

BISHOP GROSSETESTE UNIVERSITY

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Estates & Facilities Department

BISHOP GROSSETESTE UNIVERSITY ASBESTOS POLICY & MANAGEMENT PLAN

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SECTION 1 – INTRODUCTION

1.1 Introduction

The purpose of this Asbestos Policy and Asbestos Management Plan (Procedure) is to ensure all reasonable steps are taken to prevent the risk of exposing staff, students, contractors and visitors to asbestos in a manner that could adversely affect their health. Where employees are required to work in buildings owned or controlled by Bishop Grosseteste University (BGU), this Asbestos Policy and Asbestos Management Plan must be used as a guide to safe working where there is a risk of exposure to asbestos.

Prior to carrying out work in any area(s) that may contain or conceal **Asbestos Containing Material (ACM)**, always seek professional advice from the Estates & Facilities department. The buildings asbestos register **MUST** be read in full prior to commencing any works.

SECTION 2 – UNIVERSITY’S ASBESTOS POLICY

2.1 Asbestos Policy

BGU is committed to providing a safe environment for its students, employees, contractors and visitors, by conducting its business in a way that protects the health, safety and welfare of each individual. BGU therefore recognises its responsibility to prevent staff, students, visitors and contractors being exposed to asbestos containing materials.

The University is responsible for:

- ensuring the effective application of the University’s Asbestos Management Plan, plus all associated Manuals and Procedures to reduce, as far as reasonably practicable, the risk of exposure to asbestos fibres;
- ensuring that suitable arrangements are in place to enable appropriate staff, who may during the course of their work encounter asbestos, to attend asbestos awareness training appropriate to their area of work and level of responsibility/duty;
- providing an accurate asbestos register, detailing the location of all known ACM within all buildings throughout the University’s estate;
- implementing an effective asbestos management strategy, based on risk assessment, to ensure that all asbestos containing materials are maintained, sealed and labelled, isolated, or removed safely;

- applying resources effectively, in a planned and strategic manner, to address asbestos issues and prevent, as far as is reasonably practicable, exposure to asbestos fibres;
- freely providing information on asbestos, by allowing access to the University's asbestos register/plan (a hard copy is located at the main reception; the Estates & Facilities Maintenance office, and an electronic copy is available on SharePoint); and
- regularly reviewing the Asbestos Policy and Asbestos Management Plan.

SECTION 3 – ASBESTOS INFORMATION

3.1 What is asbestos

Asbestos is the term used for the fibrous forms of several naturally occurring minerals. The three main types of asbestos are:

- Crocidolite (blue)
- Amosite (brown)
- Chrysotile (white)

Asbestos has been the subject of gradual voluntary and statutory bans since 1969. By 1999, the importation, supply and use of all forms of asbestos had been banned in the UK.

Asbestos fibres can be found in the atmosphere in Great Britain, therefore the general public is exposed to very low levels of fibres. However, a key factor in the risk of developing an asbestos-related disease is the total number of fibres inhaled. Working on or near damaged ACM or inhaling high levels of asbestos fibres, which may be hundreds of times that of the environmental levels, could increase the chances of contracting an asbestos-related disease.

There are four main diseases caused by asbestos:

- Mesothelioma
- Lung cancer
- Asbestosis
- Pleural thickening

If ACMs are kept in good condition and left undisturbed, fibres will not get into the air where they can be inhaled; therefore the presence of ACM does not in itself constitute a danger, however, it is hazardous when disturbed or damaged and must be correctly managed.

SECTION 4 – ROLES AND RESPONSIBILITIES

4.1 Duty Holder

Whilst the Vice-Chancellor as “duty holder” has ultimate responsibility for health and safety in the University, the following groups/individuals have delegated duties to ensure the risks from asbestos containing materials are kept at as low a level as is reasonably practicable.

4.2 Bishop Grosseteste University Health & Safety Committee

The University Health & Safety Committee is responsible for:

- Planning, consultation and dissemination of the arrangements made within the Asbestos Management Plan.

