



Asbestos Policy and Plan

Review Committee:	Health & Safety Committee
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Review Policy:	Annually
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Responsible Officer and Location of Policy:	Domestic Bursar; Website
Accessible to:	Public

ASBESTOS POLICY

The Governing Body has a legal duty in relation to asbestos in work premises. The Health and Safety Committee has operational responsibility and the duty holder must, through this committee:

- Know if the College contains asbestos; Asbestos surveys are carried out around the College by a qualified Asbestos Specialist as required.
- Know what condition any known asbestos-containing material is in. The condition and management plan will be detailed in the survey and the Asbestos Register, which are kept in the Head of Buildings & Maintenance's Office and digitally on a managed website. The register is updated every three months by an Asbestos Consultant.
- Inform any people who may disturb asbestos that it is there.

To avoid disturbance we will: -

1. Ensure that all contractors and staff are registered via Permits to Work before undertaking any invasive works.
2. Ensure that, where work is to be undertaken, the contractor or staff member has been made aware of the presence of ACMs, has read the relevant part of the asbestos survey, Register and management recommendations and has been given a permit to work (only approved by relevant Head of Department or Deputy).

ASBESTOS MANAGEMENT

Introduction

What Is Asbestos?

Asbestos is a naturally occurring fibrous mineral and has been used for about 150 years on a commercial basis. It is versatile, plentiful and was ideal as a fireproofing and insulation material. Serious, often fatal diseases can be caused when asbestos fibres are released from materials, become airborne, and are inhaled. Asbestos was used extensively as a building material in Great Britain from the 1950s through to the mid-1980s. It is estimated that more than 500,000 non-domestic premises, including schools and colleges, still contain some form of asbestos.

Where is Asbestos Found in Buildings?

Asbestos and asbestos-containing materials (ACMs) may be found in schools/colleges built or refurbished before blue and brown asbestos were banned in 1985. Some asbestos containing materials such as asbestos cement was still used up until 1999, when the use of white asbestos was banned.

High-risk ACMs include:

- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts

- asbestos insulating board used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles

Lower risk ACMs include:

- asbestos containing floor tiles
- asbestos cement roofing and guttering
- textured coatings

Low risk does not mean no risk

Site Management

Who's At Risk?

The most likely way ACMs might be disturbed or damaged is through maintenance, repair or construction activities. This includes even small jobs, such as installing telephones or computers, putting up shelving or installing security systems. Anyone carrying out such work will need to know whether the building does, or may, contain ACMs, where the ACMs are located and what condition the material is in. In our college premises certain staff members and contractors constitute a particular group at risk due to the nature of their work (e.g. drilling and fixing). Other staff and students are not likely to be at risk in the course of their normal activities.

What is the Duty to Manage?

Regulation 4 of the Control of Asbestos Regulations 2012 places a requirement on duty holders to undertake a suitable and sufficient assessment as to whether ACMs are likely to be present in any non-domestic premises under their control and then to manage the risk from these materials.

Duty holder – College

The duty holder is in control of construction, repair, refurbishment and maintenance activities in the premises. The Governing Body is the duty holder at Fitzwilliam College.

Requirements of the Duty Holder (paragraph 112 of ACOP L143 for CAR2012)

The 'duty to manage' requires duty holders to:

- **Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition;**
- **Presume that materials contain asbestos unless there is strong evidence that they do not;**
- **Make a written record of the location and condition of asbestos and/or presumed ACMs and keep the record up to date;**
- **Assess the risk of anyone being exposed to these materials**
- **Prepare a written plan to manage that risk and put it into effect to make sure 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 and adequately protected or, if it is in a vulnerable position and cannot be adequately repaired or protected, removed;

- ✚ Information on the location and condition of the material is given to anyone who is liable to disturb it or is otherwise potentially at risk.

Individual asbestos management plans have been produced for all buildings within the College's control.

The College Head of Buildings & Maintenance has responsibility for the maintenance and/or repair of college premises and has day-to-day management responsibility on behalf of the Duty Holder, under Regulation 4 of the Control of Asbestos Regulations 2012. This means that s/he must know whether the premises contain asbestos, where it is, what condition it is in and ensure that it is managed properly, which includes telling those people who may disturb it that it's there and completing visual inspections to ascertain condition on a regular basis (annually as a maximum).

At Fitzwilliam College, the management of asbestos remains the responsibility of the Governing Body. Health and safety issues including asbestos management can only be delegated to competent individuals. Hence, the Governing Body ensures that the individuals that it delegates to are trained to a sufficient level of competency.

In order to fulfil its statutory duty, the Governing Body monitors compliance with this policy through the Health and Safety Committee. This ensures that required standards for asbestos management are reached and that action is taken where they are not. The Health & Safety Executive has powers that allow it to require specific action to be taken to ensure compliance with The Control of Asbestos Regulations 2012 (Statutory Instrument 2012 No. 632).

Finding out if asbestos is present (paragraph 113 of ACOP L143 for CAR2012)

Everything that can reasonably be done must be done to decide whether there is (or may be) asbestos in the premises, and, if there is (or could be) asbestos, to find out where it is likely to be. This means the Duty Holder must systematically go through all documentary information that can be obtained about the premises and do a thorough inspection of the premises both inside and outside.

If the building's age or the documentary information provides very strong evidence that no ACMs are present, then no further action is needed other than to record why this evidence indicates there is no asbestos present.

It needs to be emphasised that the regulation does not require the automatic removal of ACMs. If the material is in good condition and will not be disturbed, then it does not pose a health risk and it is usually safer to leave it in place and manage it. If the material is damaged or is likely to be disturbed and it cannot be repaired or protected, it should be removed.

Training

Staff will receive training appropriate to their involvement with asbestos.

IT and Maintenance staff will receive asbestos awareness training as applicable to buildings.

Gardeners will receive asbestos awareness training as applicable to soils

Management will receive training on legal requirements of the duty to manage

Emergencies

In the event of an accident causing any disturbance the College maintenance team will liaise directly with the College's approved qualified specialist, who may organise air tests/decontamination and exclusion, if there are any risks identified. If Asbestos disturbance or uncontrolled release occurred the College Emergency procedures would be followed:

- Stop work immediately
- Put on RPE/PPE
- Evacuate area and restrict access with warning signs
- Close windows and doors if possible
- Turn off air circulating equipment
- Remove contaminated clothing/overalls, place in a labelled plastic bag for cleaning or disposal - Shower or wash thoroughly

- Do not make repairs or clean up any debris and do not return until authorised to do so. Report incident to Manager
- Retain all information relevant to works
- Compile a list of all persons who may have been exposed and complete exposure record - Offer medical advice as appropriate
- Carry out accident investigation within 24 hours to identify any further action required
- HSE to be informed of significant disturbances within 10 days (RIDDOR)
- Manager will arrange for appropriate testing and decontamination procedures to be undertaken.

Anyone undertaking any sort of work on ACMs must be competent, adequately trained and use safe working methods. Licensed contractors must be used for most work with asbestos insulation, asbestos insulating board and asbestos coatings. Asbestos waste, whether in small or large amounts, is subject to the Hazardous Waste Regulations 2005.

References

The Control of Asbestos Regulations 2012 (Statutory Instrument 2012 No. 632)

Approved Code of Practice for the Control of Asbestos Regulations 2012 (Managing and Working with Asbestos L143, Second Edition, 2013)

Hazardous Waste (England and Wales) Regulations 2005 as amended 2016