised not to carry out any DIY or maintenance that could disturb them (e.g., drilling, sanding, attaching fixtures).

6.2 Providing information to tenants:

- Tenants will receive clear, accessible details on the location and condition of any known ACMs.
- Information may be delivered via written communication, leaflets, or verbal briefings at tenancy sign-up or inspections.
- Guidance will include safe living practices where ACMs are present.

6.3 Remedial action for ACMs in poor condition:

- If ACMs are damaged, deteriorating, or likely to be disturbed, SCDC will arrange appropriate remedial works such as sealing, encapsulation, or removal by licensed contractors.
- Tenants will be kept updated on the type of work, expected timescales, and any temporary relocation needs.

6.4 Tenant reporting responsibilities:

- Tenants are encouraged to report any damage or deterioration of materials suspected to contain asbestos.
- Reports should be made to the Housing Officer or Property Services team.
- SCDC will investigate promptly and take necessary safety actions.

6.5 Contractor responsibilities:

- All contractors must check the asbestos register before starting work in tenants' homes.



- Method Statements and Risk Assessments must include relevant asbestos information.
- Where no survey exists, ACMs must be presumed present.
- Contractors must clearly communicate any asbestos-related risks to tenants.
- All site operatives must have up-to-date asbestos awareness training.

7. Asbestos safety controls

7.1 SCDC will:

- Maintain a 100% survey strategy for relevant buildings
- Carry out management surveys to HSG 264 standards
- Commission intrusive refurbishment/demolition surveys before works
- Risk-assess each ACM using material + priority scoring
- Plan removals only where risk cannot be safely managed
- Only appoint UKAS-accredited analysts and Licensed Asbestos Removal Contractors (LARCs)

7.2 All safety controls will be documented and recorded for audit purposes.

8. Monitoring, Audit and Assurance

8.1 SCDC will:

- Conduct annual internal audits
- Carry out contractor performance checks
- Report compliance to the Housing Engagement Board, Leadership Team and Members quarterly
- Update the asbestos register within 14 days of any relevant updates

9. Accessibility and Inclusion

9.1 SCDC is committed to engaging with tenants and residents in line with the [Equality Act 2010](#). Reasonable adjustments will be made to ensure services are accessible to all. This may include:



- Contact preferences
- Offering home visits
- Use of advocates or interpreters
- Alternative communication formats, such as large print or translated materials
- Adjusting appointment times to accommodate mobility or health needs

10. About this policy

- 10.1 This policy will be reviewed every 5 years. However, earlier reassessment may be required following tenant feedback, further guidance or where there are changes in operations and/or legislation.
- 10.2 This policy has been produced in consultation with tenant representatives. If a tenant is interested in getting involved in shaping the housing service, further information is available on the [website](#) or contact resident.involvement@scambs.gov.uk.



11. Service Requests and Complaints Process

- 11.1 A tenant should report initial service requests, such as repairs or safety concerns, through the designated channels

Repairs: **Online** via the Council's [website](#).
By phone via the Repairs Hotline: 0800 0085 1313
Through the **M&Me** Mobile App

General Queries: Tel: 01954 713 000
E-mail duty.housing@scambs.gov.uk

- 11.2 The [Communications Charter for tenants and leaseholders](#) sets out detailed guidance on how to contact the Council and the service standards that can be expected in relation to communication and responsiveness.
- 11.3 SCDC aims to provide excellent customer service but recognises that mistakes can happen. If a tenant is dissatisfied with the service received



following a service request, they can make a complaint in accordance with the Council's Complaints Policy. To make a complaint, visit our [website](#) or telephone 01954 713000 or e-mail housing.complaints@scambs.gov.uk.

12. Our Values

Ambitious

- We are proactive and take a forward-thinking approach to addressing challenges.
- We create smart solutions and reach our goals with determination and a clear vision.

Collaborative

- We foster a culture of teamwork and open communication.
- We work with and involve stakeholders, to improve how the organisation works and serves the public.

Compassionate

- We prioritise empathy and understanding in decision-making and service delivery.
- We consider the wellbeing of people and communities in everything we do, and we replicate this when we talk to our colleagues because we know that when we support each other, we all do better.

Accountable

- We take responsibility for our actions and decisions.
- We own up to mistakes and make sure we fulfil our commitments.