



Management of Asbestos-containing materials

Guidance for Heads of School/ Service

<i>Doc control no: PRSG18.2</i>		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
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1. Introduction

This guidance is for Heads of School/ Service and explains your role as part of the management process of implementing the Standard. Although there are some services (e.g. FD Estates and ISS) whose staff are far more likely to come into contact with asbestos-containing materials during the course of their day-to-day work, all schools/ services should be aware of the University requirements and how to fulfil these. Any questions should be directed to a member of the [Asbestos team](#).

2. 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.

3. 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).’** In this protocol, the following actions are proposed for the role-holders listed below.

Vice-Chancellor’s Executive Group (VCEG)

- Appoints the ‘Duty Holder ‘

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Duty Holder (Director of Facilities)

- Appoints the 'Asbestos Responsible Person'
- Checks that the Standard is being achieved. In practice this action is often passed on to a delegated nominee e.g. Head of FD Estates.
- Countersigns authorisation of individuals (additional to the members of the Asbestos team) who can give out asbestos information from the Asbestos Register.
- Complies with roles as set out in the Asbestos Management Plan.

Heads of School/ Service

- When notified that contractors are coming in to carry out an asbestos survey or asbestos inspection, make arrangements with your staff so that the contractors can gain access to the relevant areas.
- Inform staff that they need to call FD Estates Helpdesk and close off / restrict access to any area if any damage occurs to the fabric of the building where asbestos may be present.
- Inform staff not to use any fixings (blutack, drawing pins, tape etc) on walls with *textured* coverings (e.g. artex).
- Ask staff to check (e.g. through local inspection) for equipment which may contain asbestos in their area, and inform the Asbestos team if they believe they have any such equipment.
- Check that your staff request asbestos information from the Asbestos register *before* undertaking any work likely to disturb the fabric of the estate, building or services.

Staff and students

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

Head of FD Estates

- Approves the University Asbestos Management Plan every six months.
- Coordinate and monitor the disposal of asbestos.
- Complies with roles as set out in the Asbestos Management Plan.

Asbestos team

- A team in FD Estates made up of Asbestos Responsible Person, Asbestos Safety and Compliance Officer, FD Health and Safety Manager and the FD Health and Safety (Construction) Manager.
- Deal with queries relating to asbestos.
- Upon request, provide information on ACMs to anyone likely to work on and disturb them.
- Comply with roles as set out in the Asbestos Management Plan.

Asbestos Responsible Person

- Carries out the day-to-day implementation of the Standard.
- Maintains and collates the Asbestos Register.
- Prepares, puts into action and reviews the Asbestos Management Plan.
- Checks the Asbestos Plan of Works before removal work begins.
- Assesses the risk of potential exposure to people from asbestos fibres from asbestos-containing materials (ACMs).
- Upon request, provide information on ACMs to anyone likely to work on and disturb them.
- Identifies and authorises individuals who can give out asbestos information from the Asbestos Register.
- Leads on any investigation into potential inadvertent exposure to asbestos.
- Arranges disposal of any redundant equipment known to contain asbestos.
- Refers staff to Occupational Health Service (or students, contractors or visitors to their GP) if inadvertent exposure is deemed to have occurred, and notes this on the Sentinel report.

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- Complies with roles as set out in the Asbestos Management Plan.

Asbestos Safety and Compliance Officer

- Upon request, provide information on ACMs to anyone likely to work on and disturb them.

FD Health and Safety Manager

- Reviews the University Asbestos Management Plan every six months.
- Upon request, provide information on ACMs to anyone likely to work on and disturb them.
- Supports the investigation into potential inadvertent exposure to asbestos, attaches report to the Sentinel entry and works with the Head of Health and Safety to ensure the record is flagged and kept for 40 years.
- Complies with roles as set out in the Asbestos Management Plan.

FD Estates Helpdesk

- Contact the Asbestos team if an inadvertent release of asbestos occurs.
- Put staff in touch with the relevant people if they have questions regarding asbestos.

Occupational Health Service

- Keep health records for 40 years of staff who have been subject to health surveillance for asbestos, or who have been referred to OHS after potential inadvertent exposure to asbestos.
- Be involved in the process as necessary if there is a potential incident of exposure to asbestos.

Head of Health and Safety

- Works with the FD Health and Safety Manager to ensure that any records of potential inadvertent exposure to asbestos are attached to Sentinel, flagged and kept for 40 years.

Health and Safety Coordinator

- Reports any potential incident of inadvertent exposure to asbestos using the University's online accident reporting system (Sentinel).

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4. 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.

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

6. Asbestos management survey and inspection of all known or suspected ACMs–

- Both of these are managed and arranged through FD Estates.
- As Head of School/ Service, you should ensure that when you are notified that these contractors are coming to carry out an asbestos survey or inspection, you ask key staff in your area to make arrangements to give the contractors access to all required areas.
- Usually Asbestos inspections occur once every 12 months, but sometimes the frequency may be more often as determined by the detail contained in the University Asbestos Management Plan.

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7. 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.
- **Asbestos ‘plan of works’** – this is a ‘method statement’ written by the contractors that sets out how the work will be carried out. It is checked by the Asbestos Responsible Person before work begins on site and includes the ‘14 days notice’ that the contractor must send to the HSE at least two weeks before the work begins.
- **Removal work** - FD Estates will ensure that the area where removal works are taking place, is closed off.

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

- A critically important role for you as Head of School/ Service is to ensure that your staff know the following:
 - Staff should contact FD Estates Helpdesk as soon as possible if any damage occurs to the fabric of the building or services suspected to 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) .
 - Further information on the presence of asbestos can be obtained from the Asbestos team or your Health and Safety Manager.

