

Asbestos (Health and Safety) Policy

Operational Owner:	<i>Clive Parkinson, Director of Health and Safety</i>
Executive Owner:	<i>Paul Stephenson, Vice President Human Resources</i>
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Related documents:	<i>Health and Safety Policy; Hazardous working policy, Control of Hazardous Substances Policy</i>

Approval History

Version	Reviewed by	Amendment history	Approved by	Date
1.0	Clive Parkinson Health and Safety	First Draft (old format)	Health and Safety Committee	20 March 2014
2.0	Clive Parkinson Health and Safety and Asbestos Management Group	Reviewed and updated (2018 format)	Health and Safety Committee Executive Board	19 October 2018

1	Introduction
1.1	Purpose
1.1.1	<p>The University has a duty to assess the risks posed to the health and safety of its employees and to anyone else who may be affected by its activities. Significant risks identified by this process have to be reduced to a tolerable level.</p> <p>This policy complies with our obligations to control the exposure to Asbestos (and Asbestos Containing Materials (ACMs)) to staff, students, contractors and others.</p>
1.2	Scope
1.2.1	This policy applies to all staff, students, contractors, visitors and others.
1.3	Definitions
1.3.1	<p>Duty Holder</p> <p>The Director Estates and Facilities is the Duty Holder as defined by the “Control of Asbestos Regulations 2012”. The Duty Holder has delegated the management of Asbestos as outlined in the Asbestos Management Plan to a Competent person.</p> <p>Additionally Designated Persons have also been appointed within each department and faculty to assist the Duty Holder (see Appendix 1).</p>
1.3.2	<p>Competent person</p> <p>A competent person has the skills, knowledge, attitude, training and experience to undertake the role effectively.</p>
1.3.3	<p>Training and Briefing</p> <p>Training is equipping staff, students (and others where the University has a duty-of-care) with relevant skills to deal appropriately with a given Health and Safety situation.</p> <p>Briefing is informing such persons of relevant knowledge in relation to Health and Safety.</p> <p>Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.</p>
1.3.4	<p>Occupational Health, Safety and Environment is defined as “the measures and systems aimed at preventing harm and ill health to those at work, whilst protecting the environment from damage that could result from work practices.”</p>
1.3.5	<p>Identification of Asbestos Containing Materials (ACMs)</p> <p>The University does not nor ever has contained friable asbestos. The sources of ACMs within the University are most likely sealed or contained with a matrix such as Artex or Insulating Board.</p> <p>The duty holder must take all reasonable steps to identify ACMs within all premises under their control. To assist with this Management Surveys and Refurbishment and Demolition Surveys will be carried out. All ACMs (including textured coatings) will be labelled.</p>
1.3.6	<p>Accessibility</p> <p>The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the University has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.</p>
2	Policy
2.1	Principles
2.1.1	The University will ensure the safety of staff, students, contractors and others who may be affected by managing the risks associated with Asbestos present within the University.

