

SA/06 - Radon Policy

PN:23

“Our policies embed our culture, establish boundaries and outline our expectations. They have been agreed by our Board(s) as best practice documents for the Group’s decision making.”

Policy Statement

ateb Group Limited is committed to maintaining the Health and Safety of employees and customers. The group:

- Recognises and acknowledges that radon gas may be present in its offices and properties.
- Recognises the potential health risks associated with radon.
- Will take all reasonable steps to ensure that our customers and staff are not put at risk from the effects of radon in the workplace and properties.
- Takes its duties seriously and will ensure that appropriate policies and processes are in place to manage the duties owed to customers and employees.
- Will reduce the exposure to radon gas to an acceptable level.

Approval Date	Lead Contact	Review Date
25 th March 2021	Maintenance & Compliance Manager	March 2024

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2. Principles

Scope

This policy covers all property owned, occupied, administered, or operated by the ateb group excluding shared ownership and DIY Home buy properties.

Definitions

Radon is a naturally occurring radioactive gas that can seep out of the ground and build up in houses and indoor workplaces.

The radioactive gas radon is a hazard in many homes and workplaces. Breathing in Radon gas increases the risk of lung cancer and causes over 1,100 deaths from lung cancer each year in the UK. The risks from radon is higher if the person is an ex-smoker and significantly greater for current smokers. Approximately half of the background radiation exposure (all sources) to the UK population arises from the inhalation of radon gas.

The risk to staff and customers of exposure to radon will depend on the level of radon in the workplace or home and the length of time staff spend in the location.

Legislation

There are many health and safety regulations that directly or indirectly place duties as an employer and landlords in relation to the management of Radon Gas. These are outlined in relation to the management of Radon for which the Group and all other key stakeholders have responsibility.

The Health & Safety at Work etc Act 1974 (HSW)

Requires employers to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety. Section 3 of the HSW Act contains general duties on employers and the self-employed in respect

of people other than their own employees. Section 4 contains general duties for anyone who has control, to any extent, over a workplace.

The Management of Health & Safety at Work Regulations 1999

Requires employers and self-employed people to assess the risks to the health and safety of themselves, employees, and people not in their employment, arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting those people's health and safety. Any assessment made for the purposes of the Radon will not need to be repeated for the Management Regulations.

Housing Act 2004

Landlords have a responsibility to their tenants under Duty of Care and the Housing Act to provide a safe home. Radon is identified as a potential hazard in dwellings in the Housing Act 2004.

Building Regs 2010

The Building Regulations require 'basic' radon protection to be installed in new properties located in areas where it is estimated that 3% or more properties will be affected by high levels of radon.

Ionising Radiation Regs 1999

Ensuring that exposure to ionising radiation arising from work activities, whether man made or natural radiation and from external radiation or internal radiation, is kept as low as reasonably practicable

Renting Homes Act 2016

Requires landlords to ensure the property is fit for human habitation at the time of occupation and for the duration of the tenancy contract.

Public Health England (PHE) guidance

This document provides guidance and a 3-stage process for landlords which is as follows:

- 1. Check:** Find out if any of your housing stock is in a radon affected area.
- 2 Measure:** Properties in a radon affected area should be tested.
- 3 Act:** If high radon levels are found, they should be reduced through simple building works

3. Responsibilities

The following responsibilities will apply to the following leadership groups and role profiles:

Board of Management

Responsibility for Radon management lies ultimately with the Group's Board of Management. They are ultimately responsible for ensuring any relevant persons within our premises are safe from Radon Gas and its associated hazards. The Board satisfies this responsibility by delegating duties to the Chief Executive

Key Persons

Group Chief Executive – Duty Holder

- Effective implementation of the Radon Policy across the Group as a whole.
- Adequate financial and staff resources are made available to both develop and implement the policy and procedures.
- Ensure responsibilities for the control of Radon is effectively delegated and an overall structure established with clear guidelines and procedures is in place.

Executive Director for Customer

- Interface with Corporate Delivery Group on the control of Radon
- Reporting to Chief Executive and Board on the control of Radon
- Ensure the Radon policy for the Group's premises is in place, monitored and reviewed.
- Responsible for the implementation of the policy and to ensure sufficient resources are available
- Ensure the Radon Policy is applied throughout the whole property portfolio and systems and procedures are in place.

In addition to the responsibilities listed above the following key roles have specific responsibilities for the operational delivery of the policy across the group:

Executive Director for Development

- To ensure that all new builds conform to the requirement of building regulations in relation to radon by ensuring:
- The Maintenance & Compliance Manager is notified of new properties so they can be added to the Radon Register.
- Radon protection to be installed in new properties located in areas where it is estimated that 3% or more properties will be affected by high levels of radon.

Property Services Manager

- Ensuring that any remedial measures put in place to reduce the level of radon in properties are monitored and maintained effectively

Health & Safety Advisor

- Provide advice and guidance where necessary
- Ensure the requirements of this document is reflected in the audit protocols and other relevant procedures

Key Operational Role Responsibilities

In addition to the responsibilities listed above the following key roles have specific responsibilities for the operational delivery of the Radon policy across the group:

Maintenance & Compliance Manager

- Appointed as the Group's Radiation Protection Officer
- Development and implementation of this policy
- Completing a Radon risk assessment to minimise exposure to staff and customers reviewing on an annual basis or as legislation changes.
- Development and implement a procedure for undertaking and monitoring ateb's premises for Radon in accordance with PHE guidance
- Provide advice and guidance to Executive Directors and Managers
- Identify and implement individual training requirements for all ateb's staff ensuring that any training undertaken is suitable and appropriate.
- Where necessary provide information to customers on affected properties
- Where necessary liaise with the councils Radiation Protection Adviser
- Implementation of changes to the policy occurring because of a review of the risk assessment
- Maintain an effective record system.
- Conduct an indicative search of all property post codes for the likelihood of the presence of radon every 10 years.
- Create a 5-year passive testing plan based on risk and the results of the indicative search.
- Manage integrate and coordinate a radon passive testing regime in accordance with the 5-year plan.
- Implementation of measures, where necessary to restrict access to radon affected areas.
- Responsible for remedial works required when the passive monitoring regime has identified radon gas at a level considered hazardous to health.
- Organise retesting of properties where remedial works have been completed in accordance with the timescale set out in the risk assessment.
- Notify work in areas annual average concentrations of radon gas exceeding 300Bq/m³ to the Health and Safety Executive.
- Ensure that an up to date radon register is maintained, including a record of all protective measures undertaken to reduce concentration.
- Present an annual progress report to the Board.

4. Control

The Maintenance & Compliance Manager is the lead contact for this policy and for ensuring it remains operationally effective. The Maintenance & Compliance Manager

will review this as and when required and at least every 3 years. Changes to legislation or guidance will mean a review may need to take place before the date listed & the lead contact need to take responsibility for this.

This policy is a dynamic document and will be amended as required following service reviews or changes to the operating environment.

Board approval will be obtained before any amendments are published and employees will receive refresher training as applicable.

5. Links to other documents

Internal	External
Radon Procedure	Public Health England Guidance

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SA/06 – Radon Policy

Additional help

Contact our customer team
quoting the policy reference: **PN23**

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Version History

Ver.	Date	Changes
1	25/03/2021	Policy approved by Board
2		
3		