9. Fixings on walls which have textured coatings

- No blu tack, masking tape, drawing pins etc should be used on *walls which have textured coatings* (for example artex) as these have the potential to contain asbestos. Attaching and removing tape, tack or pins can disturb the asbestos within these walls.
- If posters or other items are removed from textured walls and *the textured coating* is damaged releasing dust or causing a chunk of wall to fall on the floor, there is only a minimal risk but your staff should contact FD Estates Helpdesk for advice.

10. FD Estates Emergency procedures

- Once notified of any inadvertent damage, FD Estates Helpdesk will contact the relevant people in FD Estates who will check whether the damaged area contains asbestos; they will then investigate if there is any potential inadvertent release of fibres from ACM.
- FD Estates have already developed their emergency procedures. If these are required they will put them into place immediately to ensure that staff and students are protected from harm. This may involve repairing or removing the asbestos-containing material. If this is the case FD Estates will take control of the area and manage all elements of repair or removal. In all probability access will be restricted to this area until FD Estates or their appointed contractors have finished this work.

11. 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 using UKAS-accredited analysts. FD Estates will also ensure that they receive a Certificate of Reoccupation from the analysts, a copy of which FD Estates will keep in their files.
- Before the area is reoccupied by school/ service staff, and after removal of licensed notifiable ACMs, FD Estates will provide the Head of School/ Service with a copy of the ‘Certificate of Reoccupation’ or verbal reassurance.
- In all other instances of removal or disturbance of asbestos-containing materials, FD Estates will determine the level of air monitoring and assurances/ information required.

12. Providing information to the emergency services

- FD Estates provide all relevant information on ACMs to the emergency services.

13. Disposal or removal of asbestos waste

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- FD Estates manage and monitor the disposal of asbestos-containing materials, (including receipt and record of consignment notes) in accordance with the Asbestos Management Plan.
- Where equipment has been checked by the Asbestos team and is known to contain asbestos, FD Estates will manage the removal of the asbestos or the equipment depending on the situation.
- If your staff have asbestos-containing materials or equipment which contains asbestos they should contact FD Estates Helpdesk to arrange disposal.
- FD Estates keep records of all consignment notes in their files in line with University record retention requirements and the Asbestos Management Plan.

14. Training

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

15. Asbestos register and information

- The asbestos register is owned and managed by FD Estates. It is maintained and updated (through any reports of change of condition to known or suspected ACMs) by the 'Asbestos Team' and helps to manage the risk of asbestos at the University.
- People authorised to 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) can obtain 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
- These four role-holders have been trained to be able to determine the appropriate level of asbestos survey required, based on the work being carried out. The asbestos surveys are carried out by contractors managed by FD Estates, and are either part of the survey programme or before specific work is due to take place. The type of survey will depend on the type of work to be carried out (e.g. from minor refurbishments like decorating or putting in new carpets to full refurbishments involving disturbance to the fabric or services. The Asbestos Responsible Person can also authorise nominated staff to have access to the Asbestos Register and be able to share relevant information with others. These extra authorised nominated staff would often be the local Health and Safety Managers. There are different levels of authorisation for use and distribution of this information – e.g. for information only, or for interpretation to assess the type of information on the system for passing onto contractors - and this is based on competency as set out in the Training Matrix attached to this protocol.
- If, as a Head of School/ Service, you are aware that your staff plan to undertake any work likely to disturb the fabric of the estate, building or services, you should ensure that they 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](#).

16. 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.
- See the gallery of images attached to this protocol, which includes examples or call the [Asbestos team](#) if you or your staff have any questions.
- If staff think they may have equipment containing asbestos, they should call the Asbestos team who will check whether it does contain asbestos, and if so will add it to the Asbestos register.
- If the equipment needs to be disposed of, your staff should contact the Asbestos team who will arrange for disposal as described above in point 13.

17. Health surveillance

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- 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 the risk assessment process or the Asbestos Management Plan identifies it as necessary, FD Estates can refer staff to the Occupational Health Service for health surveillance.
- Records of any staff referred to them for asbestos health surveillance will be kept for 40 years by the Occupational Health Service.

18. 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.
- This is in addition to notifying FD Estates Helpdesk of any inadvertent damage to fabric of the building (see point 8 above).
- If a suspected incident of inadvertent exposure to asbestos is raised via Sentinel, FD Estates will carry out an investigation. This could range from checking the asbestos register to confirm that there is no asbestos risk, to air tests, to a detailed investigation where the risk may be high.
- As part of the investigation, the FD Health and Safety Manager, the Asbestos Responsible Person and the Duty Holder then consider the incident and make the informed decision as to the degree of action required. This could include a range of responses that could include (the following is not an exhaustive list) a decision that there is no asbestos present and therefore no risk, isolation of the area until work can be undertaken to make it safe, referral of people for medical advice, and/ or a report being made to the Health and Safety Executive.
- Where a notification to the Health and Safety Executive (HSE) is required this is done by the Health and Safety Manager in conjunction with the Head of Health and Safety, under the usual RIDDOR report mechanisms (see the Accident Investigation protocol for more information or speak to your Health and Safety Manager).
- FD Estates attach the findings of their investigation to the Sentinel entry (along with any completed Inadvertent Exposure Forms and a note of the advice given to staff and non-staff alike). The Asbestos Responsible Person discusses this with the Head of Health and Safety who ensures that this record is kept for 40 years.

19. Exposure

- If the investigation finds that a potential inadvertent exposure to asbestos may have happened, FD Estates 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 then keep records of this referral for 40 years.
- If any of the individual/s involved are students, visitors or contractors they are advised to visit their own GP, and take the Inadvertent Exposure Form with them.

20. 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

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