

Asbestos Management Policy

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University of Sussex

Asbestos Management Policy

Introduction

The University of Sussex Health and Safety Policy details the University's commitment to minimising the risks to the health, safety and welfare of all members of the campus community. The Policy states that all identified hazardous materials and processes must be managed in an appropriate, reasonable and practicable manner.

The Falmer Campus of the University of Sussex has property which was built in the 1960's when asbestos-containing materials were used in a wide variety of forms in their construction.

Although programmes of removal of asbestos have been undertaken over the years, many buildings still contain asbestos which, provided it is not damaged, and is managed correctly, will not present a danger. However, there is a potential risk to health if such material is disturbed or damaged, and exposure, even at relatively low levels, can present a risk.

A wide variety of work activities can bring people in to contact with, and possible exposure to, asbestos-containing materials. People employed in the building trades, electrical, mechanical, cable and fire alarm installation, and routine maintenance can all be at risk of exposure to asbestos. Any activity which gives rise to airborne dust, including breaking, cutting, drilling or machining asbestos containing materials, are most likely to present risks.

Working with, and managing asbestos-containing materials, is controlled by legislation, principally the Health and Safety at Work, etc. Act 1974, and the Control of Asbestos Regulations 2012.

Policy Statement

The University will ensure, so far as reasonably practicable, that all asbestos-containing materials falling under its control will be managed in such a manner so as to minimise the risk of any person being exposed to asbestos fibres.

Organisational Responsibilities

The University Health and Safety Policy states that overall responsibility for the management of health and safety rests with Council. The day-to-day responsibility for the management of asbestos containing materials is devolved, through the Vice-Chancellor, to the Director of Estates and Facilities Management.

In order to fulfil the Universities duty to manage the risk of asbestos, the University had delegated responsibility for the day to day management of asbestos to Sussex Estates and Facilities LLP (SEF). SEF will take overall responsibility for the management of asbestos data, training, removal and surveying on behalf of the University.

University Director of Estates and Facilities Management

The Director of Estates and Facilities Management shall ensure that a suitable and sufficient Asbestos Management Plan is in place and subject to regular monitoring and review.

The task of developing, implementing and monitoring the Asbestos Management Plan has been delegated to SEF under the terms of the total facility management (TFM) contract.

The Estates and Facilities Director will ensure that those providing advice on the management of asbestos have the required competencies.

Sussex Estates and Facilities

In order to meet the requirement of the Control of Asbestos Regulations 2012 the University has delegated the overall management of asbestos to SEF, a joint venture between the University and Interserve.

It is the responsibility of Sussex Estates and Facilities to ensure that:

- i. Appropriate asbestos management plans are maintained on behalf of the client
- ii. Asbestos management surveys are completed for sites under its control and management
- iii. Appropriate training and information is provided for its staff engaged in the management of asbestos
- iv. Suitable asbestos management policies are maintained and subject to regular review
- v. That all asbestos incidents are fully investigated and reported in line with current regulatory requirements.
- vi. No intrusive works are undertaken on site without a suitable refurbishment / demolition survey in place.
- vii. To ensure that remedial and removal works are commissioned as required following asbestos risk assessments
- viii. To ensure the competencies of contractors used for asbestos removal and remedial works
- ix. To ensure the appropriate updating and management of the asbestos register
- x. To ensure the appropriate sharing of asbestos information to contractors under its management control

Heads of Schools, Directors and Heads of Departments/Units

Heads of Schools, Directors and Heads of Professional Services must ensure that any works that they commission on building fabric and services are approved by the Director of Estates and Facilities Management. The Director of Estates and Facilities may delegate the approval function to the Estates Facilities Manager or a SEF Project Manager with consideration for the size and complexity of the project.

