



ASBESTOS POLICY

Policy Owners:	Director of Estates and Campus Services; Head of Technical Compliance
Executive Sponsor:	Chief Operating Officer
Accountable Committee/ Sub-committee:	Health, Safety and Welfare Committee
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ASBESTOS POLICY

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1. INTRODUCTION

This document is the Asbestos Policy for The University of Roehampton (the University) which describes the responsibilities, arrangements and procedures for the safe management of asbestos and asbestos-containing materials within premises under their control.

The Asbestos Policy should be read in conjunction with the Asbestos Management Plan and the University’s Health Safety & Welfare Policy.

The Asbestos Management Plan has been compiled by Tetra Consulting Ltd on behalf of The University.

The Asbestos Management Plan is a requirement of Regulation 4 of the Control of Asbestos Regulations 2012, and guidance provided within the associated Approved Code of Practice ‘Managing and Working with Asbestos’ (L143) and full details of the plan are available from Estates and Campus Services (managed by the Head of Technical Compliance). The Asbestos Management Plan has been compiled based on the existing records.

Controlled copies of the Asbestos Policy, Asbestos Management Plan, asbestos survey reports, re-inspection reports and records and documents relating to asbestos removal or remediation works for reference and use by occupants and visiting personnel will be held electronically in SharePoint under Compliance/Technical Services. Access to this information must be sought through the Asbestos Coordinator based within the Estates Department, The University of Roehampton in Lawrence House. Documentation can also be accessed remotely via the asbestos database Alpha Tracker the details of which are held by the Asbestos Coordinator.

1.1 Statement of Intent

The University will:

- appoint an Asbestos Competent Person, who will be suitably trained with the specific role added to the Learning Management System
- produce the asbestos policy including the implementation of an effective asbestos containing materials management plan so that appropriate measures, such as monitoring, encapsulation, sealing, labelling, inspection or removal of the material are undertaken
- periodically review this policy and the procedures in the light of any legal changes, further information or incidents
- produce and maintain an asbestos register and make this available to staff, contractors and others who may be brought into contact with asbestos as part of their activities
- promote awareness of the hazards of asbestos and the management procedures through information and training
- prevent exposure to hazards associated with asbestos.

Ensure responsibility for the implementation of this policy and the management of asbestos for all parts of the University, whether owned, rented or leased, is delegated to the Estates and Campus Services Department.

Ensure the Safety and Health Office and Estates and Campus Services will periodically audit compliance with this policy. This will be scheduled annually and reported via Health, Safety & Welfare Committee as part of the internal audit program.

2.0 ASBESTOS – USES, HAZARDS & RISKS

2.1 Asbestos - What Is It?

Asbestos is a naturally occurring, fibrous mineral rock, which has been commercially exploited for its excellent physical properties and versatility of use. These properties include good thermal and electrical insulation; fire, heat and chemical resistance; acoustic and condensation protection and high tensile strength.

There are three main types of asbestos fibre, which have been used within building materials:

- Chrysotile - white asbestos
- Amosite - brown asbestos
- Crocidolite - blue asbestos

Asbestos fibres have been used in many building products and applications, particularly during the 1950s to the 1970s. Many of the most hazardous forms of asbestos materials were prohibited from use during the early 1980s, however, some materials were still being used up to as late as 1999.

2.2 Asbestos - Hazards & Risks

Asbestos fibres can easily fragment into very fine, thin fibres which can be inhaled deep into the lungs to cause debilitating or fatal respiratory diseases. These include:

- Asbestosis - a chronic scarring or fibrosis of the lung tissue.
- Lung cancer - a malignant cancer of the lungs and airways.
- Mesothelioma - a fatal cancer of the lining of the lungs, specific to asbestos exposure.

These diseases may become apparent some 10-60 years after first exposure to asbestos. Due to the time when asbestos was commonly used and this long latency period, asbestos is still currently responsible for around 4,000 deaths per year in the UK – a figure which is expected to rise to between 6,000 and 8,000 deaths per year between 2010 and 2020.

