



## Asbestos Management Policy

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### Reviews and Revisions

Date	Reason	Reviewer	Next review date	Approved by
28/07/2015	New members of working group	L Salkeld	28/07/16	L Salkeld
10/02/2016	Following an incident	L Rounds	10/02/17	L Rounds
26/05/2016	Changes to Operating Procedures	A Mowbray	10/02/17	A Mowbray
26/03/2018	Changes to operating procedures, change in Duty/Deputy Duty Holder appointments & responsibility of policy & procedure	S Hewes	26/03/2019	E Pritchard



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## Introduction

This policy describes the arrangements that the University has in place to manage the potential health risks from Asbestos Containing Materials present in Northumbria University buildings. This policy builds on existing control measures to meet the requirements of the Control of Asbestos Regulations 2012.

## Duty to Manage Asbestos

As the University are owners and occupiers of non-domestic premises and have maintenance and repair responsibilities for those premises, there is a duty to assess them for the presence and conditions of Asbestos Containing Materials (ACM).

This duty is undertaken by Campus Services on behalf of the University.

Where ACM are present Campus Services must ensure that the risk is assessed; that written plans identifying where ACM are located are prepared and that measures to manage the risks are set out in the policy and implemented.

The University has undertaken the following:

- Taken reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
- Presumed that materials contain asbestos, unless evidence is available they do not. Made a written record of the location and the condition of the asbestos and presumed asbestos-containing materials and are keeping the record up-to-date.
- Assessed the risk of the likelihood of anyone being exposed to these.
- Prepared an action plan to manage that risk and put it into effect so that:
  - any material known or presumed to contain asbestos is kept in a good state of repair
  - any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition repaired or if necessary removed.
  - information on the location and condition of asbestos material is available to anyone potentially at risk.

## Duties of Campus Services

Campus Services will:

- a) Develop and maintain the Asbestos Management Policy on behalf of the University;
- b) Produce and maintain an Asbestos Register for each property;
- c) Produce a priority risk assessment for each property which will enable the Department to rank the asbestos risk for each property;
- d) Produce an annual written plan of inspections based upon the Priority Risk Assessment score of the ACM and to update, where necessary, the Asbestos Register, this plan may be amended as works occur on existing ACM;



- e) Project-manage all asbestos related work on University properties. This includes liaising with contractors to be satisfied of their competence to undertake asbestos related works, agree plans of work, method statements and risk assessment;
- f) Provide Asbestos Awareness Training to University employees whose work could foreseeably expose them to asbestos;
- g) Take all reasonable steps to ensure that all contractors and subcontractors including outsourced FM providers are adequately trained and experienced to undertake the work they are carrying out.

Definitions:

**CAR** – the Control of Asbestos Regulations 2012.

**ACM** – Asbestos Containing Materials; any substance or material that contains asbestos.

**Persons** – within Campus Services, this includes Planning & Development staff, Maintenance Support Manager, Maintenance & Support Team Leaders, Tradesmen, contractors, sub-contractors, and other persons who are likely to work on buildings. Outsourced FM providers may also carry out the duties of 'Campus Services'. Other University employees and the contractors they control may also fall within this group.

**Buildings** – includes the fabric of the building, its roof and exterior walls, ceilings, interior walls and panels, flooring materials, services, vessels and pipe-work (e.g. Boilers), ductwork (e.g. Air handling systems), equipment and appliances in workshops, laboratories, plant rooms, water tanks, lift shafts and plant, and domestic appliances. This is not an exhaustive list.

**Licensed Asbestos Removal Contractor (LARC)** – a contractor who is licensed by the Health & Safety Executive under the Control of Asbestos Regulations 2012 and member of such bodies as the Insulation and Environment Training Agency (IETA), or the Asbestos Control and Abatement Division (ACAD) Division of Thermal Insulation Contractors Association (TICA) and Asbestos Removal Contractor Association (ARCA)

**Health Risk** – the risk of developing fatal asbestos related diseases is understood to increase with total lifetime dose of inhaled fibres. The dose of total inhaled asbestos fibres is a combination of the concentration of fibres in air and length of time a person is exposed, together with the number of occasions when that person is exposed.

## 1.0 Policy Objectives

- a) All work on the building fabric, (as defined above) services, plant or equipment, whether carried out by University employees or external contractors, must be managed and conducted in a way that eliminates or at least minimises exposure to airborne asbestos fibres, so far as is reasonably practicable;
- b) In general, University employees and its contractors are not expected to do any kind of work with ACM, as this will be contracted out to licensed asbestos removal contractors under the supervision of an independent asbestos analyst appointed by Campus Services, not the Contractor.



The Assistant Director of Health and Safety (Asbestos Duty Holder) should arrange for this policy to be reviewed annually, or after a failure of the policy has led to persons being exposed to ACM, or a change in legislation.

## 2.0 Responsibilities

The University has an explicit duty to assess and manage the risks from asbestos. The University's Board of Governors is ultimately responsible for the implementation of the University's Asbestos Management Strategy and the Asbestos Management Plan. The Vice Chancellor is the most senior of the management group within the University and is in a position to consider and implement policies and procedures concerning health, safety and welfare. The Assistant Director of Health and Safety (the Duty Holder) and the Health and Safety Advisor (Facilities and Projects) (Deputy Duty Holder) will ensure the compliance with the University's Asbestos Policy and the Asbestos Management Plan for the land, building fabric and the permanent services of the University's estate. The University's Asbestos Management Plan shall be controlled through the Asbestos Management Group who will make sure that Asbestos Management of the University is compliant with current legislation and the University's Asbestos Management Strategy.

