Estates & Facilities Management - Management and Control of Asbestos Policy and Procedures

V 3 May 2018

Estates Division

Estates and Facilities Management

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ASBESTOS POLICY STATEMENT

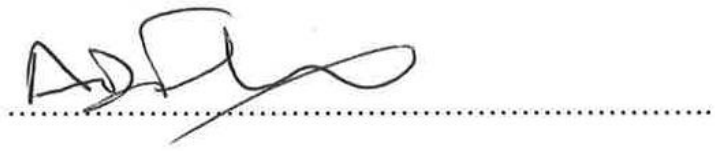
The University shall ensure that Asbestos Containing Materials (ACMs) in all leased or owned non-domestic premises falling under its control, are managed in such a manner as to eliminate, so far as is reasonably practicable, exposure of persons to asbestos fibres. The duty to manage asbestos under The Control of Asbestos Regulations 2012 is with the people in control of the premises.

The Directorate of Estates and Facilities Management, shall be responsible for ensuring the Estates are properly surveyed to identify the presence, or otherwise, of asbestos and to implement appropriate control measures to remove or manage identified ACMs in accordance with the Control of Asbestos Regulations, HSE Guidance Document HGS264 Asbestos: The Survey Guide and the Health and Safety At Work etc Act. Where positive samples have been identified via surveys a risk score will be assigned to the ACM and this will dictate the frequency of inspections of the ACM.

Records of surveys and works undertaken shall be maintained by the EFM Service Team by use of an electronic database Asbestos Register.

Training will be provided to University staff whose work could expose them to asbestos and to those who supervise or influence thier work.

The University shall discharge these duties through the requirements of this policy. Roles and responsibilities of the relevant University post holders is summarised in the flow chart in Appendix 1

Duty Holder Signature: 

Duty Holder Name: Professor Alistair Fitt

Duty Holder Title: Vice Chancellor

Date: 14/05/18

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Change Control Details

Version Number	Date	Change details	Changed by
2.3	Oct 2016	Change of Duty Holders Edit to remove duplication Edit 3.12 for accidental release	Gordon Langford
3.0	May 2018	Change duty holders to roles rather than individual names and include flowchart. Update accidental release procedures	Gordon Langford

1.0 INTRODUCTION.

1.1 Regulation 4 of The Control of Asbestos Regulations places a duty on the owners and operators of non-domestic premises to manage the risk of exposure from asbestos fibres. The purpose of this document is to set out how the Directorate of Estates and Facilities Management discharges these duties to eliminate, so far as is reasonably practicable, exposure of asbestos fibres to any persons.

1.2 Guidance to the requirements of the regulations can be found in the Approved Code of Practice L143 – Managing and Working with Asbestos and the HSE guidance document HSG264 Asbestos: The Survey Guide.

1.3 Asbestos in its solid, non-fibrous form, is not hazardous and therefore the presence of Asbestos Containing Materials (ACMs) does not, in itself constitute a risk, providing it is properly managed, kept in good condition and left undisturbed. However, it can become hazardous when the material is disturbed or damaged, through any activity likely to give rise to airborne fibres, e.g. abrasion, breaking, sawing, cutting, drilling or machining of ACMs.

1.4 There are three main types of asbestos commonly found in premises:
Crocidolite – Blue Asbestos;
Amosite – Brown Asbestos; and
Chrysotile – White Asbestos.
All types are considered to be equally dangerous. The type of asbestos cannot be identified by their colour alone.

1.5 ACMs were widely used in the construction and refurbishment of buildings until 1999 therefore any buildings constructed up until this date should be considered as likely to contain asbestos.

1.6 Asbestos related diseases usually occur only as a result of repeated exposures to airborne asbestos fibres which, when inhaled, can cause damage to the lungs leading to asbestosis, lung cancer or mesothelioma for which there are no known cures. These diseases can take may years to develop from first exposure. People who smoke are at greater risk of developing asbestos related diseases.

1.7 Asbestos awareness training will be provided both to University staff whose work could foreseeably disturb the fabric of a building and expose them to asbestos and to those who supervise or influence their work. Staff with supervisory and management responsibilities will be provided with additional appropriate training in order that they can comply with their legal duties in relation to asbestos.