4.3 Responsible Person

The Director of Estates and Facilities acting as “Responsible Person” has overall responsibility for ensuring asbestos is properly managed within University owned or managed buildings/properties.

4.4 Estates & Facilities Department

The Estates & Facilities department has day to day responsibility for managing all aspects of asbestos work on University premises, including maintaining an up to date asbestos register, carrying out annual condition surveys and organising (with the assistance of external consultants/ licensed contractors) abatement/remediation works.

This responsibility extends to ensuring that all contractors/consultants working with/under their control are properly briefed on the location of asbestos prior to commencing work and that appropriate consideration is given to identifying suitable working methods that prevent damage/disturbance of ACM.

4.5 University Health & Safety Officer

The University Health & Safety Officer is responsible for:

- acting as the “Competent Person” to assist the University to undertake the measures necessary to comply with the requirements and prohibitions imposed upon them by or under the relevant asbestos statutory provisions; and
- regularly reviewing the University Asbestos Management Plan.

4.6 Authorised Person – (Asbestos)

The University’s Contracts Manager is deemed to be the “Authorised Person”, who on a day to day basis is responsible for the implementation of the asbestos policy and procedures by:

- ensuring that the Asbestos Register is kept up to date/reviewed (at least every 12 months or if any change);
- coordinating re-inspections of all identified or presumed ACM at intervals no greater than 12 month periods;
- overseeing asbestos work contracts including the selection of competent contractors;
- assessing, revising and recommending management actions in light of re-inspection findings and changes in legislation and good practice;
- day to day management of asbestos related issues.
- maintaining detailed project records relating to asbestos remedial or investigative works; and
- prior to refurbishment/demolition works which falls under their remit, coordinated assessments of the work areas should be undertaken, prior to the start of the works, to identify any known risk from asbestos. The Asbestos Register should be consulted and a pre refurbishment /demolition survey should be undertaken as appropriate. Subsequently, relevant staff and contractors should be informed of the location of any known asbestos affecting a project.

4.7 Heads of Departments, Managers and Supervisors

General refurbishment and maintenance works include amongst other activities:

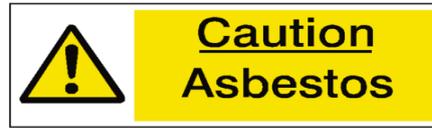
- Construction, refurbishment, maintenance and engineering projects, security systems, information systems, telecommunications, cable runs and general maintenance/repair works.

Any members of staff responsible for people involved in general refurbishment and maintenance work that may disturb ACM within the fabric of a University building, whether carried out by BGU staff or an external contractor must:

- consult with the Estates & Facilities department before commencement of works involving penetrations into the fabric of a University building or the disturbance of materials above ceilings and in service ducts;
- obtain information from the University asbestos register about the location, type and risk level of ACM present in the project work area;
- where necessary, seek the advice of the Appointed Person about ACM within the area of their project;
- contact the Appointed Person to arrange for a refurbishment or demolition survey to be carried out where the work is likely to be intrusive and disturb ACM not identified by a management survey;
- inform all staff and contractors involved in the project of the location and condition of any ACM that may be affected by the project;
- arrange for staff to receive asbestos awareness training and ensure they are familiar with the asbestos labelling used by the University;
- advise all staff and contractors involved in the project of the actions to be taken if suspect ACM is discovered;
- inform the Appointed Person of any suspect material reported to them, and ensure that work is halted until the Estates & Facilities department investigates the suspect material.

