

Asbestos Policy

October 2017

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
.0		
.1	October 2014	Footer updated to reflect new template model.
1.1	22/11/2017	5.1 Vice Principal, Human Resources and Communications – revised to be Head of Human Resources and Organisational Development.
1.2	December 2018	Change of role to Quality Manager and other job titles to adhere to new structure.

UNCONTROLLED WHEN PRINTED

Asbestos Policy

1 Purpose

- 1.1 The Control of Asbestos Regulations 2012 requires persons that are responsible for the maintenance of non-domestic premises that have Asbestos Containing Materials (ACMs) within them, to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes ie a 'duty to manage'.
- 1.2 The purpose of this policy is to set out the measures employed by the College to ensure compliance with the Control of Asbestos Regulations 2012.
- 1.3 This document will outline responsibilities and how the risks from Asbestos will be managed.

2 Scope

- 2.1 This policy applies to all employees, students and visitors including contractors.
- 2.2 It applies to all buildings in the main campus and the Learning Centres.
- 2.3 It applies to persons accidentally being exposed to asbestos fibres as well as those persons authorised to work with asbestos (either an unlicensed competent contractor or a licensed asbestos contractor).

Note: Currently there are **No** College employees that are trained to carry out either Non Licensed or Licensed asbestos work on behalf of the College.

3 Definitions

3.1 Asbestos

Asbestos is a term used for a number of naturally occurring minerals which are made up of small crystallised fibres. There are 6 regulated types of asbestos, but the 3 main types in use in the UK are: Crocidolite (blue); Amosite (brown); and Chrysotile (white).

3.2 Duty Holder

The person or organisation that has clear responsibility for the maintenance or repair of non-domestic premises.

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Lead Author: Health, Safety and Wellbeing Advisor

Review Timing/Date: 4 Years 2021/22

3.3 Duty to Manage

- Take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make, and keep up-to-date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos;
- Assess the risk of anyone being exposed to fibres from the materials identified;
- Prepare a plan that sets out in detail how the risks from these materials will be managed;
- Take the necessary steps to put the plan into action;
- Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

4 Key Principles

The College has in place the following measures:

- Asbestos surveys that identify and assess sources of risk from asbestos.
- An Asbestos Register that is accessible to all persons that may be brought into contact with asbestos as part of their work activities.
- An Asbestos Management Plan.
- A nominated manager to oversee and implement this Policy and the Asbestos Management Plan.

5 Responsibilities

The organisational structure for the implementation and management of the College's statutory health and safety duties is described in detail in the Health and Safety Policy.

General duties for Asbestos remain the same, but additional or specific duties relating to this policy are detailed below.

5.1 Head of Human Resources and Organisational Development

It is the responsibility of the Head of Human Resources and Organisational Development to review and update this policy and ensure an Equality Impact Assessment is carried out on this policy.

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5.2 Head of Estates

The Head of Estates is responsible for:

- Ensuring asbestos surveys are conducted as required so that ACMs are identified.
- Communicating the findings of asbestos surveys to the Senior Management Team (SMT) as required.
- Updating the Asbestos Management Plan as required.
- Ensuring the Asbestos Register is accessible to all persons that may come into contact with ACMs as part of their work activities and that any other relevant information is made available to these persons.
- Arranging emergency asbestos remedial work when required.
- Ensuring that only competent contractors are used by the College for asbestos-related works and that the contractors submit statutory notices to the Health and Safety Executive (HSE) prior to commencing asbestos works.
- Ensuring that no contractor undertakes works unless they have received a College Health and Safety induction.
- Ensuring contractors submit risk assessments and method statements for all work activities – this will ensure that information on ACMs is communicated as required.
- Ensuring that staff who may come into contact with ACMs undertake Asbestos Awareness training as necessary.
- Reporting to the Health and Safety Officer any incidences of persons being exposed to Asbestos fibres. The Health, Safety and Wellbeing Advisor is then responsible for reporting these to the HSE as per current legislation.

5.3 Managers

It is the responsibility of College Managers to:

- Bring this policy to the attention of staff they line manage.
- Ensure that any asbestos related incidents that are brought to their attention are reported to the Head of Estates via Property Helpdesk Ext 77222.
- Ensure that any staff member they manage who may be accidentally exposed to asbestos as part of their work activities is given adequate information and training on asbestos. This will be identified as part of the general risk assessment process.
- Seek permission from the Head of Estates prior to any member of their staff undertaking any work activities that mean they may disturb or damage ACMs eg entering ceiling voids, removing ceiling tiles for any reason, drilling into walls, floors etc.

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5.4 Human Resources

Human Resources are responsible for:

- Advising and supporting managers on related HR procedures when required.
- Referring staff to the College's Occupational Health provider as required for Health surveillance.

5.5 Employees

It is the responsibility of each employee to:

- Seek permission from the Head of Estates prior to undertaking any work activities that mean they may disturb or damage ACMs eg entering ceiling voids, removing ceiling tiles for any reason, drilling into walls, floors etc.
- Attend asbestos awareness training as required.
- Report to their line manager, the Head of Estates, the Health, Safety and Wellbeing Advisor or Safety Representative any material suspected to contain asbestos where the material has been disturbed or damaged.

5.6 Students

It is the responsibility of each student to:

- Seek permission from the Head of Estates prior to undertaking any activities that mean they may disturb or damage ACMs eg entering ceiling voids, removing ceiling tiles for any reason, drilling into walls, floors etc.
- Report to their lecturer, Personal Academic Tutor (PAT), Health, Safety and Wellbeing Advisor or Student Representative any material suspected to contain asbestos where the material has been disturbed or damaged.

5.7 Health, Safety and Wellbeing Advisor

The Health, Safety and Wellbeing Advisor is responsible for:

- Developing and delivering asbestos awareness training as required.
- Advising managers on risk assessments.
- Report any incidences of persons being exposed to asbestos fibres to the HSE when required as per current Health and Safety legislation.
- Delivering College Health and Safety inductions to contractors when required.

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5.8 Quality Manager

Quality approval check of this Policy is the responsibility of Quality Manager who will arrange for the Policy to be posted on the website.

6 Linked Policies/Related Documents

Health and Safety Policy.

Asbestos Register.

Asbestos Management Survey April 2014.

Contractors Health and Safety Induction Form HS/039.

7 Relevant Legislation

Health and Safety at Work etc Act 1974.

Management of Health and Safety at Work Regulations 1999.

Control of Asbestos Regulations 2012.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

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