2.0 Roles and Responsibilities

2.1 The Control of Asbestos Regulations requires duty holders to take reasonable steps to find materials in premises which are likely to contain asbestos and where found, to check their condition. It should be presumed that a material contains asbestos unless there is strong evidence to suppose it does not. Duty holders must ensure that records of the location and condition of ACMs are kept up to date, that assessments are made of the likelihood of exposure to airborne asbestos fibres and that ACMs are managed so as to minimise the risk of fibre formation.

2.2 **Duty Holder – Vice Chancellor**
As the employer, the Vice Chancellor has ultimate responsibility for the management of health and safety within the University and is the 'Duty Holder' under the Control of Asbestos Regulations.

2.3 **Director of Estates and Facilities Management (EFM),** is a senior executive with budgetary control who will ensure that asbestos operations comply with current legislation and regulations by appointing and overseeing competent responsible persons. The Director will have overall responsibility for the strategic operation and implementation of this policy ensuring sufficient resources are made available where appropriate.

2.4 **Estates and Projects Managers,** will manage all building, demolition, installation, maintenance and any other similar work that may affect ACMs in such a way that it complies with this policy and all relevant legislation.

2.5 **The EFM Service Desk** will maintain and keep up to date, issue reports from and give access to the Asbestos Register, as required.

2.6 The responsibilities of these roles are identified in the flow chart in Appendix 1.

3.0 Management and Control of Asbestos

3.1 The objective of this policy is to comply with the Control of Asbestos Regulations by preventing, as far as is reasonably practicable, the uncontrolled release of asbestos fibres into the atmosphere, from all University owned and or leased non-domestic premises for which the University has a legal responsibility. In order to achieve this, the buildings are surveyed to identify the location and condition of Asbestos Containing Materials (ACM) likely to cause exposure.

3.2 **Asbestos (Prohibitions) (Amendment) Regulations 1999**
In compliance with the Asbestos (Prohibitions) (Amendment) Regulations 1999, no asbestos or asbestos containing materials may be brought onto the University estates. This prohibition includes second-hand or reconditioned items of equipment and other building materials.

3.3 It must be assumed that in buildings constructed before 2000, all materials in the fabric of a building contain asbestos unless there is clear evidence that they do not (e.g. glass, steelwork or wood). Asbestos is likely to be found either as a component of a building material (e.g. insulation board, corrugated roof sheets, ceiling and floor tiles) or within certain types of older equipment or machines (e.g. gaskets and insulation). Older items of electrical and mechanical equipment such as ovens and boilers may contain asbestos.

3.4 **Asbestos Surveys**
Any suspect material will be surveyed in accordance with HSG264, Asbestos, The Survey Guide, by a competent persons. The type of survey undertaken will vary depending on the aim and purpose for which it is to be used. Two types of survey are referred to in HSG264, namely:

3.5 **Management Survey** is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any ACM in a building and assess its condition and its ability to release fibres into the air, should the ACM be disturbed in some way. The survey will usually involve sampling and analysis and may include some minor intrusive work, to confirm the presence or otherwise of ACMs. It may also involve presuming the presence or absence of ACMs or a combination of both.

3.6 **Refurbishment and Demolition Survey** is required before any refurbishment or demolition works are carried out, i.e. a full access sampling and identification survey (pre-refurbishment, intrusive maintenance or repair works) that is used to locate and describe, as far as reasonably practicable, all ACMs in an area. The survey will be invasive and involve destructive inspections, as necessary, to gain access to all areas, including those which may be difficult to reach. This survey will be undertaken to identify the ACM and to estimate its quantity.

3.7 **Asbestos Register**
Details of the location and condition of any material found to contain asbestos are recorded in the Asbestos Register. The Asbestos Register will be updated whenever any changes to any ACMs occur, e.g. repairs or removals, or when a re-inspection survey takes place. The Asbestos Register is managed by the EFM Service Desk who will issue reports or give access to the register whenever information regarding ACMs is required. The recipient will be made aware that, unless otherwise stated, these are Management Surveys and that there remains the possibility of unidentified asbestos and that it may be necessary to carry out further surveys.