4.8 Staff and Students

- All building alterations and refurbishment work must be organised and coordinated by the Estates & Facilities department. Under no circumstances should staff or students be allowed to undertake this type of work. If alterations/refurbishments are required, then the Estates & Facilities department must be contacted and the requirements discussed.
- Staff and students must inform the Estates & Facilities department immediately if they suspect an Asbestos Containing Material is damaged or in a poor state. **All known Asbestos Containing Materials will be clearly identified with the use of the following stickers or similar:**



4.9 Contractors

Contractors working for or on behalf of BGU are responsible for:

- ensuring that all employees under their control abide by the rules and conditions set out by BGU within the Asbestos Management Plan and any other associated documentation;
- ensuring that all employees under their control reference the Asbestos Register and understand its content and actions required. This must be done prior to any works commencing;
- before commencing any work, the contractor must comply with current legislation in relation to safe working with and around Asbestos Containing Materials. If asbestos is uncovered during the works, the contractor must stop work immediately and report it to the Maintenance Engineer (Authorised Person);
- ensuring that all employees under their control are provided with adequate equipment, information, training and instruction to enable them to work with, or adjacent to, ACM without risk to health and safety.

SECTION 5 – ASBESTOS MANAGEMENT

The following section details how BGU meets its duties under the Control of Asbestos Regulations 2012.

5.1 Asbestos surveys

Where a property was built before the year 2000, it must be presumed that Asbestos Containing Material (ACM) is present, unless the asbestos survey confirms otherwise.

Where a property was built post 2000 then it is assumed that there is no ACM within the building. Note – this depends on the whole of the building being built post 2000, checks should be made if there are any areas built pre 2000 before making this assumption.

Surveys at BGU are carried out by external competent contractors.

5.1.1 Management Surveys

BGU takes reasonable steps to establish if there are materials containing asbestos in its buildings by undertaking asbestos management surveys. The purpose of the survey is to identify the location of ACM, the amount, the condition it is in and to conduct a risk assessment which evaluates the likelihood of human exposure. The risk assessment will form the basis of the Asbestos Management Plan.

5.1.2 Refurbishment or Demolition Survey (R&D)

R&D surveys must be undertaken prior to demolition works or refurbishment works that are likely to penetrate the fabric of the building or services.

This type of survey is used to locate as far as reasonably practicable, all ACM in the building and will involve destructive inspection where necessary to gain access to all areas. A full sampling programme is undertaken to identify ACM and its content.

5.2 Asbestos Records

BGU is required to 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.

An Asbestos Register is maintained by the Estates & Facilities department and supplemented with additional information gained during monitoring, investigation or annual re-inspection, and kept up to date to reflect the gradual removal of ACM from BGU's premises.

5.3 Risk Assessments

5.3.1 Material Risk Assessments

The risk categories detailed within the Asbestos Refurbishment & Demolition Survey (R&D) and the Asbestos Management Survey are part of the material assessment algorithm as detailed within HSG264 Asbestos: The Survey Guide.

The following algorithm is a material assessment that identifies high-risk materials (those which will most readily release airborne fibres if disturbed). It does not automatically follow that those

materials assigned the highest score in the material assessment will be the materials that should be given priority for remedial action.

Materials with assessment scores of 10 or more are regarded as having a high potential to release fibres if disturbed. Scores of between seven and nine are regarded as having a medium potential, and those materials with a score between five and six are regarded as having a low potential to release fibres if disturbed. Scores of four or less have a very low potential to release fibres and those materials which are analysed and found to be non-asbestos are not given a materials assessment score.

5.3.2 Survey Data Sheets

The Survey Data Sheets, which are contained within the Asbestos Register, contain details of each element inspected and tested for asbestos. The data sheets are fully detailed with a material risk assessment, photograph, relevant comments and recommendations.

Each data sheet has been given a unique location reference number, which can be used to reference each location of interest within the survey. Each location may also be referenced on the site plans which, if are included, will be contained within.

All recommendations are in accordance with the Control of Asbestos Regulations 2012, and are based on a minimum requirement to place all Asbestos Containing Materials into a safe and manageable condition.

