



The University of Manchester EPM HS25A Asbestos Policy

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<https://www.estates.manchester.ac.uk/media/services/estatesandfacilities/policiesandprocedures/EPM%20HS25%20-%20Asbestos%20Management%20Plan.pdf> to ensure you have the most up to date version.

1. Introduction and Purpose

1.1 This policy aims to set out The University of Manchester Asbestos Policy for Estates, for ensuring as far as reasonably practicable, the prevention of exposure to asbestos fibres of staff, students, contractors and any third parties on University of Manchester sites, while ensuring this is achieved in line with the Control of Regulations 2012 and supporting documentation and guidance.

1.2 The purpose of this policy is to ensure The University of Manchester fulfills its legal and regulatory requirements set out in the Control of Asbestos Regulations 2012.

The Control of Asbestos Regulations 2012 are relevant to all activities carried out on the University of Manchester campus and University of Manchester controlled and/or owned sites, 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.

2. Scope and definitions

2.1 This policy is applicable to all staff, students, contractors and visitors to The University of Manchester campus and other University of Manchester controlled sites.

2.2 Definitions

- **Asbestos**
This is the commercial name given to a naturally occurring fibrous silicate mineral commonly used in construction materials and other products because of its high heat resistance, strength and durability.
- **ACM**
Asbestos Containing Material
- **Asbestos Management Plan**
The Asbestos Management Plan sets out details of how the Asbestos at the University is being

managed, stating roles and responsibilities and working procedures.

- **Asbestos Policy**
The Asbestos Policy sets out the commitment by the University of Manchester to provide a safe and secure environment for students, staff, visitors and the public in regard to asbestos containing materials.
- **Asbestos Register**
A collation of all known asbestos containing items across the University, illustrating asbestos type, locality, condition and any recommendations.
- **Control of Asbestos Regulation (2012)**
Asbestos legislation written and controlled by the HSE
- **HSE**
The Health and Safety Executive
- **LARCs**
Licensed Asbestos Removal Contractors
- **Licensable Work**
This is work that requires 14 days notification to the HSE.
- **Management Survey**
This is a standard sampling, identification and assessment survey. This level of survey is used to compile the asbestos register at the University.
- **Method Statement**
A detailed description of how a specific job or program of work is to be carried out
- **Non Licensed Work**
An ACM which does not need to be notified to the HSE, but still requires removal by a licensed asbestos removal contractor (LARC) on the University Framework
- **Notifiable Non-Licensed Work (NNLW)**
This is when an ACM that is normally non-notifiable and non-licensed becomes NNLW. This is determined by factors such as the type of work you are planning to do, the asbestos type and the material's condition.
- **Permit to Work**
Is a document which should be requested at least 7 days in advance prior to work in asbestos areas commencing.
- **Plan of Work**
Sometimes referred to as a method statement – please see Method Statement
- **Risk Assessment**
This is the process which the contractor must carry out to identify all the risks to and from the activities he is carrying out on site, whilst assessing the potential impact of each risk.
- **Refurbishment and Demolition Survey**
This is a full access sampling and identification survey which is carried out prior to refurbishment

works or demolition works.

3. Roles and Responsibilities

3.1 The University of Manchester Asbestos Management Plan provides a detailed section on roles and responsibilities. Below gives an overview of the main roles and responsibilities.

The Director of Compliance & Risk and Head of Safety Services responsibilities are set out in the 'Statement of Health and Safety Policy', in brief this entails providing and maintaining a safe and healthy working environment by encouraging managers to show leadership and commitment in managing health and safety.

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 School are responsible for the implementation of this Policy within their respective Departments and for its communication to their staff and students as appropriate. Heads of Schools are responsible for ensuring no alterations to existing buildings are made without the permission of the Director of Estates nominated deputy. Heads of Schools 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, such as the Asbestos Management Plan and the Asbestos in Equipment Guidance Document.

The University of Manchester Principal Compliance Manager (Asbestos) is responsible for supporting both the Director of Estates and the Heads of Faculty with their respective responsibilities, as set out in this policy and the Asbestos Management Plan, and for the maintenance of the detailed arrangements, instructions and guidance, such as The Asbestos Register, The Asbestos Management Plan and the Shine Asbestos Database. The Principal Compliance Manager (Asbestos) also acts as the nominated competent person for the University on asbestos related issues.

4. General Principles

This Asbestos Policy aims to:

- Prevent, as far as is reasonably practicable, the exposure of employees, contractors, and any other persons, to asbestos fibres, while on the University of Manchester campus, or University of Manchester controlled sites.
- Carry out periodic assessments of the ACMs present within all buildings and to determine their condition via Asbestos Surveys and Asbestos Re-inspections Surveys, which include regular condition inspections.
- Record all information accurately and regularly update changes. This is done through the Shine Asbestos Database where all asbestos survey and re-inspection information is kept.
- Ensure that the information is disseminated successfully to those who may be affected or are potentially at risk and to freely provide information upon request.
- Implement an Asbestos Management Plan which aims to control the risk from ACMs through remedial works.
- Treat all asbestos equally, ensuring that **NO** ACMs are removed or worked on by University personnel, including non-licensable materials (N.B. With the only exceptions being for medical or defense research purposes where the School have undertaken the relevant risk assessment and have full safety measures in place, which are in line with the Control of Asbestos Regulations 2012, and under Regulation 29 (of said regulations) an Exception Certificate is in place).
- Encourage all staff to work towards a positive asbestos culture where everybody recognises and understands their responsibilities.
- Carry out annual asbestos awareness training sessions, as required under the Control of Asbestos Regulations 2012, Regulation 10 Information, instruction and training. Through various formats such as e-learning packages or class room based training, promoting asbestos awareness especially for those who legally require the training.
- To regularly review the Asbestos Management Plan (at least annually or when new changes to the regulations are introduced).

All information has been sourced from current HSE Legislation including the Control of Asbestos Regulations 2012, HSG227 – A comprehensive guide to Managing Asbestos in premises, L143 – Managing and working with Asbestos.

The Asbestos Management Plan aims to:

- Provide a working document detailing how the University of Manchester aims to manage its asbestos
- Clearly outline the roles and responsibilities of University personnel

- Outline how the asbestos register is derived, maintained and communicated through the Shine Asbestos Database
- Detail how to access and use the Shine Asbestos Database for finding information on asbestos within buildings
- Describe emergency procedures
- Provide guidelines for projects

It is the responsibility of all personnel to be familiar with the procedures contained within the Asbestos Management Plan, to comply with these procedures, current legislation, official guidance and good practice.

5. Monitoring Compliance

The Asbestos Permit to work system means no asbestos removal or remedial work can take place without a permit. Work on Asbestos containing materials where an asbestos permit is not in place will result in an investigation being undertaken by the Asbestos Team. The results of the investigation will then be passed to the Estates Health and Safety Team to assess if it requires referral to the Safety Services Team, who will make a decision (possibly in conjunction with HR) on the on the relevant action to take based on the investigations findings.

The University of Manchester Asbestos Team also undertake regular audits on a percentage of all asbestos removal and remedial work, asbestos surveys and asbestos air monitoring and clearances.

If the audits identify the work is not being completed to the required standard this may result in action being taken by the university. More details on the level of action is identified in the Asbestos Management Plan, but the extreme would be suspension or removal from the framework.

6. Policy Content

Version amendment history		
Version	Date	Reason for change
1	05/01/21	To make this policy a standalone document

Document control box	
Policy / Procedure title:	University of Manchester - Asbestos Policy
Lead contact email	mark.henry@manchester.ac.uk
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Next review date:	05/01/22
Equality impact outcome:	N/A
Related Statutes, Ordinances, General Regulations:	Control of Asbestos Regulations 2012

Related policies/procedures/guidance etc	EPM HS25 Asbestos Management Plan
Policy owner:	Mark Henry – Principal Compliance Manager
Lead contact:	Mark Henry – Principal Compliance Manager