Wherever possible, the location of ACMs will be clearly identified in situ, using labels such as shown in Appendix 3.

3.8 **Actions to be taken with identified ACMs**

The survey findings shall be analysed and a risk assessment made to determine any remedial actions and re-inspection requirements.

The following procedures will be implemented to manage ACMs.

3.8.1 If the material is in good condition and does not need to be worked on it will be left in situ, recorded, managed and inspected at agreed intervals.

3.8.2 If there is slight damage and the material is readily repairable, the material will be sealed or encapsulated by a competent contractor, recorded, and managed.

3.8.3. If there is extensive damage and the material is inaccessible, it will be left in situ, recorded, and managed until such time as it becomes accessible. Reassurance analytical monitoring may be required to ascertain the presence of any potential airborne asbestos fibres. This will be undertaken by a UKAS Accredited laboratory holding ISO 17025 Testing.

3.8.4 If the material is accessible and has extensive damage it will be safely removed by a specialist licensed contractor holding a current HSE asbestos licence. All analytical monitoring related to any works will be undertaken by a UKAS accredited company holding ISO 17025 Testing.

3.9 **Removal of Asbestos**

All asbestos removal works undertaken on the University estate will be arranged by the Directorate of Estates and Facilities Management.

Removal of low risk ACMs (e.g. floor tiles and textured paints) may be carried out by a non-licensed contractor, however the disposal of such material shall be in accordance with The Control of Asbestos Regulations and The Hazardous Waste Regulations

Where it has been identified that removal of the ACM is likely to give rise to release of fibres into the air, removal will be undertaken by a licenced contractor. The competent licensed contractor is responsible for preparing a written plan of work, for making the appropriate notification to the HSE, for disposing of asbestos waste material in the approved manner and for the provision of waste transfer notes.

On completion of removal works, suitable and sufficient air testing shall be undertaken by a UKAS independent analytical consultancy accredited to ISO 17025. The appointed consult will issue a certificate of reoccupation “4 Stage Certificate” for the areas of works where an enclosure has been constructed. Where no enclosure has been constructed to undertake the works a certificate of cleanliness needs to be issued prior to reoccupation.

3.10 **Exposure Control Limits**

The Regulations state a single action control limit of 0.1 fibres per cubic centimetre (f/cm^3) of air regardless of the type of asbestos. The control limit is the maximum concentration of asbestos fibre in the air, averaged over any continuous 4 hour period, that must not be exceeded whilst the area is occupied by persons not wearing suitable PPE and RPE. Short term exposure must be strictly controlled and should not exceed 0.6 f/cm^3 of air averaged over any continuous 10 minute period; respiratory protection equipment must be utilised if the exposure cannot be reduced significantly using other means. It is not anticipated that University employees will be exposed to such levels in the course of their work. Specialist licensed contractors will be used where the risk of exposure will approach or exceed the action level.

3.11 **Work in pre 2000 Buildings.**

Care must be taken not to disturb or damage any ACM whenever undertaking any work in pre 2000 buildings. Prior to commencing works the Asbestos Register shall be checked to determine the presence or otherwise of ACMs within the intended work area. If no suitable records are available, it may be necessary to carry out asbestos surveys (see 3.4-3.6).

4.0 Accidental Release of ACM fibres

4.1 **Accidental Disturbance or Release of ACM**
If a suspected or known ACM becomes damaged in such a way that fibres are or may be released, for example if a ceiling falls down, the area is to be quarantined and secured to prevent exposure of asbestos fibres to others. Because of the need to wear a dust mask, those carrying out the quarantining operation must be clean shaven. Before their arrival, those attending to quarantine the area will wear the following asbestos grade disposable PPE, FFP3 disposable dust masks, grade 5/6 hooded protective coveralls, over-boots, and nitrile gloves. Once used, the PPE will be disposed of as asbestos waste, by placing in two approved polythene bags, the red bag inside the clear bag, both individually swan-necked and fastened closed with cable ties or adhesive tape. The HSE guidance em9 gives more detailed instructions.