Many of those currently dying from asbestos-related diseases worked in the construction and allied building trades. It is still unclear exactly what levels of exposure cause disease, but it is known that the more asbestos dust inhaled the greater the risks to health. It is thought that repeated low-level exposure, such as could occur during routine installation or maintenance work may lead to disease.

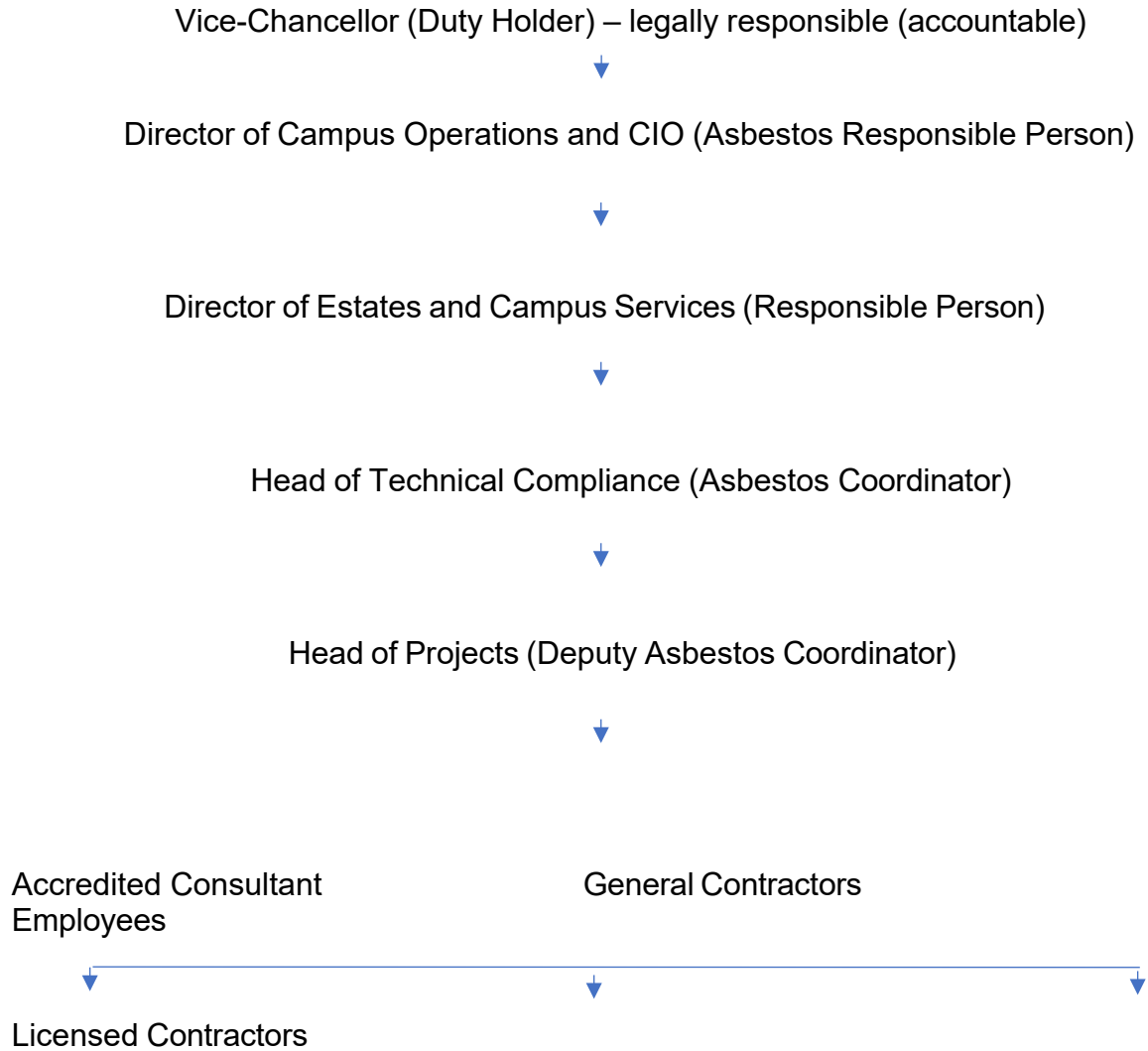
It is important to note, however, that asbestos containing materials present little or no risk to health if they are managed and maintained in a good, well-sealed condition. There is only a danger if the material is damaged or disturbed and releases dust and loose fibres into the air where they can be breathed in.