	<p>In Universities of this size and age asbestos is inevitably incorporated in some parts of the building fabric. Under no circumstances should building fabric be tampered with, drilled into or disturbed without first consulting E&FM. It is imperative to follow the Asbestos Management Plan and contact E&FM and review the University Asbestos Register in the first instance for any works required to check the process and ensure your safety.</p>
	<p>The University will:</p> <ul style="list-style-type: none"> • Manage the exposure of staff, students, contractors and others to the health risks associated with Asbestos • Identify and monitor Asbestos and Asbestos Containing Material (ACMs) in buildings, equipment and areas under its control. • Assess and manage the level of risk by Maintaining an Asbestos Register. • Use competent personnel only for work with Asbestos. • Promote awareness of Asbestos to Staff, Students and Contractors. • Provide relevant information on Asbestos to those who require such information • Produce and regularly review the Asbestos Management Plan which sets out detailed procedures for the control of Asbestos.
2.1.2	Policy Procedures
	<p>Detailed procedures are contained and maintained within the Asbestos Management Plan. The plan is the responsibility of the Director of Estates and Facilities.</p>
2.2	Roles and Responsibilities
	<p><i>All responsibilities can be delegated, unless otherwise stated, but it remains the responsibility of the named individual to ensure they are completed in accordance with this Policy and the Asbestos Management Plan.</i></p> <p><i>The information below should be read in conjunction with the Asbestos Management Plan and gives an overview of processes and procedures</i></p>
2.2.1	<p>Director of Health & Safety This Policy is monitored and regularly reviewed by the Director of Health and Safety, reporting to Health and Safety Committee. The Director will also be responsible for reporting incidents under RIDDOR.</p>
2.2.2	<p>Director of Estates and Facilities Management (E&FM)</p> <ul style="list-style-type: none"> • To be the Duty Holder (defined above) • To appoint a responsible person and delegate authority to ensure compliance
2.2.3	<p>Competent Person The Competent Person will:</p> <ul style="list-style-type: none"> • Co-ordinate the implementation of the Asbestos Management Plan (The Competent person be supported by appropriate Estates and Facilities Management (E&FM) staff). • Provide relevant information to Designated Persons based upon the Asbestos Register • Ensure that any remedial or asbestos works are overseen in liaison with Designated Persons, and that all works are carried out in accordance with the regulatory requirements and codes of practice for asbestos work. • Maintain the asbestos records in a controlled location, and liaise with the Archibus

	<p>Administrator regarding any necessary amendments to the asbestos record.</p> <ul style="list-style-type: none"> • Inform the E&FM Systems and Business Support Manager of any updates to asbestos information required where works have been undertaken.
2.2.4	<p>Designated Persons</p> <p><i>To assist the Duty holder in fulfilling their obligations under The Control of Asbestos Regulations 2012 where applicable Departments/Faculty's will nominate a Designated person. See Appendix 1 for a list of Designated persons.</i></p> <p>The Designated person is required to:</p> <ul style="list-style-type: none"> • To advise the E&FM Health, safety and Assurance Manager of Personnel requiring asbestos training. • To coordinate with the Competent Person and/or further survey works where activities will be affected by the presence of ACM. • To ensure that any remedial or asbestos works undertaken in buildings are overseen in liaison with the Competent Person that all works are carried out in accordance with the regulatory requirements and codes of practice for asbestos work.
2.2.5	<p>E&FM Health, Safety and Assurance Manager</p> <ul style="list-style-type: none"> • To coordinate, with the Duty Holder and Designated Persons, training of relevant personnel. • To organise appropriate training for the various trade groups and those who may through their role come in contact with ACM's (The Heads of Departments must identify staff who may come in contact with ACM's) • To monitor that adequate Training has been undertaken by those requiring Training • To review the effectiveness of the Training
2.2.6	<p>E&FM Systems and Business Support Manager</p> <ul style="list-style-type: none"> • To update the E&FM Estates Management system with new or amended asbestos information provided so that the Asbestos Register is maintained. • Liaise with the Competent Person and Designated Persons to ensure that relevant and accurate asbestos information is passed on to relevant persons via the Estates Management system. • To provide CAD drawings and printouts of asbestos information where requested by the Competent person and Designated Persons.
2.2.7	<p>Contractors</p> <p>The following applies to contractors working for the University, either as a Measured Term Contractor (MTC) or a general contractor.</p> <ul style="list-style-type: none"> • The contractor must have attended the contractor's 'Green Book' induction training within the last 12 months before starting work on site. • The contractor is to comply with the terms of this policy document in the execution of their works. • The contractor is to ensure their workforce has the appropriate level of asbestos training. • The contractor is to cease work immediately and notify the Competent Person or Designated Person upon encountering any suspected Asbestos Containing Material not already identified.

