

# Asbestos (Health and Safety) Policy

<b>Originator name:</b>	Director of Health and Safety
<b>Section / Dept:</b>	Health and Safety Committee
<b>Implementation date:</b>	21 <sup>st</sup> March 2014
<b>Date of next review:</b>	March 2016
<b>Related policies:</b>	
<b>Policy history:</b>	Policy Statement previously included in Estates and Facilities Management Asbestos Management Plan

## Version History

Version	Author	Revisions Made	Date
1	Clive Parkinson	First Draft	March 2014

## Approval History

### Equality Analysis

Version	Reviewed by	Comments	Date
1	Equality & Diversity Staff Jo McCarthy-Holland	Compliant with E&D Analysis	March 2014

### Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Health and Safety Committee	20 March 2014

<b>1.0</b>	<b>Introduction</b>
<b>1.1</b>	<b>Purpose</b>
1.1.1	To comply with our obligations to control the exposure to Asbestos (and Asbestos Containing Materials (ACMs)) to staff, students, contractors and others.
<b>1.2</b>	<b>Scope</b>
1.2.1	This policy applies to all staff, students, contractors, visitors and others.
<b>1.3</b>	<b>Equality Analysis</b>
1.3.1	The University is strongly committed to equality of opportunity and the promotion of diversity for the benefit of all members of the University community. The University's approach is to promote equality across the full range of its activities, in employment, teaching and learning and as a partner working with and within local, national and international communities. Equality analysis has been carried out in this context.
<b>1.4</b>	<b>Definitions</b>
1.4.1	<b>Duty Holder.</b> The Director Estates and Facilities is the Duty Holder as defined by the Control of Asbestos Regulation 2012. The Duty Holder has delegated the management of Asbestos as outlined in the Asbestos Management Plan to the Assistant Director (Operations and Utilities). Additionally Designated Persons have also been appointed within each department and faculty to assist the Duty Holder.
1.4.2	<b>Identification of ACMs.</b> 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.  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.

1.4.3	<p><b>Training and Briefing</b></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>
1.4.4	<p><b>Accessibility</b></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>
1.5	<p><b>Legislative context</b></p>
1.5.1	<p>This Policy complies with the requirements of the Health and Safety at Work Act 1974 (and other associated legislation) and in particular the Control of Asbestos Regulations 2012</p>
1.6	<p><b>Health &amp; Safety Implications</b></p>
1.6.1	<p>This Policy forms part of the University Health and Safety Policy</p>
2.0	<p><b>Policy</b></p>
2.1	<p><b>Principles</b></p>
2.1.1	<p><b>Policy Statement</b></p> <p>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> <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&amp;FM. It is imperative to follow the Asbestos Management Plan and contact E&amp;FM in the first instance for any works required to check the process and ensure your safety.</p>

2.1.2	<p><b>Commitment</b></p> <p>The University will:</p> <ul style="list-style-type: none"> <li>• Manage the exposure of staff, students, contractors and others to the health risks associated with Asbestos</li> <li>• Identify and monitor Asbestos and Asbestos Containing Material in buildings, equipment and areas under its control.</li> <li>• Assess and manage the level of risk by Maintaining an Asbestos Register.</li> <li>• To only use competent personnel for work with Asbestos.</li> <li>• Promote awareness of Asbestos to Staff, Students and Contractors. Provide relevant information on Asbestos to those who require such information.</li> </ul> <p>To produce and regularly review the Asbestos Management Plan which sets out detailed procedures for the control of Asbestos.</p>
2.2	<p><b>Procedures</b></p>
2.2.1	<p><b>Arrangements</b></p> <p>Detailed procedures are contained within the Asbestos Management Plan. The plan is the Responsibility of the Director of Estates and Facilities.</p>
3.0	<p><b>Governance Requirements</b></p>
3.1	<p><b>Responsibility</b></p>
3.1.1	<p>This Policy is monitored and regularly reviewed by the Director of Health and Safety and the Health and Safety Committee.</p>
3.1.2	<p><b>Roles and Responsibilities</b></p> <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>

### **Assistant Director (Operations and Utilities)**

To co-ordinate the implementation of the Asbestos Management Plan. The Assistant Director will be supported by the Estates and Facilities Management (E&FM) Maintenance Building Surveyor and the Estates and Facilities Management (E&FM) Health and Safety Officer.

