

Asbestos Management Policy

The University recognises that given the age of many of its premises there are locations where there are asbestos containing materials and that these locations must be managed to ensure that there is no exposure of individuals to airborne asbestos fibres.

The Control of Asbestos Regulations 2012 are relevant to all activities carried out on the University campus where asbestos containing materials might be disturbed. The regulations set minimum standards for the protection of individuals from risks related to potential exposure to asbestos fibres.

This Asbestos Management Policy applies to and within all buildings across the University's campuses, including Gibbet Hill and Wellesbourne, and applies to all asbestos containing materials, whether in the fabric of buildings, facilities, assets or equipment.

This Policy is supported by arrangements, instructions, and guidance on asbestos management which are available on the University's Health and Safety or the Estates Department web pages.

Under the provisions of Ordinance 18, Health and Safety in the University, it shall be a duty of all staff, students and others working in the University to comply, as far as it is appropriate, with The Statement of Health and Safety Policy, together with any other rules and guidance that may apply. The Asbestos Management Policy, together with supporting arrangements, instructions and guidance on asbestos management, form part of the rules and guidance issued pursuant to The Statement of Health and Safety Policy.

Core Principles

1. Maintenance, servicing, building, refurbishment or 'access to inspect' work must not be carried out to the fabric of buildings unless:
 - a) It has been confirmed through the Estates Office that there are no asbestos containing materials that could be affected by the works; or,
 - b) The Estates Office has issued specific instructions detailing how the work is to be carried out safely.
2. General Risk Assessments and Work Equipment Risk Assessments carried out within departments must identify any assets or equipment, including equipment used for research purposes, which contains asbestos and include such information in any asset register or work equipment inventory.
3. Any assets or equipment identified as containing asbestos must be marked accordingly and suitable safe working arrangements introduced for the use and maintenance of such equipment. Wherever possible such equipment should be removed from service through the appropriate disposal procedures.
4. Information about known or presumed locations of asbestos-containing materials is held within the Estates Office Asbestos Register, which takes the form of information within Concerto and/or supporting electronic files.

Responsibilities

The Director of Estates is ultimately responsible for the implementation of this Policy, insofar as it relates to University buildings, and any related arrangements, instructions and guidance owned and operated by Estates staff and for ensuring that the necessary resources are available.

Heads of Departments are responsible for the implementation of this Policy within their respective Departments and for its communication to their staff and students as appropriate. In line with the provisions of Financial Procedure 18, Heads of Department are responsible for ensuring that no alterations to existing buildings are made without the permission of the Director of Estates or his nominated deputy. All alterations and refurbishment projects will be managed by the Estates Office. Departments who wish to make alterations of any kind must discuss their requirements with the Head of Projects in the Estates Office. Heads of Department are also responsible for ensuring that risk assessments carried out in their departments identify, consider and address the presence of asbestos in any assets or equipment owned or operated by their staff.

All staff and students within departments must comply with this Policy and the associated arrangements, instructions and guidance on asbestos safety.

The University Asbestos Manager is responsible for supporting both the Director of Estates and Heads of Department with their respective responsibilities, as set out in this policy, and for the maintenance of the detailed arrangements, instructions and guidance, including the maintenance of the Estates Office Asbestos Register. The Asbestos Manager also acts as the nominated competent person for the University on asbestos related issues.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents, linking such pages to any relevant arrangements, instructions and guidance; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

Review

This policy is dated November 2015. The policy will be reviewed at least annually.

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