3	Governance Requirements
3.1	Implementation / Communication Plan
3.1.1	<p>The policy is communicated to all staff as part of the University Policy website – It is also communicated through specific, relevant training – including: inductions and special training sessions for staff and contractors ‘Green Book’ training (repeated every 12 months).</p> <p>Relevant Health and Safety Committees and Estates and Facilities Committees will be notified and information disseminated through line management.</p> <p>The Policy and Asbestos Management Plan are communicated through the ‘Green Book’, available on E&FM web-site and/or H&S Intranet sites.</p> <p>Relevant information is also published on the University Health and Safety intranet site and Health and Safety Handbook, as appropriate.</p>
3.2	Exceptions to this Policy
3.2.1	There are no exceptions
3.3	Review and Change Requests
3.3.1	<p>This Policy is regularly reviewed by the Director of Health and Safety; and the Asbestos Management Group.</p> <ul style="list-style-type: none"> ➤ Minor changes will be reviewed and agreed by Asbestos Management Group, and approved through Health and Safety Committee (HSC); ➤ Major changes will be reviewed through Asbestos Management Group, agreed via Estates Health and Safety Committee and approved by Health and Safety Committee - and if required, submitted to Executive Board, for approval. <p>Review will generally be every three years or in line with any relevant changes to Legislation, if sooner. Health and Safety Consultative Committee will be consulted during the review process, as required.</p>
3.5	Legislative context
3.5.1	This Policy complies with the requirements of the Health and Safety at Work Act 1974 and other associated legislation, noted in Appendix 2.
3.5.2	<u><i>Health and Safety Policy legal statement</i></u>
	<p>This policy sets out to comply with the required ‘duty of care’ placed upon the University. Under Health and Safety Law a ‘duty of care’ is generated between organisations and individuals when carrying out activities that could foreseeably cause harm.</p> <p>The primary duty of care is owed through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. That duty of care is put into practice by the line management responsibilities as set out in the hierarchy of the organisation.</p> <p>This duty of care cannot be delegated away; instead the act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e. the responsibility is not met by giving directions; it is met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision and feedback.</p> <p>The duty of care extends to assurance that services provided by others (be they another department of the University or contractors) are undertaken safely. The level of assurance required should be commensurate with the risk of the activity. In addition, anyone carrying out an activity owes a duty of care to anyone who may be put at risk by the activity, such as students, staff and visitors.</p>

3.6	Stakeholder Statements
3.6.1	<p>Equality: Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.</p> <p>The University recognises the need for specific measures to ensure the health and safety of each of these groups. This policy and all other associated Health and Safety related policies take this into account.</p>
3.6.2	<p>Health & Safety: This Policy forms part of the overarching statement on health and safety for the University.</p>
3.6.3	<p>Executive Board, Health and Safety Committee, Asbestos Management Group – reporting to Estates Health and Safety Committee, and Health and Safety Consultative Committee (as required)</p> <p>Changes to this policy will be consulted, reviewed and approved at the appropriate level; in line with policy guidance.</p>

Appendix 1

FACULTY AND DEPARTMENT DESIGNATED PERSONS

	Designated Persons
	The positions listed below from each faculty/department have been selected due to their responsibility for works in relation to the fabric of the University's buildings.
	<ul style="list-style-type: none">• E&FM Head of Maintenance• E&FM Archibus Administrator (<i>Estates and Facilities Management System</i>)• IT Services: Operations Director• Faculty Arts & Social Sciences : FASS Facilities Manager• Faculty Engineering & Physical Sciences: FEPS Facilities Manager• Faculty Health & Medical Sciences: FHMS Facilities Manager• Central Facilities Project Manager• Student Union Chief Executive Officer• Accommodation: Facilities Manager• Library & Learning Centre: Facilities & Information Officer EFM Project Managers• E&FM Team Leaders

Appendix 2

List of Associated Legislation

In addition to the Health and Safety at Work Act, 1974 – the Asbestos Safety policy will comply with the requirements of the following:

- Control of Asbestos Regulations 2012