



Estate and Campus Services Directorate

Asbestos Policy

Policy Number – E&D Policy 002

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1. INTRODUCTION

1.1 Purpose

Keele University recognises the responsibilities and duties under the Health and Safety at work etc. Act 1974 and the Management of Health & Safety of Work Regulations 1999, to provide as healthy and safe an environment as is reasonably practicable for all employees, students, contractors, visitors and members of the public.

This policy should be read in conjunction with the Asbestos Management Plan & Register information, which details the actions that are in place as part of our Control & Management of Asbestos

1.2 Scope

This policy relates solely to asbestos, and therefore also incorporates duties imposed on the University by the Control of Asbestos Regulations 2012 (hereafter known as CAR 2012). It is a 'live' document and will be reviewed periodically or when legislation, Approved Code of Practise (ACoP) and good practice is changed.

2. POLICY

Asbestos Containing Materials (hereafter known as ACMs) were widely used in the construction industry for many years and in varied applications. The University's E&CS, on the whole, was constructed when ACMs were in common use in construction. In 1987 the University commissioned a non-intrusive survey of selected properties to identify, so far as is reasonably practicable, the product type, location, quantity, accessibility and condition of ACMs to establish a register to aid the management of ACMs. Since that time further surveys have been undertaken in compliance with changes to legislation requirements and these are under regular management review. The rationale behind the policy is to prevent exposure to asbestos which is a known carcinogen.

3. ROLES & RESPONSIBILITIES

Please refer to AMP; Appendix 10 – Management Responsibilities structure

Everyone throughout the organisation, whether in a position of authority or not, has a duty to ensure that asbestos fibres are not released into the atmosphere.

Regulation 4 of the Control of Asbestos Regulations CAR 2012 places a requirement on duty holders to undertake a suitable and sufficient assessment as to whether asbestos-containing materials (ACMs) are likely to be present in the built environment under their control and then to manage the risk from these materials.

Organisational responsibilities

3.1 The Council

The Council is ultimately responsible for the health and safety of any person who may be harmed by University activities. As such, it must satisfy itself that the University has an appropriate written Statement of Policy on Health and Safety, along with effective arrangements to implement it.

3.2 Vice Chancellor Responsibilities

- Ultimate Duty Holder for Keele University Health and Safety compliance. Responsible for the appointment of competent personnel to implement KU's Asbestos Policy and Asbestos Management Plan. The Statutory Duty Holder at Keele University will appoint, in writing, a Responsible Person (asbestos)—possessing adequate professional knowledge and experience, and having undergone appropriate training—to take managerial responsibility and to provide supervision for the implementation of asbestos control precautions.
- The Responsible Person will be given sufficient authority to ensure that control measures are implemented effectively.
- The Responsible Person shall have a deputy also appointed in writing by the Statutory Duty Holder.
- Responsible for provision of funds for any Asbestos related works.

3.3 Health and Safety Manager Responsibilities

- Advisory role to Keele University on Health and Safety Matters.
- Communicates Asbestos related issues to the Asbestos Safety Sub Committee and escalates issue as appropriate.

3.4 Deputy Director of E&CSs Responsibilities

- Monitors the progress of the Asbestos Policy and Asbestos Management Plan.
- Implementation within E&CSs and Campus Service Department & review any audit documentation.

3.5 Persons Responsible for the repairs to the Fabric of a building

The person responsible for the repair or maintenance to the building, by virtue of control, is the duty holder for that building. Their main responsibilities are as follows:

- Incident investigation.
- Conduct a periodic audit of the asbestos management arrangements.

3.6 Responsible Person Responsibilities

- Arrange for the survey of the E&CS and take reasonable steps, within the resource available, to determine the location of ACMs by appointing competent Consultants and Contractors.
- The Responsible Person shall liaise closely with other professionals in various disciplines, and shall possess a thorough knowledge of the control of Asbestos.

- Presume materials contain asbestos unless there is verifiable evidence to the contrary.
- Ensure that an Electronic Register of the locations of asbestos and presumed asbestos materials, is maintained and available.
- Manage the asbestos, assess & prioritise the risk of exposure and document any necessary actions based on the results of the programme of re inspections and in line with the risk reduction principles.
- Define the training requirements and create training matrix in line with the requirements of CAR 2012.
- Liaison with external bodies and enforcement agencies.
- Advise on asbestos removal / remediation based on risk assessments and incident investigation or advise Project Managers in situations where such works are to be carried out as part of a project.
- Assist in the formulation of budgets for managing asbestos.
- Review the asbestos policy & asbestos management plan.
- Report to the Duty Holder on the management of asbestos.
- An Asbestos Register of ACMs shall be kept up to date and shall provide a record of the location, condition, maintenance and removal for all ACMs on the university's E&CS.
- Arrange for periodic monitoring of the condition of ACMs, update of the asbestos register and reassessment of the risk, by a competent person.
- Provide day to day advice on specific projects at the request of the Project Manager.
- All the above responsibilities can be carried out by an appointed deputy.