4.2 **Accidental personal exposure to asbestos**
Any persons that may have come into contact with asbestos fibres will move away from the immediate area so as to avoid further contact with dust or fibres. They may, for example, move into an adjoining room or corridor, closing the door of the affected room behind them but will avoid travelling far away. They will call for help, preferably by use of a mobile phone. Because of the need to wear a dust mask, those coming to assist will be clean shaven. Before their arrival, those assisting will put on asbestos grade disposable PPE, as in 4.1, and bring with them sets of disposable PPE, wet wipes, a H type vacuum cleaner, to aid those affected by the release of ACMs.

4.3 **Decontamination of personnel**
Arrangements will be made to decontaminate anyone who is in contact with dust and debris.
The process of decontamination in the event of an uncontrolled release of asbestos is essential to minimise exposure. The process is summarised, with the aid of a flow chart, in Appendix 2

The affected person will use wet wipes to clean around their mouth and nose before putting on a FFP3 disposable dust mask.

The affected person will keep their clothes on until vacuumed down, by a PPE protected colleague, using a H class vacuum cleaner. The affected person will remove their clothes to their underwear and use wet wipes to remove dust and fibres, especially from their head and body hair. They will change into asbestos grade disposable coveralls and go to the nearest shower area for the final decontamination process. Any clothing or PPE they were wearing will be bagged up by placing in two polythene bags, one inside the other, both individually swan-necked and fastened closed with cable ties. The affected person will be provided with clean clothing and footwear.

4.4 **Decontamination of area**
A Licenced contractor will be appointed to inspect the contaminated area and if ACM is detected, carry out cleaning operations and make the area safe. Air sampling will be carried out by an independent analytical consultant to confirm that the remedial measures taken have been effective and issue all relevant paperwork before the area will be reoccupied.

If ACM is detected the bagged up clothing will be disposed of as asbestos waste.

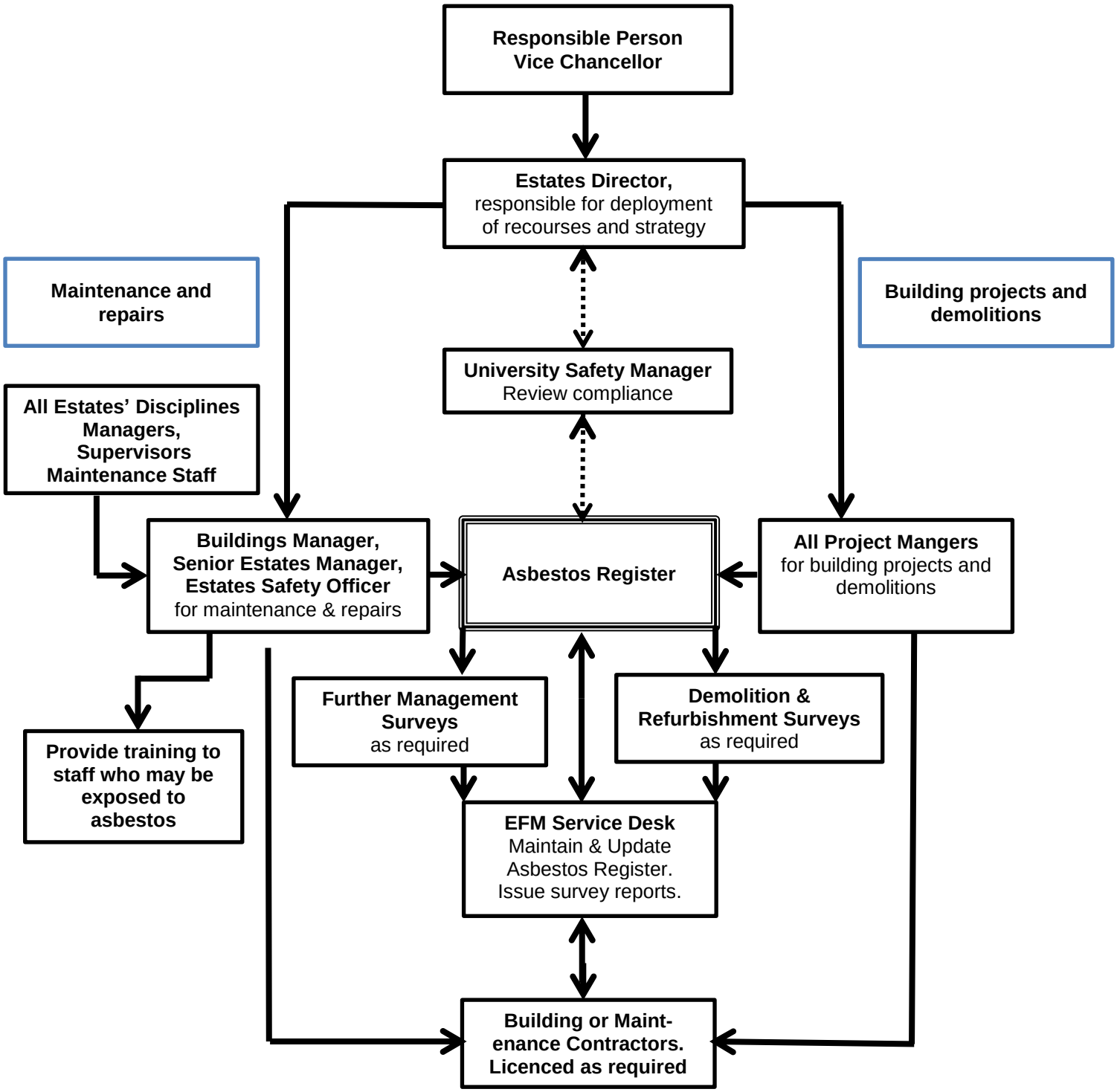
4.5 **Health Records**
For any member of staff who has been potentially exposed to asbestos fibres during an incident, a note that the exposure has occurred must be made on that employee's health record held by the Occupational Health Department.