A material risk assessment has been included for all samples collected during the survey. The following table provides a key to aid in identifying the risk scores:

Material Risk: Potential to release fibres if disturbed/score	
High	10+
Medium	7-9
Low	5-6
Very low	2-4
No ACMs detected	0

5.4 Management

The risks identified via the asbestos management surveys must be managed to reduce them to an acceptable level as low as reasonably practicable. The levels of management will be dependent on the risk that the ACM presents.

BGU has the following management options;

5.4.1 Removal

ACMs are removed as a result of one or more of the following:

- ACM made accessible as part of a construction or refurbishment project;
- ACM made accessible because of areas vacated and where the removal is reasonably practicable;
- to enable other works to proceed (e.g. refurbishment and maintenance works);and/or
- discovery of damaged or high risk ACM not identified as part of an asbestos survey.

Arrangements for the removal of ACM must be agreed by the Responsible Person and the Authorised Person. Both must review and approve the Safe System of Work before work commences on site.

The removal of ACMs must be considered a high risk operation that can only be carried out by a licensed asbestos contractor. The ACM removal works must be managed by the Authorised Person or an appointed Competent Person, time must be allowed for the planning and removal stages of the works and must take account of:

- agreement on the scope of the works including waste disposal arrangements;
- contractors quotation, agreement of costing and assessment of method statement;
- statutory HSE notification period (if work is notifiable);
- vacation of the work area (departmental staff, furniture and equipment);
- isolation of services as required for safe working;
- arrangements and services for the contractor: parking, area for de-contamination unit, supply of water and power, security arrangements etc; and
- liaison and provision of information for departments affected by the works.

5.4.2 Encapsulation or seal

ACM is encapsulated to contain and reduce the risk of ACM that can reasonably be left in place; an asbestos warning label must be applied to encapsulate ACM. Arrangements for the encapsulation of ACM must be agreed with the Authorised Person or an appointed competent person, who will make the arrangements for the work and liaise with the departments involved.

5.4.3 Monitor – Annual Re-inspection

ACMs that are in good condition can safely be left in-situ and monitored. To monitor and review the condition of identified ACM the Authorised Person is responsible for ensuring an annual re-inspection is carried out.

5.4.4 Enclosed

Where an ACM is identified but cannot be removed, it is an option to restrict access by placing a physical barrier in front of the ACM.

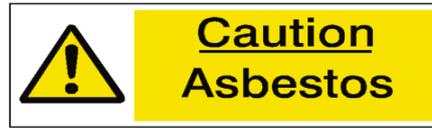
5.4.5 Restrict Access

BGU has the right to restrict access to an area should ACMs be identified that are high risk. The area will be restricted until remedial works can be undertaken to make the area safe.

5.5 Information, Instruction & Training

BGU has a duty to provide information on the location and condition of the materials to anyone who is liable to work on or disturb them. BGU carries out this duty in several ways:

- anyone who may have concerns about asbestos in their workplace or who needs information about the location of asbestos should contact the Estates & Facilities department to make a request for information;
- Asbestos Awareness Training – available to all relevant staff via the NatWest Mentor Live website. For details of how to access the website, please contact the HR department;
- the Appointed Person will supply information from the Asbestos Management Survey/Plan to contractors and consultants as and when necessary;
- for large refurbishment projects, information about ACM must be supplied to the Principal Contractor as part of the pre-contract health and safety information;
- Asbestos Labelling – all known ACMs within BGU are labelled with the following stickers (or similar):



