



# Management of Asbestos-containing materials

General Guidance

|                                 |         |  |    |                 |   |             |           |
|---------------------------------|---------|--|----|-----------------|---|-------------|-----------|
| <i>Doc control no: PRSG18.4</i> |         | WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM |    |                 |   |             |           |
| Author:                         | HSS/ FD | Approved by:                                   | CO | Version number: | 1 | Issue Date: | July 2015 |

## Introduction

This Guidance proposes one way to fulfil the Standard – which sets out University expectations on this topic. It is built upon the fact that the health and safety management systems in your area have been put in place by your Head of School/ Service, (see Head of School/ Service Guidance for specific details). If any role or part of the system is not yet in place please contact your Health and Safety Manager for further information and support.

## Definitions

**Asbestos containing materials (ACMs):** Asbestos itself is a series of naturally occurring fibrous silicates often referred to as Chrysotile (white), Amosite (brown), and Crocidolite (blue) which can occur singly or in combination, often in building materials. Asbestos can be found in a wide range of products – e.g. building materials, particularly older materials such as textured walls coverings (e.g. artex), pipe lagging and fire resistant materials, soundproofing materials, lift shaft linings, partition walls, panels below windows, soffits, fire resistant materials, inbuilt ovens and kilns etc (this is not an exhaustive list). The protocol **does not include** rocks and other samples known to contain asbestos that are kept in faculties for teaching or research purposes as these would be covered by the usual activity or hazardous substances risk assessment. This protocol **does** include all buildings and sites where the University has responsibility for maintenance activities. For more information contact the FD Estates Helpdesk. It also includes asbestos found in equipment in the University.

**Notifiable work:** work on particular types of asbestos-containing materials that are deemed to be highly hazardous. This work can only be carried out by a licensed asbestos contractor and requires notification to the Health and Safety Executive. Non-notifiable substances such as asbestos cement and textured coatings would not require a licensed contractor, mainly due to its low fibre release.

**Asbestos-licensed:** this means that a contractor holds a licence issued by the Health and Safety Executive, to work with asbestos (excluding non-notifiable work) under regulation 8 of the Control of Asbestos Regulations 2012.

**Asbestos register:** This is an electronic online database containing the findings of asbestos surveys and inspections, and is a list of known or presumed ACMs on University premises.

**Asbestos Management Plan:** the core document produced and implemented by the ‘Asbestos Responsible Person’ which sets out how asbestos is managed at the University. Detailed responsibilities can also be found in this document which can be acquired from members of the Asbestos Team.

**Asbestos plan of work** – a method statement produced by a contractor prior to the removal of asbestos.

## Suggested roles and actions

The health and safety responsibilities of staff, students and visiting personnel are set out in the [University Health and Safety Policy](#).

Of these, a responsibility which is particularly relevant to this protocol, falls under the ‘All employees’ section of the Health and Safety Policy. This states that **‘employees must not undertake activities or bring in plant or equipment that may affect the fabric or services of the building or the estate in any way, without prior agreement from Facilities Directorate (FD).’**

The roles and proposed actions below will help you to achieve the Standard. Some additional roles are also required and these are appointed by the University or FD Estates – they include the Duty Holder,

Asbestos team, Asbestos Responsible Person, Asbestos Safety and Compliance Officer, FD Health and Safety Manager and FD Estates Helpdesk.

### Staff and students

- Contact [FD Estates Helpdesk](#) on or call 0113 34 35555 if you see or accidentally cause damage to the fabric of a University building, to check that no asbestos is released.
- **DON'T** use or remove any fixings (blutack, drawing pins, tape etc) on walls with textured coverings (e.g. artex – as this may contain asbestos).

## GUIDANCE

### 1. Specific roles

- **Duty Holder** - is appointed by VCEG to ensure systems are in place to manage the risk from asbestos on behalf of the University. As set out in the Asbestos Management Plan this is the Director of Facilities.
- **Asbestos Responsible Person** – is the identified 'competent person' based in FD Estates, who is appointed by the Duty Holder to advise on compliance with statutory requirements, management of asbestos-containing materials and to maintain the Asbestos register.

2. **University Asbestos Management Plan** – This is produced and implemented by the Asbestos Responsible Person and contains the arrangements for the management of asbestos at the University. It is reviewed every six months by the FD Health and Safety Manager and approved by the Head of FD Estates.

3. **Asbestos management survey and inspection** of all known or suspected ACMs – these inspections are arranged and managed by FD Estates to ensure that the condition of asbestos is monitored to ensure that it are not damaged or deteriorating. The information from these inspections is used to populate the asbestos register and set the frequency of inspection. FD Estates notify schools/ services as to when these inspections will take place.

### 4. Competent asbestos-licensed contractors

Due to the complexity and risk factors relating to asbestos work, only competent contractors appointed and managed by FD Estates can carry out this work. FD Estates manage all aspects of this work, including the required notification of specified work to the HSE.

