

## Terms of Reference

### University Asbestos Management Group

#### Status

The Asbestos Management Group is a University of Warwick sub-group that will report directly to the Estates Strategic Health, Safety and Wellbeing Group / University Health and Safety Executive Committee. Its responsibilities, membership, accountability and structure are as set out below.

#### Purpose / Objective

The Asbestos Management Group is to provide the framework to ensure compliance for the co-ordination of activities related to the management, procurement, development, maintenance and training requirements within the University premises and equipment.

The purpose of the group will also be to raise the level of awareness and accountability for Asbestos and endeavour to ensure that all policies, procedures and relevant guidelines are complied with and related standards are met. The remit of the group will include ensuring that the University plans strategically for developments associated with building and system changes or operational procedures that guarantee compliance to Asbestos arrangements.

#### Authority

The Asbestos Management Group is a multi-disciplinary committee that is involved with evaluation, assessment and involved with making decisions with regards to Asbestos Management.

#### Responsibility

The Asbestos Management Group will have specific responsibility for:

- a) Oversee the asbestos re-inspection survey programme to allow for ongoing condition checks of known asbestos containing materials within premises and equipment.
- b) Oversee training and the development of staff in conjunction with the University Code of Practice.
- c) Monitoring the effectiveness of Asbestos remedial programmes.
- d) Share information and exchange views on Asbestos Management issues that impact upon the University campuses.
- e) Monitoring compliance with the relevant aspects of the University standards with regard to Asbestos in premises and equipment.
- f) Monitoring the receipt of safety bulletins and related reports and ensuring any follow up action is undertaken as required.
- g) Reviewing any incidents involving Asbestos and ensuring that appropriate remedial action is taken.

- h) Reviewing and updating all Asbestos related policies, guidelines and procedures.
- i) The group will ensure that compliance with all relevant guidelines are followed i.e. Control of Asbestos Regulations 2012.
- j) Review contingency arrangements to ensure continuity of supply of management advice.
- k) Produce and agree upon an asbestos action plan with a priority of actions table: showing short term and long-term objectives with management actions in addition to asbestos remediation. This will be documented and managed through the university's Code of Practice for asbestos management arrangements.
- l) To consider relevant information and advice from the Health and Safety Executive and other such bodies concerning asbestos.
- m) To provide feedback following discussion with departmental colleagues on the quality and effectiveness of any asbestos training or asbestos awareness initiatives introduced by the University.
- n) To provide update reports to the Estates Strategic Health, Safety and Wellbeing Group.
- o) To provide update reports to the University Health and Safety Executive Committee as requested.
- p) Meetings will be convened to consider issues requiring immediate direction and action.

## Membership

- a) Membership of the Group will comprise representatives with a direct interest in asbestos management activities.

Chair	Head of Assurance, Risk and Property
Deputy Chair	Asbestos Compliance Manager and Compliance Surveyor (Asbestos)
Estates Compliance	Compliance Surveyor (Asbestos)
Administrator	Senior Administrator
Estates Maintenance	Mechanical Services Officer and Building Fabric Officer Zone Manager(s)
Estates Facilities	Waste & Recycling Manager
Estates Projects	Programme Manager / Mechanical Clerk of Works
Health & Safety Services	Senior Health & Safety Adviser
Warwick Innovation Campus, Stratford-upon-Avon	Estates Site Manager

Physics	Technical Services Manager
School of Life Sciences	Head of Technical Services
Student's Union staff	Facilities and Safety Manager
School of Engineering	Buildings & Facilities Manager
WMG	Facilities Manager
Chemistry	Technical Services Manager
Library	Facilities Manager
CCSG Representative	General Commercial Manager, Warwick Conference Park and Events
Finance (Estates)	Head of Financial Operations
Union Representative	Open invite

**Note:** In the event of the designated member not being able to attend they should ideally send a representative.

### Frequency of Meetings

The group shall meet initially at 6 monthly intervals (May and November) The frequency will then be reviewed and established to suit the service needs.

Agendas and supporting papers will be issued at least 7 days before each meeting and any member wishing to include an item on the agenda should ensure this is with the Chair of the group at least 14 days before the meeting date. Minutes of each meeting will be distributed after the meeting.

**Signed:**



Chair of the University Asbestos Management Group

**Date: 8<sup>th</sup> November 2023**