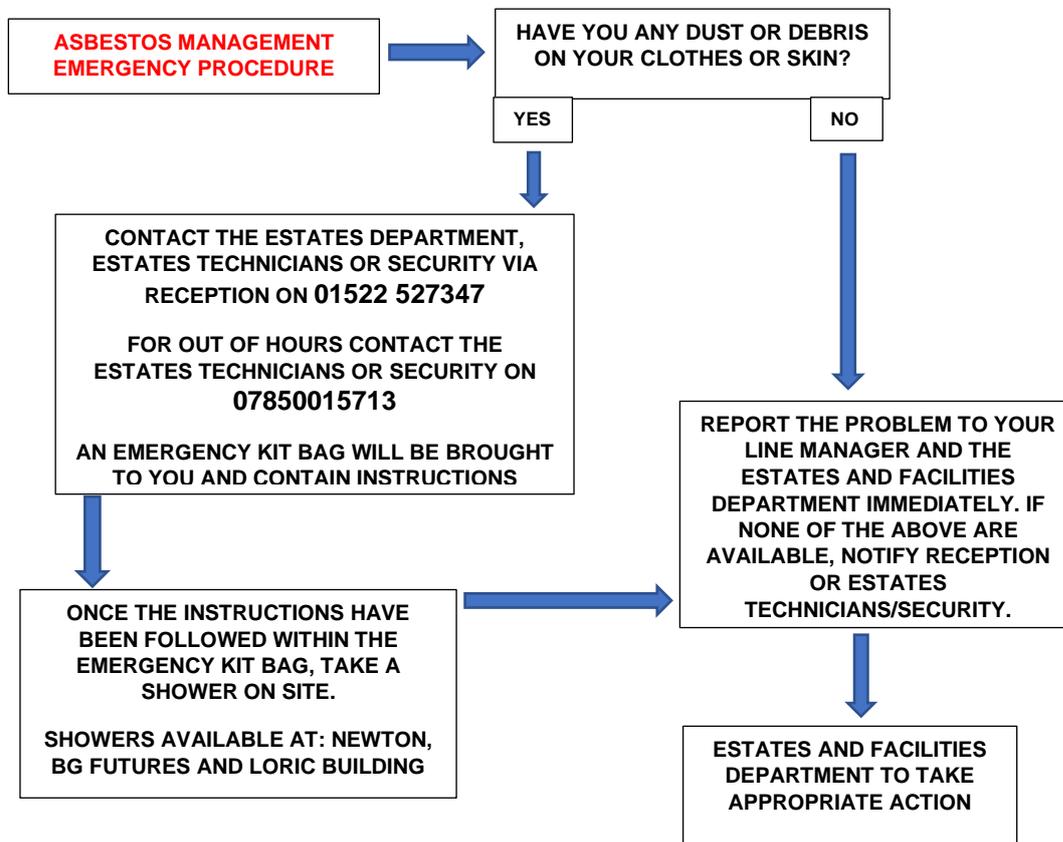
SECTION 6 - EMERGENCY PROCEDURE AND INCIDENT REPORTING

6.1 If anyone suspects that an ACM has been disturbed (without the individual being contaminated), the following action must be taken immediately:

1. Stop the work immediately.
2. Windows and doors should be closed if it is possible to do so without further disturbance to the damaged material and additional risk of inhalation of fibres. (If working outside, cordon off the area and place a notice).
3. All persons should leave the area.
4. Post an out of bounds notice on the door/access route, seal up doorways using tape.
5. Report the incident immediately to one of the following:
 - During normal hours:
 - (a) Estates Department via Reception number: 01522 527347
 - (b) Estates Technicians via Reception number: 01522 527347
 - Out of hours:
 - (a) Estates Technicians/Security: 07850015713
6. **The area must remain unoccupied until the investigation by the Appointed Person or a Competent Person has been carried out.**
7. The Appointed Person or the Competent Person attending will assess the situation and make suitable arrangements. This may involve air monitoring, sampling and analysis of the suspect material or arrangements for the removal of the material and a clean of the area. Suspect contaminated areas must remain out of bounds until cleared by the Appointed Person or the Competent Person. In a situation where the Appointed Person or the Competent Person is

unavailable, a licensed asbestos contractor should be contacted and attend site to manage the situation.

If anyone suspects that an ACM has been disturbed and they have been contaminated with asbestos fibres/debris, the following action needs to be taken:



SECTION 7 – MONITORING & REVIEW

7.0 This policy/plan will be reviewed annually and amended when necessary to take into account changes to legislation, or changes to BGU procedures. This will ensure it remains relevant and up to date.