### **E&FM Maintenance Building Surveyor**

1. To provide relevant information to Designated Persons based upon the Asbestos Register.
2. To 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.
3. To maintain the asbestos records in a controlled location, and liaise with the Archibus Administrator regarding any necessary amendments to the asbestos record.
4. To inform the Archibus Administrator of any updates to asbestos information required where works have been undertaken.

### **Designated Persons**

*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 A for a list of Designated persons.*

The Designated person is required to:

1. To advise the E&FM Health & Safety Officer of personnel requiring asbestos Training.
2. To coordinate with the E&FM Maintenance Building Surveyor remedial and/or further survey works where activities will be affected by the presence of ACM.
3. To ensure that any remedial or asbestos works undertaken in buildings are overseen in liaison with the E&FM Maintenance Building Supervisor and that all works are carried out in accordance with the regulatory requirements and codes of practice for asbestos work.

### **E&FM Health & Safety Officer**

1. To coordinate, with the Duty Holder and Designated Persons, training of relevant personnel.
2. To organise appropriate training for the various trade groups and those who may through their role come in contact with ACM's ( it is the role of heads of departments to identify those staff who may come in contact with ACM's)
3. To monitor that adequate Training has been undertaken by those requiring Training
4. To review the effectiveness of the Training

### **Archibus Administrator**

1. To update the 'Archibus' system with new or amended asbestos information provided so that the Asbestos Register is maintained.
2. Liaise with the Assistant Director (O&U) and Designated Persons to ensure that relevant and accurate asbestos information is passed on to the job card raised through the 'Archibus' system.
3. To provide CAD drawings and relevant printouts of asbestos information where requested by the Assistant Director (O&U) and Designated Persons.

### **Contractors**

The following applies to contractors working for the University, either as a Measured Term Contractor (MTC) or a general contractor.

1. The contractor is to comply with the terms of this policy document in the execution of their works.
2. The contractor is to ensure their workforce has the appropriate level of asbestos training.
3. The contractor is to cease work immediately and notify the Assistant Director (O&A) or Designated Person upon encountering any suspected Asbestos Containing Material not already identified.

<b>3.2</b>	<b>Implementation / Communication Plan</b>
3.2.1	The policy is communicated to all staff as part of the Induction process. Along with the University Health and Safety Handbook.
<b>3.3</b>	<b>Exceptions to this Policy</b>
3.3.1	Not Applicable
<b>3.4</b>	<b>Supporting documentation</b>
3.4.1	See Health and Safety Website.
3.4.2	See Asbestos Management Plan

**APPENDIX A: FACULTY AND DEPARTMENT DESIGNATED PERSONS**

	<b>Designated Persons</b>
	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.
	<p>IT Services: Operations Director</p> <p>Faculty Arts &amp; Human Sciences : Facilities Manager</p> <p>Faculty Business Economics &amp; Law: Facilities Manager</p> <p>Faculty Engineering &amp; Physical Sciences: Facilities Manager</p> <p>Faculty Health &amp; Medical Sciences: Facilities Manager</p> <p>Student Union Chief Executive Officer</p> <p>Accommodation: Facilities Manager</p> <p>Library &amp; Learning Centre: Facilities &amp; Information Officer</p> <p>EFM Project Managers</p> <p>EFM Team Leaders</p>



# Equality Analysis Template

## for all University Policies

For Equality & Diversity Team to Complete:

<b>Organisational Sign Off by Equality and Diversity Team:</b>	<b>NAME OF POLICY:</b> <u>Asbestos Policy</u>
	<input checked="" type="checkbox"/> <b>Low Equality Impact (Minor input to Policy to reflect equality considerations)*</b>
	<input type="checkbox"/> <b>Medium to High Equality Impact (Equality Analysis template completed)</b>
	<input checked="" type="checkbox"/> <b>Sign off received</b>
	<b>Signed off by:</b> <u>Jo McCarthy-Holland</u>
	<b>Position:</b> <u>Equality Adviser</u>
<b>Date:</b> <u>12/3/14</u>	

Note: This Template must be used in conjunction with the associated Equality Analysis Guidance Notes, which can be accessed from the [Equality and Diversity Website](#)

\* Confirmation to be obtained from the Equality and Diversity Team where policies are deemed to be Low Equality Impact.