3.7 E&CS and Campus Services / Project Manager Responsibilities

(Those responsible for appointing and managing works)

For reference - See Estates Asbestos Management Guidance Chart in The Asbestos Management Plan (AMP).

- Ensure that, prior to the commencement of any works that may have the potential to bring anyone into contact with ACMs, the asbestos register is consulted and inform the risk assessment for the works. Utilising the Workplace Safety Plan documentation shown in the link to the Keele University Contractors Policy in the AMP
- Following assessment of the Workplace Safety Plan, and review of existing asbestos information, commission additional asbestos refurbishment and demolition surveys if required.
- To facilitate the repair or removal of asbestos if there is a risk of exposure due to programmed works.
- Register any work with the responsible person and collate and supply necessary documentation and certification as required by the 'asbestos work record sheet' (*see AMP*).
- Distribute / communicate existing registers to CDM Principal Designer and other relevant personnel.
- For licenced asbestos removal works or additional survey requirements, appoint an approved Asbestos consultant, independent of the removal contractor, to advise on management, surveying and analytical requirements (*see framework detailed in AMP*).
- Ensure information is available to those who may come into contact with, or disturb, ACMs in the execution of programmed works. Information shall be provided in a written format and shall be correct on the date it is presented. Attain receipt or written confirmation of information transfer.
- Responsible to ensure no work is undertaken until correct surveys are commissioned, complete and available.

- Attend any mandatory training when requested.

3.8 Asbestos Consultants Responsibilities

- Provide competent and up to date advice in relation to asbestos.
- Provide full range of Asbestos Management services incl. Data Management, Surveying and Analytical Services including specifications.
- Update the database with reinspection information or removal information provided by the University.
- Provide input to formulation and review of Keele University's Asbestos Policy and Asbestos Management Plan.
- Provides support to Asbestos Duty Holders including emergency advice.
- Advise on major works / design team.
- Attend regular review meetings, when required, by the University.

3.9 Direct Labour / Sub-Contractors / Contractors Responsibilities

- Follow procedure and compliance with point of work risk assessments and permit to work/Workplace Safety Plan documentation.
- Ability to demonstrate awareness of ACM and associated risks and to understand the Emergency and Escalation Procedures for asbestos on site.
- Report any defects or suspected ACMs prior to starting / continuing with work.
- Make full and proper use of any control measures put in place for working with or adjacent to ACMs, e.g., PPE.
- Follow carefully all the procedures set out in the 'Plan of Work' for the works.
- Keep the workplace clean.
- Eat and drink only in agreed locations.
- Ensure that any damaged materials that are suspected to contain asbestos are reported to E&CS and Campus Services Helpdesk immediately.
- Attend any necessary training when requested.

3.10 Departmental (Nominated Person) Responsibilities

Executive Members, Directors, Deans, Heads of Schools and Managers

- Ensure that no work that will take place on the fabric of the building without completion of a "Workplace Safety Plan" (To be completed in the E&CSs Building or online)
- Ensure that any damaged materials that are suspected to contain asbestos are reported to E&CS and Campus Services Helpdesk **immediately** and appropriate action, as highlighted in the Management plan, is implemented.
- Undertake necessary training to gain an understanding of the requirements of Keele University's Asbestos Policy.
- To be competent in the implementation of the Emergency and Escalation Procedures.
- To understand and create a thorough knowledge of asbestos containing materials and their condition within their property portfolio.

3.11 CDM Project – Role Responsibilities (Where applicable)

NOTE:

Working within a ring-fenced site (where the contractor has sole occupation and controls access and egress onto site)

3.11.1 Principal Designer Responsibilities

- Assess and provide asbestos information at Pre-Construction Stage.

