

## Appendix 4 – How Lewisham Homes deals with asbestos

1. How are asbestos records kept?  
Lewisham Homes maintains an asbestos database, held on an external website. These details have also been duplicated into the CAPITA Housing database, so they are directly available when accessing the housing information for specific properties or common parts prior to repairs or other intrusive work being scheduled etc.
2. How are records updated?  
The external database is updated when new records are available, for example following a new survey or re-inspection, and this is then duplicated into the CAPITA Housing database in regular data uploads.
3. What is the policy for providing information to contractors and others carrying out work in properties?  
Our term contractors have been given access to both CAPITA Housing and the external database, so have access to the same asbestos information we do. Any new contractors can either be provided with limited access to the systems or be simply provided with specific reports for the areas in which they will be working.
4. How are tenants made aware of any potential risk posed by asbestos in their homes? How are they made aware of the actions they should take to manage any risk?  
Tenants are advised through tenants' handbooks, DVD (at sign up), and an asbestos leaflet. Advice/information is also available via the Health and Safety Team and Repairs on the hazards asbestos can pose and how to manage it inside their premises. Information on asbestos has also been included in several issues of 'Home' magazine, which is sent to all residents. The asbestos leaflet provides information outlining how to manage asbestos, either identified or suspected, which may be present within their property and advice on avoiding interfering with it; for example through intrusive DIY or other home improvement work.
5. How often is asbestos removed from properties?  
Asbestos is only removed where it has been deemed necessary following its identification and recommendation in the asbestos survey. The duty, under the Control of Asbestos Regulations, is to manage asbestos. Management of known asbestos containing materials, contrary to a popular misconception, does not always mean removal. In most cases, the best method of management, as recognised by the HSE, is to leave it where it is as long as it is in good condition and undisturbed. In some other instances it may be necessary to encapsulate it (which may be as simple as painting it to seal the exposed face)..
6. What prompts removal of asbestos from properties?  
Where asbestos containing materials are found to be in poor condition or need to be disturbed during repair/refurbishment, then suitable remedial action will be taken which may or may not involve removal, depending on the individual circumstance.
7. What approach is being taken to dealing with asbestos as part of decent homes work?  
Prior to Decent Homes work commencing, asbestos surveys are carried out within each property. Asbestos containing materials identified in these surveys are then be dealt with in accordance with the protocol described above.