The University Safety Manager will compile a RIDDOR report if a release of ACM is likely to be a risk to health of individuals.

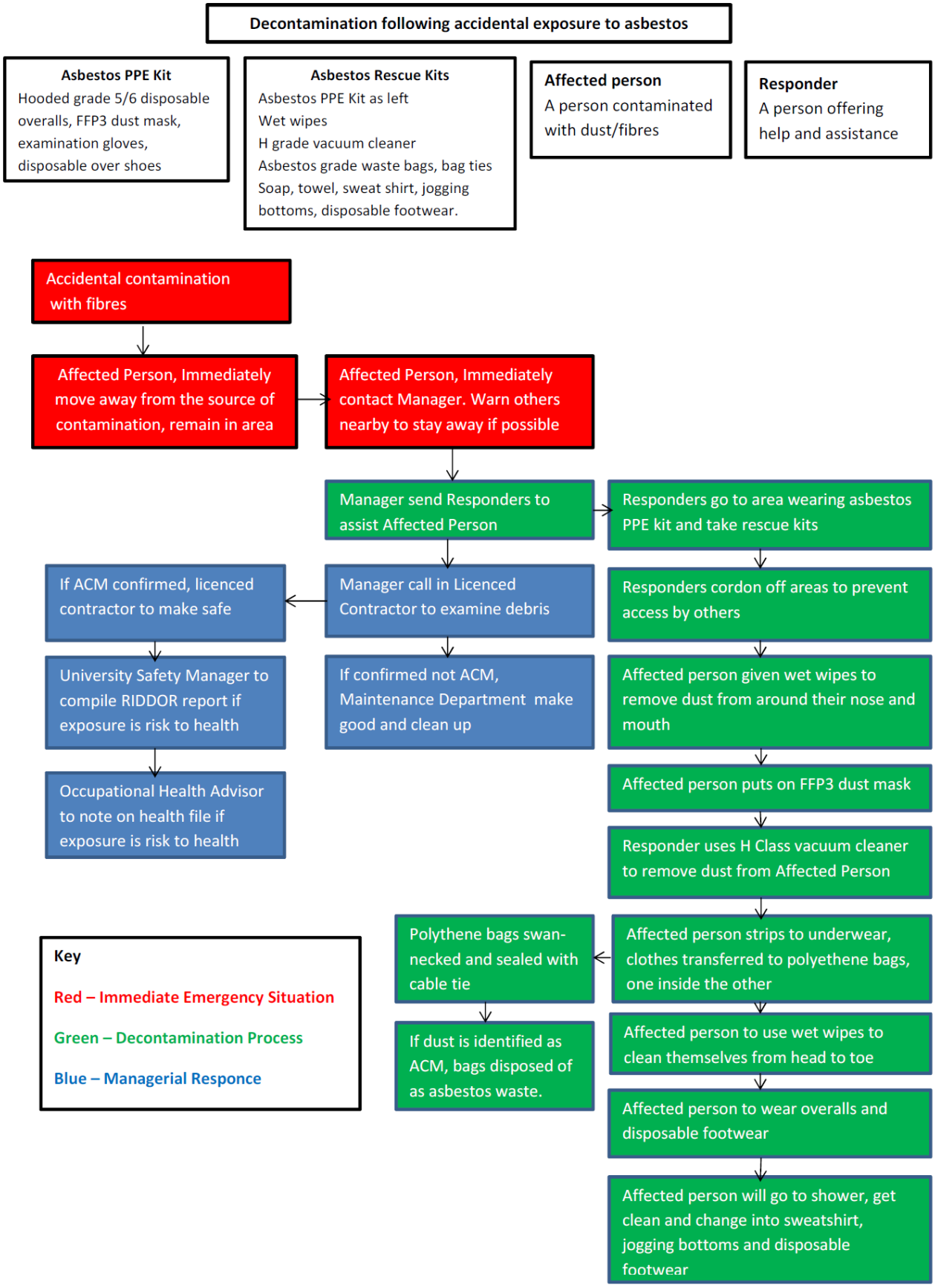
5.1 **Access to high risk areas**
Access to areas where there is a known higher risk of asbestos will be strictly controlled. University underground cable and pipe ducts are confined spaces and access will be controlled through the Confined Spaces Policy.