**The Duty Holder** is responsible for ensuring:

- Compliance with the Asbestos Management Plan,
- The overall strategy for the safe operation and execution of all Estate Planning issues including consideration of asbestos issues,
- Appointing an approved NEUPC framework competent asbestos consultancy for;
  - Surveying all university premises and taking all reasonable steps to determine the location of ACM's.
  - Adequate provision of training is available to oversee the Asbestos Management Plan,
  - The asbestos electronic database (TEAMS) of ACMs is kept up to date and providing a record of the location, condition, maintenance and removal for all ACMs on the University's estate, through their approved consultant;
  - That risk assessments and documenting actions taken to manage the asbestos. Repairing, sealing, removing, or otherwise treating asbestos, if there is a risk of exposure due to its condition or location;
  - Periodic monitoring the condition of ACMs, updating the asbestos register and reassessing the risk,
- Information is available to those who may come into contact or disturb ACMs. Information shall be provided in a written or electronic format and shall be correct on the date it is presented,
- Arrangements are in place to ensure that work which may disturb the ACMs comply with current legislation,
- That prior to the commencement of any works which may have the potential to bring staff into contact with ACMs, the asbestos database and register is consulted, or
- Refurbishment & Demolition surveys are carried out, and information used within the risk assessment for the works,
- Independent audits are carried out on representative projects carried out.



**Staff and Students** are responsible for ensuring that:

They comply with their obligations as set out in the UNN Health and Safety Policy and that any activity that may disturb or damage ACM's is avoided.

**Human Resource** is responsible for:

- Offering screening to members of staff who are known or suspected to have been exposed to asbestos materials.
- Counselling staff that have been exposed or who are concerned about possible exposure to asbestos materials in liaison with Staff Counsellor and Counselling Service.

**Contractors** are responsible for;

- Are required to familiarise themselves with this policy and ensure they comply with their obligations as laid out in the University Contractor Induction and the Asbestos Management Plan.
- They are responsible for ensuring that employees undertaking work on University properties have received UKATA approved Asbestos Awareness training in accordance with CAR2012.

**Maintenance Personnel** are responsible for:

- Checking the asbestos register before undertaking any work in properties built before 2000
- Notifying the Duty Holder or Deputy Duty Holder immediately and stopping work if they encounter damaged or disturbed known or suspected ACMs

**Occupational Health** are responsible for:

- Providing occupational health advice to management and staff on issues relating to asbestos
- Ensuring that any exposure is recorded on the employee's medical notes and retaining the medical notes for a period of forty years after the date of final exposure

#### **General**

- a) Every person who works at Northumbria University is expected to approach their work with caution, and follow the arrangements in this policy where necessary;
- b) The Duty Holder under CAR12 will be the Assistant Director of Health and Safety, who will be responsible for managing the arrangements made under this policy;
- c) Persons within Campus Services who carry out work on the University's buildings, must follow the arrangements in this policy;
- d) The Deputy Duty Holder will oversee work relating to the identification, repair or removal of any ACM and will monitor the quality and integrity of the associated method statement and risk assessments, the recorded information on the electronic database (TEAMS) and the Asbestos Register, including the asbestos plans;



- e) University line managers, whose staff could disturb ACM as a result of their work (this may involve inspections and walkthroughs) must ensure that they attend an Asbestos Awareness Course and understand this Asbestos Management Policy as it applies to them, and ensure that their staff use the facilities operated by Campus Services for managing ACM to avoid exposure as a result of their work;
- f) Contractors and any other persons who work at Northumbria University must co-operate with the University by complying with this plan.

## 3.0 Training and Competence

### *University Staff*

Regulation 10 of the CAR2012 places a duty on an employer to ensure that they provide adequate, information, instruction and training to employees.

Asbestos training is mandatory for all staff who may come into contact with asbestos in the course of their work and for those who may disturb the fabric of the building because ACMs may become exposed during their works.

Exemption from this requirement will apply only where the university can demonstrate that work will only be carried out in or on buildings free of ACMs.

Training will be delivered by the appointed third party; VEGA Asbestos Consultant as the competent person described in [Clause 139 of Approved Code of Practice \(ACOP\) L143 – Managing and Working with Asbestos](#), VEGA provide asbestos training and refresher training at an appropriate level to all relevant University staff as identified in Table 1/Section9-Training/Asbestos Management Plan

Refresher training will be delivered at intervals to be determined by the Duty Holder, but would not normally be more than 12 months and will be as required in response to changes in legislation, serious incidents or significant changes in the AMP.

### **Training Standards**

The level of asbestos training is to be commensurate to the role undertaking e.g. BOHS P405 for those managing asbestos in non-domestic properties, that provides the practical knowledge and skills to be able to manage asbestos in buildings and give a knowledge base to audit and manage asbestos removal projects and general asbestos awareness training is not enough to be able to review and sign off RAMS for projects.

## 4.0 References

1. The Control of Asbestos Regulations (CAR) 2012
2. The Management of asbestos in non-domestic premises, Approved Code of Practice and Guidance, L127 (HSE)
3. HSG 264: Asbestos: The Survey Guide.
4. HSG 210: Asbestos Essentials: A Task Manual for Building, Maintenance and Allied Trades of Non Licensed Asbestos Work.



## Appendix 1

### Campus Services Asbestos Management Working Group

Emrys Pritchard	Assistant Director of Health & Safety (Asbestos Duty Holder/Chair)
Andrew Mowbray	Head of Campus Planning & Development
Stuart Hewes	Health and Safety Advisor (Facilities & Projects), (Asbestos Deputy Duty Holder)
Dave Ballantyne	Maintenance and Engineering Manager
Simon Willis	Capital Works Manager (Deputy Chair)
Jennifer Burns	Facilities Manager (City Campus)
Nicola Cartwright	Facilities Manager (CLC & Sodexho)
Tony Symons	Compliance Manager