



Management of Asbestos-containing materials

Standard

PRSG18.1 v2		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
Author:	HSS/ FD	Approved by:	GT	Version number:	2	Issue Date:	July 2015

Introduction:

The use of asbestos and ‘asbestos containing materials’ (ACMs) was widespread in building work from the 1930s to 1999. These were popular due to their resistance to fire, heat and affordability, but since 1999 the European Union and the United Kingdom has banned their use. The mere presence of asbestos does not present a risk; it is only when it is disturbed that harm can be caused, and with any buildings put up before 1999 the only way to be sure that ACMs are *not* present is to test the materials.

Definitions:

Asbestos Containing Material (ACM) - 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, and 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).

- 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.
- This 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.

Standard:

The University takes a management approach based on the adequate control of the risks backed up by the need for legal compliance, and expects that:

- A ‘Duty Holder’ and an ‘Asbestos Responsible Person’ is identified and appointed.
- An ‘Asbestos Management Plan’ is produced, kept up to date and put into practice. It is reviewed and approved every six months, or sooner if there is any significant change.
- An asbestos management survey is undertaken for each building and recorded in the asbestos register as detailed in the ‘Asbestos Management Plan’.
- An inspection of all known or suspected asbestos containing material is undertaken as specified in the Asbestos Management Plan.
- Competent, asbestos-licensed contractors are used for notifiable work.
- An asbestos “plan of works” and the required 14 days notice (ASB5) to the HSE is in place and checked before any asbestos removal work is undertaken.
- FD Estates Helpdesk is notified of any inadvertent damage to fabric of the building, services or equipment suspected to contain asbestos.
- No fixings (e.g. blu tack, masking tape, drawing pins etc) are attached or removed from walls which *have textured coatings* (e.g. Artex).
- Emergency procedures are implemented if there is an inadvertent release of fibres from asbestos-containing materials.
- Only UKAS accredited analysts are used for clearance and air monitoring activities following licensed notifiable removal work on asbestos-containing materials; a ‘Certificate of reoccupation’ is also obtained before allowing reoccupation of the area.
- Arrangements are in place to provide emergency services with information on asbestos-containing materials as requested.
- Disposal of asbestos is carried out in accordance with the Asbestos Management Plan and records are kept of the consignment notes.

- Training is provided in accordance with the Training Matrix (*see document attached to this protocol*).
- The Asbestos register is created and maintained.
- Only staff and contractors authorised by the Asbestos Responsible Person are given access to the Asbestos register.
- The Asbestos register is updated if there are any reports of change of condition to known or suspected asbestos-containing materials.
- Before undertaking any work likely to disturb the fabric of the estate, building or services, asbestos information is obtained in line with the Asbestos Management Plan from either the Asbestos Responsible Person, Asbestos Safety and Compliance Officer, FD Health and Safety Manager, the FD Health and Safety (Construction) Manager (known together as the Asbestos team) or an individual authorised by the Asbestos Responsible Person countersigned by the Duty Holder.
- Any equipment which is suspected to contain asbestos is notified to the Asbestos team to be checked and if found to contain asbestos, is added to the Asbestos register.
- Where equipment is known to contain asbestos and is identified as redundant, disposal is arranged through the Asbestos Responsible Person.
- Where health surveillance is identified as a requirement either in the risk assessment or Asbestos Management Plan, it is undertaken and records are kept for 40 years.
- Where a potential incident of inadvertent exposure to asbestos occurs, it is reported using the University's online accident reporting system (Sentinel) and investigated.
- Where the investigation shows that inadvertent exposure may have occurred, the investigation results are attached to the Sentinel entry and kept for 40 years.
- Where inadvertent exposure to asbestos is deemed to have occurred to staff, they are referred to the Occupational Health Service and records are kept for 40 years.
- Where inadvertent exposure is deemed to have occurred to students, visitors or contractors, they are advised to visit their own GP and University records of this advice are kept for 40 years attached to the Sentinel record.
- Any variation to this Standard is formally agreed in writing (including a written procedure) by both the Head of Estates and the Head of Health and Safety.

Relevant Legislation:

- The Control of Asbestos Regulations 2012.
- Control of Asbestos Regulations 2012 and associated Approved Code of Practice etc.