3.0 RESPONSIBILITIES

Managing the risks from Asbestos Containing Materials in University premises requires responsibilities being placed on a number of duty-holders.

The following indicates the hierarchy of responsibility within the University:

Management Hierarchy



THE DUTYHOLDERS	
ORGANISATION / DEPARTMENT / PERSONNEL	SPECIFIC RESPONSIBILITY
Duty Holder – Vice-Chancellor	The Vice-Chancellor is responsible for the overall implementation of this policy and shall ensure that appropriate resources and systems are in place and senior managers and other staff adequately discharge their duties in accordance with this policy.
Responsible Person – Director of Campus Operations and CIO	<p>Responsible for ensuring the objectives outlined within the Asbestos Policy and Management Plan are understood and acted upon at all levels within the organization.</p> <p>Ensure that planning, budgets and resources are available in order to enable strategic and operational objectives to be accomplished, as far as reasonably practicable.</p>
Responsible Person – Deputy-Director of Estates and Campus Services	<p>Responsible for ensuring the objectives outlined within the Asbestos Policy and Management Plan are understood, communicated and acted upon by persons under their control.</p> <p>Overall responsibility for the management of risks associated with exposure to asbestos, through the:</p> <ol style="list-style-type: none"> 1. Allocation of adequate resources 2. Division of roles and responsibilities 3. Development, implementation, and review of the Management Plan

THE DUTYHOLDERS	
ORGANISATION / DEPARTMENT / PERSONNEL	SPECIFIC RESPONSIBILITY
<p>Asbestos Coordinator Head of Technical Compliance</p> <p>Deputy Asbestos Coordinator – Estates Project Manager</p>	<p>Implementation of the Asbestos Management Plan including the:</p> <ol style="list-style-type: none"> 1. Distribution of information 2. Coordination of training 3. Instigation of management procedures 4. Liaison between management and employees 5. Recording of incidents or complaints which may affect the Asbestos Policy Statement or Management Plan 6. Reporting under RIDDOR regulations 7. Review of Asbestos Policy and Management Plan <p>Responsible for the day to day functioning of the Asbestos Management Plan and implementation of routine on-site procedures including:</p> <ol style="list-style-type: none"> 1. Maintenance procedures 2. Contractor control 3. Permits to work 4. Re-inspections 5. Emergency procedures 6. Ensuring copies of the Site Asbestos Survey Report and relevant information relating to asbestos surveys / re-inspections is updated and available to all concerned. 7. Instigation of further asbestos surveys and re-inspections, as and where required. <p>Implementation of on-site procedures for planned works including:</p> <ol style="list-style-type: none"> 1. Review of asbestos register 2. Instigation of further asbestos surveys, where required 3. Re-inspections of the asbestos materials 4. Ensuring relevant information is provided to relevant persons relating to policy, management plan and changes relating to the management of asbestos 5. Liaison with the Asbestos Consultant regarding the review and updating of the Asbestos Policy and updating the Asbestos Management Plan and centralizing the filing system with new surveys, re-inspections, changes to asbestos infrastructure and any other information that is critical in providing relevant information to all.