3.11.2 Principal Contractor Responsibilities

- The Principal Contractor is under strict duty to comply with all relevant statutory duties and to follow relevant codes of practice when planning works with risks such as Asbestos removal. These duties are detailed in the works contract.
- To avoid any doubt the Principal Contractor is **accountable** to ensure that those they engage to carry out the Asbestos works can do so, and effective and preventative measures are in place to control risk.
- Prior to any asbestos removal works being undertaken, the Principal Contractor **MUST** provide notice to the E&CS Project Manager of the planned works giving no less than 10 working days so the E&CSs Project Manager can (at their discretion) arrange for a Health and Safety Tour (*See AMP for non-definitive list of criteria*)
- Post the works the Principal Contractor **MUST** provide the project manager with any documentation regarding the movement and transfer of Asbestos waste and providing information in any format and medium required by the Project Manager to allow the University Asbestos Register to be updated and revised.
- Where there has been an uncontrolled release the contractor must follow good practice (the University would refer to HSE guidelines em1 Asbestos Essentials as a minimum requirement) The contractor is to note that within this guideline any reference to '**the person in charge**' is to be taken to mean the **most senior member of the Principal Contractor's site management team** and any reference to the '**Client**' is the **Principal Contractor**
- The Principal Contractor **MUST** advise the Project Manager of any uncontrolled release of Asbestos within their site and confirm the immediate actions to control the risk and if any statutory enforcement bodies have or will need to be advised of the event.
- The Principal Contractor must bring to the immediate attention of the Project Manager when asbestos has been located (and not recorded in the pre-construction information) Any decision to retain the Asbestos will be agreed between the **Principal Contractor** and the **Keele Project Manager**, both to ensure that it does not create an unreasonable risk to the works or contractors and that its presence is properly recorded in the Asbestos Register.

4. Training

It is essential that, as well as recognising the hazard, every effort is made to minimise/eliminate the risks to the working population by effectively controlling and managing all work where asbestos is present. All staff that may come into contact with asbestos materials as part of their work will therefore be required to complete appropriate training the level of which will be determined by the risk of their exposure to asbestos fibres. A Non exhaustive list and who requires it, is below:

Those who are required to carry out non-notifiable, non-licensed works, such as removal of asbestos cement products, must have received appropriate training in accordance with CAR 2012. Refresher training must be completed annually.

4.1 Duty Holder

The Duty Holder must hold a P405 Qualification.

4.2 Responsible/Deputy Responsible Person

- The Responsible person Asbestos must have a minimum qualification of P405 'Management of Asbestos in Buildings'.
- The Appointed Asbestos Person will attend appropriate refresher training to ensure continued compliance.

4.3 E&CSs / Project Managers

Appropriate training shall be identified, prioritised and delivered to staff involved in the following tasks:

- Commissioning of asbestos surveys/bulk sample analysis.
- Commissioning and management of specialist asbestos removal/environmental cleaning works.
- Management of the University's Asbestos Register.
- Management, organisation and supervision of works carried out by contractors or Direct Labour.
- **Minimum requirement** of Annual awareness training shall be undertaken.

4.4 Direct Labour

- Annual awareness training shall be undertaken.

4.5 Departmental Managers (Nominated Person)

Executive Members, Directors, Deans, Heads of Schools and Managers

- Annual awareness training shall be undertaken.

4.6 Any persons who may come into contact with ACMs.

- Any staff that will be required to carry out works which could potentially disturb ACMs.
- Places will also be made available to staff who wish to increase their knowledge or awareness of the subject, on a first come basis.
- Periodic refresher training shall be provided to keep abreast of changes in legislation and working practices, in line with the requirements of CAR 2012.
- Asbestos awareness training should be provided and tailored to meet managers' and operatives' needs within the organisation. Records should be kept of the training given.

- Asbestos awareness training should be provided at least annually.
- Those who hold the P402 & P405 qualification should also ensure regular refresher training is completed.

4.7 Contractors / Consultants / Contract Administrators

Contractual staff working on the University premises must be able to demonstrate, upon request, that they hold suitable training in asbestos awareness. Contract staff should stop work and notify the E&CSs management if they inadvertently discover any suspect materials in the course of their work.

Contractors carrying out works with ACMs which require a licence, or lower-level tasks which do not, must provide evidence of appropriate training and certification, as specified by HSE and UKAS before commencing.

Certification of this training shall be provided to external auditing bodies which are recognised by the University of Keele, such as “Construction line”.

It is the responsibility of a principal / main contractor to ensure that any sub-contractors employed on the University premises hold suitable training in line with section 13.2.1. This information must be available on request by Keele University.

5. Legislation and Guidance

- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Management of Health & Safety at Work Regulations 1999.
- The Construction (Design and Management) Regulations 2015.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Control of Asbestos Regulations 2012.
- Hazardous Waste Regulations 2009 (amended 2011).