6.1 **Policy Review**.
This policy and the associated procedures will be periodically reviewed to ensure they remain relevant and appropriate to effectively manage the asbestos within the University estates.

Appendix 1 – Flowchart, Roles and Responsibilities.



Appendix 2


Decontamination following accidental exposure to asbestos
Asbestos PPE Kit
Hooded grade 5/6 disposable overalls, FFP3 dust mask, examination gloves, disposable over shoes
Asbestos Rescue Kits
Asbestos PPE Kit as left
Wet wipes
H grade vacuum cleaner
Asbestos grade waste bags, bag ties
Soap, towel, sweat shirt, jogging bottoms, disposable footwear.
Affected person
A person contaminated with dust/fibres
Responder
A person offering help and assistance
Accidental contamination with fibres
Affected Person, Immediately move away from the source of contamination, remain in area
Affected Person, Immediately contact Manager. Warn others nearby to stay away if possible
Manager send Responders to assist Affected Person
Responders go to area wearing asbestos PPE kit and take rescue kits
Manager call in Licenced Contractor to examine debris
If ACM confirmed, licenced contractor to make safe
Responders cordon off areas to prevent access by others
If confirmed not ACM, Maintenance Department make good and clean up
University Safety Manager to compile RIDDOR report if exposure is risk to health
Affected person given wet wipes to remove dust from around their nose and mouth
Occupational Health Advisor to note on health file if exposure is risk to health
Affected person puts on FFP3 dust mask
Responder uses H Class vacuum cleaner to remove dust from Affected Person
Key
Red – Immediate Emergency Situation
Green – Decontamination Process
Blue – Managerial Responce
Polythene bags swan-necked and sealed with cable tie
Affected person strips to underwear, clothes transferred to polyethene bags, one inside the other
If dust is identified as ACM, bags disposed of as asbestos waste.
Affected person to use wet wipes to clean themselves from head to toe
Affected person to wear overalls and disposable footwear
Affected person will go to shower, get clean and change into sweatshirt, jogging bottoms and disposable footwear

Appendix 3 – Example of Asbestos Warning Label.

Typical warning label indicating the presence of Asbestos.