THE DUTYHOLDERS	
ORGANISATION / DEPARTMENT / PERSONNEL	SPECIFIC RESPONSIBILITY
<p>Asbestos Coordinator – Head of Technical Compliance</p> <p>Deputy Asbestos Coordinator – Estates Project Manager</p>	<p>Maintain and update data and records relating to asbestos materials and associated works through:</p> <ol style="list-style-type: none"> 1. Inspection and monitoring of retained asbestos materials 2. Update of asbestos registers 3. Recommend action plans 4. Consult on, manage and monitor asbestos related works 5. Advise client on statutory requirements 6. Review and updating of the Asbestos Policy Statement and Management Plan.
<p>General Employees, Sub-contractors & Visitors.</p>	<p>To co-operate with THE UNIVERSITY in the application of the Asbestos Management Plan by:</p> <ol style="list-style-type: none"> 1. Adhere to Asbestos related signage located across the University 2. Informing management of damaged or disturbed asbestos materials 3. Not disturbing suspect or known asbestos materials unless undertaking specific asbestos removal / remediation work 4. Ensure adherence to information, instruction and training was provided 5. Consulting the Site Asbestos Survey Report 6. Confirm this consultation has taken place or N/A in the permit to work application 7. Complying with permit to work procedures and health & safety requirements.

4.0 ARRANGEMENTS

The following sections describe the arrangements in place for asbestos management at the University. Full details of the Asbestos Management Plan can be obtained from the Head of Technical Compliance – Estates and Campus Services.

4.1 Information, Instruction & Training

It is a statutory requirement that adequate information, instruction and training is given to employees who are, or who are liable to be, exposed to asbestos, including those who supervise those employees, in accordance with Regulation 10 of The Control of

Asbestos Regulations 2012. General information is distributed through the Health and Safety A-Z Web Page on the Staff Portal. Detailed asbestos survey reports have been completed and are available from the Asbestos Co-Ordinator/Head of Technical Compliance, (Estates and Campus Services).

Training shall be appropriate to the individual's potential to be exposed to asbestos and be given at regular intervals by a competent and experienced organisation / person.

This Asbestos Policy and Management Plan also includes the requirement for all non-employees of the University such as sub-contractors and maintenance workers, who undertake work at their premises to provide evidence of receiving adequate and traceable asbestos awareness training and, where required, training in asbestos removal and remediation work in accordance with the control of contractor's procedures and guidance.

4.2 Competent Contractors

The University engages specialist Asbestos consultants to support them in discharging their duties. In turn these consultants ensure that all contractors and subcontractors are competent to undertake removal or remedial works on behalf of the University. Only licensed asbestos removal contractors and United Kingdom Accreditation Service (UKAS) analytical laboratories that have been evaluated by The University's Asbestos Consultant will be invited to provide asbestos removal or remediation services. This includes the correct waste management procedures for Asbestos. All removal works come with waste consignment notes that are available on request. There are also air monitoring results available and copies of any notifiable works notices that are applied for.

4.3 Control of Contractors

The University works to a robust Permit to Work system which requires all contractors to assess and control the risk of their work as well as demonstrate competency to undertake said work. Assessing the risk of asbestos exposure is part of this process and allows for flow of information. Further Information on the Universities Permit to Work System can be accessed via the Health and Safety Office or Estates and Campus Services.

5.0 EMERGENCY PROCEDURES

Inadvertent Damage / Disturbance to Asbestos Materials

If known or suspect asbestos-containing materials become damaged, disturbed or deteriorated for any reason the following procedures should be adopted:

- **Vacate the area**
- **Isolate the area**
- **Contact the Asbestos Coordinator or Deputy Asbestos Coordinator**
- **Emergency Service**
- **Follow Up**

These steps are further detailed within the Asbestos Management Plan.

6.0 DOCUMENT DISTRIBUTION, CONTROL AND COMMUNICATION

Controlled copies of the Asbestos Policy, Asbestos Management Plan, asbestos survey reports, re-inspection reports and records and documents relating to asbestos removal or remediation works for reference and use by occupants and visiting personnel will be held electronically on the Shared Drive under Compliance/Technical Services and are available from the Asbestos Coordinator.

It shall be the responsibility of the nominated responsible person, to ensure a copy of the current Asbestos Policy is available on the University's policy pages on the website.

7.0 REVIEW OF THE POLICY

The Asbestos Policy shall be reviewed at periodically by the University at least every 3 years and approved by the Health Safety & Welfare Committee. Where further advice is required, the Asbestos Consultant will advise, or more frequently where there are any significant changes to legislation or the site.