The University also acknowledges and endorses:

- HSE booklet “A comprehensive guide to Managing Asbestos in premises” HSG227, as a standard of excellence for asbestos management reflected in this Policy document HSG264 Asbestos: The survey guide 2010.
- Approved Code of Practice L143 – Work with materials containing asbestos (CAR 2012).
- Approved Code of Practice L127 – The management of asbestos in non-domestic premises.
- Approved Code of Practice L153 – Managing health and safety in construction (CDM 2015).
- Approved Code of Practice L21 – Management of health and safety at work (MHSWR 1999).
- HSG 210 – Asbestos Essentials.
- HSG247 – Asbestos: The Licensed Contractors Guide.
- HSG248 – Asbestos: The Analysts Guide.
- HSG227 – A comprehensive guide to managing asbestos in premises.
- HSG 264 Asbestos: The Survey Guide.

See also: www.hse.gov.uk/asbestos

Document Ref No.	Document Title
F-M10	University's Health & Safety Manual
	'Permit to Work Procedures'
	Asbestos Management Plan & Register Information
	Control of Asbestos Regulations 2012
HSG264	Asbestos: The Survey Guide

6. APPENDIX

Guidance for Those Inadvertently Exposed To Asbestos

What constitutes a RIDDOR incident relating to asbestos?

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places duties on employers, the self-employed and people in control of work premises to report serious workplace accidents, occupational diseases and specified dangerous occurrences.
- Exposure to asbestos is reportable under RIDDOR when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. Such situations are likely to arise when work is carried out without suitable controls, or where those controls fail – they often involve:
 - Use of power tools (to drill, cut etc.) on most ACMs;
 - Work that leads to physical disturbance (knocking, breaking, smashing) of an ACM that should only be handled by a licensed contractor e.g. sprayed coating, lagging, asbestos insulating board (AIB);
 - Manually cutting or drilling AIB;
 - Work involving aggressive physical disturbance of asbestos cement e.g. breaking or smashing.
- If these activities are carried out without suitable controls, or the precautions fail to control exposure, these would be classed as a 'dangerous occurrence' under RIDDOR and should be [reported](#).
- Remember, if you need to report a dangerous occurrence relating to asbestos, you should review your asbestos management plan or your working practices. [Further advice on managing and working with asbestos](#)

Guidance for those inadvertently exposed to asbestos:

- People who believe they may have been exposed to asbestos are understandably anxious and concerned about the possible effects on their health. Many cases of inadvertent, short-term exposure to asbestos will most likely have led to minimal exposure to fibres, with little likelihood of any long-term ill health effects.
- Although the type of asbestos involved and duration of exposure may be known, there may be little reliable information about the level of exposure. These are all important factors in determining the level of risk - the more fibres that are released by an asbestos-containing material (ACM), and the longer the work activity lasts, the greater the cumulative exposure to asbestos fibres and, therefore, an increased risk of ill health effects.

- Some work activities are more likely to create a significant concentration of asbestos fibres in the air, and therefore, add to the risk if suitable precautions are not in place; for example:
 - Use of power tools (to drill, cut etc.) on most ACMs;
 - Work that leads to physical disturbance (knocking, breaking, smashing) of an ACM that should only be handled by a licensed contractor e.g. sprayed coating, lagging, and asbestos insulating board (AIB);
 - Manually cutting or drilling AIB;
 - Work involving aggressive physical disturbance of asbestos cement e.g. breaking or smashing.
- Some ACMs release fibres more easily than others. For detailed information on types of asbestos-containing material and the likelihood of fibre release, see: Appendix 2 (page 53) of [Asbestos: The survey guide](#)

If you are concerned about possible exposure to asbestos from work activities, you are advised to consult your GP and ask for a note to be made in your personal record about possible exposure, including date(s), duration, type of asbestos and likely exposure levels (if known). In some circumstances, your GP may refer you to a specialist in respiratory medicine. HSE does not advocate routine X-rays for people who have had an inadvertent exposure to asbestos. Asbestos-related damage to the lungs takes years to develop and become visible on chest X-rays. X-ray examinations cannot indicate whether or not asbestos fibres have been inhaled.

7. REVIEW, APPROVAL & PUBLICATION

This policy is to be reviewed every 2 years by the Responsible Person Asbestos, with approval from Deputy Director of E&CSs and Development (Operations) and final sign off from Health and Safety Standing Committee. Consultation during this review will be undertaken with teams in the E&CSs & Development Directorate and DOSH.

This review will be uploaded to Policy Zone.

8. ANNEXES

Operational arrangements for the management & control of asbestos.

9. DOCUMENT CONTROL INFORMATION

Document Name	Asbestos Policy
Owner	Simon Keeling & Paul Richards
Version Number	1.1
Equality Analysis Form Submission Date	N/A – HR agreement not required as no direct people element
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Related University Policy Documents	University Health and Safety Policy
<i>For Office Use – Keywords for search function</i>	