Director of Health, Safety and Compliance

The Director of Health and Safety shall be responsible for:

- i. Monitoring the effectiveness and relevance of the Management of Asbestos Policy and
- ii. Associated procedures in partnership with the Commercial and Retail Manager.
- iii. Reporting to the University Health, Safety and Environment Committee on the effectiveness of the Policy and associated procedures, as necessary.
- iv. Monitoring the overall performance of the SEF contract and competencies of staff engaged in the provision of asbestos management advice and guidance
- v. Ensuring that RIDDOR reports are submitted for asbestos exposures occurring to University staff

Staff and Students Responsibilities

All members staff have a general duty to co-operate on issues of health and safety, and to ensure that they do not compromise their own safety, or the safety of others, by their acts or omissions. In respect of this Policy, staff and students must :

- i. Not remove any asbestos warning stickers provided to identify asbestos-containing materials
- ii. Not undertake, or engage others to undertake, any activities which could lead to the release of asbestos fibres (for example undertake works on building fabric or services) All fabric works to be undertaken through the SEF Service Centre by approved contractors.
- iii. Immediately inform a senior member of staff and SEF QSHE Team if they believe that a release of asbestos fibres has occurred, or could occur imminently.

Health, Safety and Environment Committee

The Health, Safety and Environment Committee will be responsible for monitoring this Policy and advising Council of any action that may be required to ensure that this Policy remains both relevant and effective.

4. Organisational Arrangements

4.1 Asbestos Management Plan

The Director of Estates and Facilities Management shall ensure that a suitable and sufficient Asbestos Management Plan is in place. This duty may be delegated to the University Health & Safety Director.

4.2 Consultation with Employees

To comply with the aims of the Policy, regular consultation with employees will be required where risk assessments identify significant risks of asbestos fibre release, or following unplanned release of asbestos fibres.

4.3 Information, Instruction, Training and Supervision

The Asbestos Management Plan should identify all persons at risk from exposure to asbestos fibres as a result of their work activities. The Director of Estates and Facilities Management shall ensure that those persons identified are provided with suitable and sufficient information, instruction, training and supervision to reduce those risks to a level consistent with this Policy, and that refresher training is given at suitable intervals. To meet this duty the Director of Estates and Facilities may delegate responsibility to SEF.

4.4 Emergency Procedures

Emergency procedures for dealing with unplanned releases of asbestos fibres are contained in the Asbestos Management Plan and maintained by Sussex Estates and Facilities LLP.

4.5 Asbestos Register & Permit Management

SEF will manage and maintain an up to date asbestos register for the properties under its management control as defined in the service level contract. All asbestos data will be made available to SEF appointed contractors in either paper or digital format. All works managed by SEF involving the potential disturbance of asbestos will be subject to full permit conditions, and will be overseen by the SEF Estates Manager.

5. Monitoring

Monitoring the condition of asbestos-containing materials and updating risk assessments are an integral part of the Asbestos Management Plan. The Director of Estates and Facilities Management is responsible for ensuring that this monitoring is undertaken and will in order to fulfil this duty delegate such responsibility to SEF under the contract terms.

6. Audit and Review

A system of formal audit of the Asbestos Management Plan must be in place to ensure that both Policy and Procedures are being implemented.

SEF will maintain an on-going audit plan to address the management of asbestos, reporting key findings to the Director of Health & Safety.

Where the Director of Health, Safety and Compliance, or appointed competent person(s) have reason to believe that the Asbestos Management Plan is not achieving the aims of this Policy, the Director of Estates and Facilities Management shall be notified, and a review of the Plan shall be carried out. If the review identifies deficiencies, the Director of Health, Safety and Compliance shall take action to amend the Plan as required.

7. Legal References

7.1 Statutory References

- i. Health and Safety at Work, etc. Act 1974
- ii. Control of Asbestos Regulations 2012
- iii. The Management of Health and Safety at Work Regulations 1992 (amended 1999)
- iv. Construction (Design and Management Regulations) 2015
- v. The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

7.2 Approved Codes of Practice and Guidance Documents

- i. Control of Asbestos Regulations 2012. Approved Code of Practice and guidance L143
- ii. Asbestos: The survey guide HSG264

Further advice and guidance can be found at the Health and Safety Executive website

www.hse.gov.uk or by contacting Sussex Estates and Facilities LLP at healthsafety@sussexestatesfacilities.co.uk or on ext 7116