



Management of Asbestos-Containing Materials

Standard

PRSG18.1 v3		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
Author:	HSS/ FD	Approved by:	FF	Version number:	3	Issue Date:	March 2019

Introduction:

The use of asbestos and 'asbestos-containing materials' (ACMs) was widespread in building work from the 1930s to 1999. Asbestos-containing materials were popular due to their resistance to fire and heat, as well as providing an affordable and easily integrated solution in many building and manufacturing products. Since 1999 the European Union and the UK have banned all import and use of asbestos.

The mere presence of asbestos within a building does not necessarily present a risk; it is only when it is physically disturbed that harm can be caused. For instance, the Health and Safety Executive (HSE) only recommends the removal of ACMs when they are in poor condition or will be disturbed by removal works. It is therefore important (before undertaking any work likely to disturb the fabric or fixtures of a building built before 2000) that the Asbestos Management Team (asbestos@leeds.ac.uk), based within Estate Services, are consulted to ensure ACMs are **not** present or impacted by the work being carried out. Depending on the proposed works, intrusive surveys may be required.

Due to its heat and chemical resistant nature, asbestos may also be found within equipment housed within faculty areas i.e.; fume cabinets; fire doors; high-temperature ovens and kilns. Any such equipment is subject to the same controls and limitations as the building fabric, and the Asbestos Management Team, should be consulted if it is believed that equipment may contain asbestos.

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 and occasionally in equipment.

Asbestos can be found in a wide range of products used in the construction of buildings i.e., textured wall coverings (e.g. artex), pipe lagging, fire-resistant boarding/blanket, lift shaft linings, partition walls, panels below and to the side of windows, soffits, ceiling tiles, guttering (this is not an exhaustive list).

- This protocol relates to all buildings and sites where the University has responsibility for maintenance activities. It covers both the fabric of the building and all equipment / fixtures housed within. For more information, contact the FD Estates Helpdesk or email asbestos@leeds.ac.uk
- This protocol **does not** include rocks and other samples known – or suspected - to contain naturally-occurring asbestos and which are sometimes kept in faculties for teaching or research purposes. These should be covered by the usual radiation, 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:

1. A 'Duty Holder' and an 'Asbestos Responsible Person' are identified and appointed.
2. An Asbestos Management Plan is produced, kept up to date and implemented. It is reviewed and approved every twelve months, or sooner if there is any significant change.
3. An asbestos management survey is undertaken for each building built before the year 2000, for which the University has a maintenance responsibility. The results of the management survey are recorded in the Asbestos Register, as detailed in the Asbestos Management Plan.
4. An Asbestos Register is created and maintained indicating locations and conditions of all known and suspected asbestos containing material (ACM).
5. An annual re- inspection of all known or suspected ACM's is undertaken, as specified in the Asbestos Management Plan. The Asbestos Register is updated following the annual re-inspection, or if there are any reports of change of condition to known or suspected asbestos-containing materials.
6. Licensed Asbestos Removals Contractors (LARC) are used for licensed, notifiable non-licensed and non-licensed asbestos removal works.

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7. An asbestos “plan of works” and the required 14 days’ notice (ASB5) to the Health and Safety Executive (HSE) is in place and checked before any notifiable asbestos removal work is undertaken. Exemptions to the 14 days’ notice can be applied for in extreme circumstances.
8. No fixings (e.g. blu tack, masking tape, drawing pins etc.) are attached or removed from surfaces that may contain asbestos (e.g. artex, cement panels, insulating board panels).
9. Estate Services ‘Asbestos Emergency’ procedures are implemented if there is an inadvertent release of fibres from asbestos-containing materials.
10. Only UKAS accredited analysts are used for clearance and air monitoring activities. A ‘certificate of reoccupation’ is obtained before allowing re-occupation of an area following notifiable licensed asbestos removal work.
11. Arrangements are in place to provide emergency services with information on asbestos-containing materials.
12. Disposal of asbestos waste is carried out in accordance with the Asbestos Management Plan and records are kept of the consignment notes.
13. Training is provided in accordance with the Training Matrix.
14. Only staff, consultants and contractors authorised by the Asbestos Responsible Person are given access to the Asbestos register.
15. Before undertaking any work likely to disturb the fabric of the estate, a University building or service area, asbestos information is obtained in line with the Asbestos Management Plan from either the Asbestos Management Team, the Professional Services/ FD Health and Safety team, the FD Health and Safety (Construction) Manager or an individual authorised by the Asbestos Responsible Person.
16. Any equipment which is suspected to contain asbestos is notified to the Asbestos Management Team to be checked and, if found to contain asbestos, is added to the Asbestos register.
17. Where equipment is known to contain asbestos and is identified as redundant, disposal is arranged through the Asbestos Management Team.
18. Where health surveillance is identified as a requirement in either the risk assessment or Asbestos Management Plan, it is undertaken.
19. FD Estates Helpdesk is notified of any inadvertent damage to fabric of the building, services or equipment suspected to contain asbestos.
20. Where an incident of exposure to asbestos is thought to have occurred, it is immediately reported to the Asbestos Management Team or Health and Safety Services, recorded on the University’s online accident and incident reporting system (Sentinel) and investigated.
21. If the investigation deems that the incident of exposure falls within RIDDOR reporting guidelines, a RIDDOR report is made and:
 - a. Affected staff are referred to Occupational Health.
 - b. Affected students, visitors or contractors are advised to visit their own GP so that the exposure can be recorded on their medical records.
22. Any variation to this Standard is formally agreed in writing (including a written procedure) by both the Director of Estates and Head of Health and Safety.