### 5. Inadvertent damage to fabric of the building, services or equipment suspected to contain asbestos

- You must contact FD Estates Helpdesk as soon as possible if any damage occurs to the fabric of the building or services which you suspect may contain asbestos (e.g. trolleys chipping the plaster, damp causing plaster and paint to peel and flake off, or if by any mishap any hole or cut is drilled into the walls without FD Estates permission).
- You can gain further information on the possible presence of asbestos from the Asbestos team or your Health and Safety Manager.

### 6. Fixings on walls which have textured coatings

You should not use or remove blu tack, masking tape, drawing pins etc on *walls which have textured coatings* (e.g. artex) as these may contain asbestos. Attaching and removing tape, tack or pins can disturb the asbestos within these walls which could potentially release dust or cause damage to the wall; there is only a minimal risk but staff should contact FD Estates Helpdesk for advice.

### 7. FD Estates Emergency procedures

FD Estates have already developed their emergency procedures to deal with any situation where there is a potential release of asbestos-containing fibre. Therefore as long as you notify the FD Estates Help desk and let them know that this may be a potential issues, they will manage the situation.

#### **8. Clearance, air monitoring and certificates of reoccupation**

After the removal of licensed, notifiable asbestos-containing materials, FD Estates will arrange and manage all air monitoring and provide all assurances/ information required.

#### **9. Providing information to the emergency services**

FD Estates will provide all relevant information on asbestos-containing materials to the emergency services.

#### **10. Disposal or removal of asbestos waste**

If you think you may have asbestos-containing materials or equipment which contains asbestos contact FD Estates Helpdesk to arrange disposal.

#### **11. Training**

Further information is available in the Training Matrix attached to this protocol.

#### **12. Asbestos register and information**

- The asbestos register is owned and managed by FD Estates. It is used to manage the risk of asbestos at the University, and is maintained and updated (with reports of change of condition to known or suspected asbestos-containing materials) by the Asbestos Team.
- Trained, authorised and competent people can carry out work on the fabric of the estate, buildings or services (for example some LUU, ISS (Cabling) and Facilities Directorate staff, and some FD Estates contractors) and gain asbestos information from the Asbestos Register by contacting the following people:
  - Asbestos Responsible Person
  - Asbestos Safety and Compliance Officer
  - FD Health and Safety Manager
  - FD Health and Safety (Construction) Manager.
  - Contact details are available at:  
[http://www.leeds.ac.uk/estate\\_services/contacts/index.html#safety](http://www.leeds.ac.uk/estate_services/contacts/index.html#safety)
- The Asbestos Responsible Person can also authorise other nominated staff (often Health and Safety Managers) to gain access to the Asbestos Register. There are different levels of authorisation for use and distribution of this information – e.g. for information only, or for interpretation - based on competency as set out in the Training Matrix attached to this protocol.
- If you are planning any work likely to disturb the fabric of the estate, building or services, you should contact the Asbestos Team to acquire relevant asbestos information.
- If you require any other information relating to asbestos please contact:
  - the [Asbestos Responsible Person](#)
  - or [FD Estates Helpdesk](#).

#### **13. Equipment which may contain asbestos**

- A small number of pieces of equipment at the University may contain asbestos – e.g. fume cupboards, gaskets on ovens, heat pads to benches, kilns etc.
- If you think your equipment may contain asbestos, call the Asbestos team who will check whether it does contain asbestos, and if so will add it to the Asbestos register, in order to monitor its condition.

#### **14. Health surveillance**

- In the main, only licensed contractors carry out work with asbestos requiring health surveillance, and therefore they will manage their own health surveillance.
- However, if any staff member requires health surveillance they should be referred in line with University processes. You should speak to your Health and Safety Manager of the Occupational Health Service if you have any queries.

- The Occupational Health Service will keep records of any staff referred to them for asbestos health surveillance for 40 years.

#### **15. Accident and incident reporting**

- If a potential incident of inadvertent exposure to asbestos occurs (i.e. if an inadvertent release of asbestos fibres is suspected), it should be reported as soon as possible using the University's online system Sentinel, following local processes. If possible staff should also call FD Estates Helpdesk (or if 'out of normal office hours', call Security Services) immediately.

#### **16. Exposure**

- If the investigation finds that a potential inadvertent exposure to asbestos may have happened, FD Estates will give a completed 'Inadvertent Exposure Form' to the individual (s) involved.
- If any of the individual/s involved are staff members they are referred to the Occupational Health Service, who keep records of this referral for 40 years; If they are students, visitors or contractors they are advised to visit their own GP, and take the Inadvertent Exposure Form with them.

#### **17. Variation to the Standard**

- In very occasional circumstances a variation to the Standard may be required. If this is the case, it must be agreed in writing (and include a written procedure) between the Head of FD Estates and the Head of Health and Safety, with advice from the Asbestos Responsible person.

For more support and advice speak to FD Estates Helpdesk. This guidance document is part of a broad protocol on asbestos, for more information go to [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety)