



CONTROL OF ASBESTOS POLICY

Date	Purpose of Issue / Description of Change	Equality Impact Assessment Completed
1 st Dec 2009	Initial Issue	
27 th February 2020	Reviewed and approved by the Health, Safety and Emergency Management Task Group	14 th Oct 2019

Policy Officer	Senior Responsible Officer	Approved By	Date
	University Secretary	Health & Safety Committee	6 th Nov 2009

This Policy will be reviewed in 2023

1. INTRODUCTION

The commercial use of asbestos in the UK began the end of the 19th Century and increased gradually, with large quantities of asbestos used from the 1950s to early 1970s. Asbestos was used for a variety of tasks, for example, refurbishment of older buildings, thermal insulation, fire precautions and in many building products. In addition, asbestos was used in some older equipment, especially that involving high heat levels, such as Gavenclamp Ovens and heat resistant gloves.

Asbestos is a collective term for 'silicate' materials mined in the form of a soft mineral rock. Asbestos fibres are a potential carcinogen; very small fibres can be breathed into the lungs, where they remain and may potentially cause longer term ill health effects. Touching asbestos materials may not in itself be a risk as asbestos is only hazardous if the actual fibres become airborne.

As a result of the potential risks by 1999 the importation, supply and new use of nearly all forms of asbestos containing materials (ACMs) was banned in the UK. The management of asbestos, is now also governed by detailed legislation which requires the University and its Colleges and Services to manage asbestos and protect staff, students and others from asbestos fibre exposure.

Asbestos which remains 'in-situ' is not prohibited but they must be managed and must not pose a risk to health.

2. POLICY STATEMENT

The Policy states University policy on the control and management of asbestos containing materials at the University and seeks to ensure University compliance with legislative requirements and good practice across the Higher Education Sector.

This Policy should be regarded as the benchmark standard for the control of asbestos at the University, stating the duties and responsibilities of the University and its Colleges, Professional Services, staff, students and contractors.

The Policy applies to:

- Each College and Professional Service.
- Staff, Students, Visitors and Contractors.
- Each building owned and leased by Bangor University.

The Policy does not apply to:

- Buildings and rooms rented by the University*.

* where rooms and buildings are temporarily rented by Colleges and Services local arrangements should be established to confirm asbestos does not pose a risk to University staff or students.

3. RELATED POLICIES AND LEGISLATION

In addition to the general duties of the Health and Safety at Work etc. Act, the management and control of asbestos containing materials are governed by specific and detailed health and safety legislation; particularly The Control of Asbestos Regulations and its Approved Codes of Practice and Guidance documents.

As part of the ongoing management of asbestos the University has commissioned a number of building surveys to identify asbestos containing materials (ACMs) and a record of all known ACMs is kept in the form of an Asbestos Register.

This document, in conjunction with the University Asbestos Management Plan, forms the Bangor University Asbestos Management System.

4. DEFINITIONS / TERMINOLOGY

- Duty Holder: Bangor University is the legal Duty Holder, in accordance with Regulation 4 of the Control of Asbestos Regulations.
- ACM: ACM is a collective term for Asbestos Containing Materials.

5. UNIVERSITY DUTIES

Through this Policy, the University establishes management arrangements for the control of asbestos. In some instances, and in accordance with the University Health and Safety Policy, the University will delegate responsibility and duties for implementing this Policy to appropriate Colleges and Professional Services. The University will:

- a. Prevent, as far as is reasonably practicable, exposure to asbestos fibres.
- b. Ensure a suitable Asbestos Register for all buildings and relevant equipment within the estate and those buildings leased by the University, is available.
- c. Ensure a suitable Asbestos Management Plan, based on building surveys, re-inspections and risk assessments, is produced and implemented.
- d. Provide appropriate resources to manage and, where appropriate, remove ACMs.
- e. Suitably label ACM locations or materials.
- f. Ensure training, instruction and information on asbestos and asbestos management is provided to appropriate staff, students and contractors.
- g. Promote general awareness of asbestos including the University's Asbestos Management System.
- h. Regularly review the Asbestos Management System.

6. DUTIES OF PROPERTY AND CAMPUS SERVICES

Property & Campus Services (PACS) has a responsibility to manage ACMs under its control and will:

- a. Produce and maintain an effective estate-related Asbestos Management Plan (AMP).
- b. Appoint an Asbestos Supervising Officer to oversee the AMP and its implementation.
- c. Ensure the suitability and usability of the Asbestos Register.
- d. Ensure all ACMs are suitably risk assessed, periodically inspected and confirm no significant risk is posed by them.
- e. Inform and train staff in Asbestos Awareness if there is a likelihood they may encounter ACMs during the course of their work.
- f. Ensure only competent licensed or accredited contractors are engaged in asbestos removal and supervisory projects and that all removal contracts are notified to the HSE as required.
- g. Ensure contract management staff are suitably competent to manage asbestos projects.
- h. Where consultants are engaged, ensure they liaise with the Asbestos Supervising Officer and are suitably competent to oversee and manage the project appointed for.
- i. Ensure building maintenance and refurbishment works are undertaken with due regard to asbestos risks and in accordance with the AMP.
- j. Label, as appropriate, all ACMs or ACM locations.

- k. Bring to the attention of the University any concern relating to asbestos, including those which are outside of its own area of responsibility.
- l. Monitor arrangements for asbestos management.

7. DUTIES OF COLLEGES AND PROFESSIONAL SERVICES

Each College and Professional Service has a responsibility, where applicable, to manage ACMs under its control and to implement systems to ensure risks are suitably managed. This includes:

- a. Identifying all equipment containing ACMs, ensuring these are risk assessed and managed with their details included in the University's Asbestos Register as well as within a local Asbestos Register.
- b. Ensuring building services or materials are not disturbed or interfered with unless specifically authorised to do so by Property & Campus Services (PACS) and only following confirmation that ACMs are not present.
- c. Facilitating access to PACS staff or appointed contractors, to investigate and assess any ACMs that may be present in rooms and areas within the College/Service's control.
- d. Informing and / or training staff in Asbestos Awareness if there is a likelihood they may encounter ACMs during the course of their work.
- e. Reporting concerns relating to ACMs immediately to Health and Safety, Governance & Compliance.

8. DUTIES OF STAFF, STUDENTS AND VISITORS

Each member of staff, student and visitor has a responsibility in law to cooperate with the University and/or not to interfere with anything established in the interests of health and safety. This includes:

- a. Not interfering with any building material or building service.
- b. Not removing or interfering with signage indicating the presence of asbestos or placed in the interests of health and safety.
- c. Cooperating with the University and its officers on all matters pertaining to asbestos and health and safety.
- d. Reporting any concerns to Property & Campus Services immediately.
- e. Attending training as requested.

9. EQUALITY IMPACT ASSESSMENT

This Policy statement and its associated guidance should have no detrimental impact on any person with a protected characteristic or the Welsh language.

10. FURTHER GUIDANCE

Additional asbestos guidance and information, including the Asbestos Management Plan and guidance on legislation and how to undertake an asbestos risk assessment can be found on the Health and Safety Website – <https://www.bangor.ac.uk/hss/>.

11. REVIEW AND AUDIT PROCEDURES

Property & Campus Services will periodically review the effectiveness of its own Asbestos Management Plan and compliance with this Policy.

Colleges / Professional Services should, as part of their periodic review of their Overview Risk Assessment, appraise their own procedures against the requirements of this Policy.

Health and Safety, Governance & Compliance, will periodically review asbestos management arrangements and this Policy.

In addition, the University's Health and Safety Committee may from time to time review the effectiveness of this Policy.

End.