

# Asbestos Management Policy

Date approved                      31 March 2023  
 Approved by:                      SMT  
 Responsible Manager (s): Director of Estates  
 Executive Lead:                    Vice Principal Finance and Planning

Applicable to staff:                      Yes  
 Applicable to students:                      Yes  
 Accessible to students:                      Yes  
 Accessible to general public:  
 (including clients)                      Yes

## Consultation

Consultation undertaken with:	Date:
• SMT	Yes 31 March 2023
• AMT	No
• CCMT	No
• Students	No
• Employee representatives <i>(HR policies only)</i>	No
• Other	N/A

*\* please delete as appropriate*

Policy review frequency normally every 2 years  
*(Please delete as appropriate)*

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## **1. Scope and purpose of policy**

The policy applies to all B&FC owned premises and any leased premises for which B&FC has responsibility for the repairs and maintenance.

The policy addresses B&FC's duty of care in respect of asbestos, to protect the health, safety and welfare of all its employees, students, apprentices, visitors and contractors and to do whatever is reasonably practicable to achieve this.

B&FC has a duty to manage asbestos under the Control of Asbestos Regulations 2012. This policy and the associated Management Plan are based on the HSE Guidance 'Managing asbestos in buildings' and 'The duty to manage asbestos'.

## **2. Policy statement**

B&FC will ensure, so far as reasonably practicable, that all asbestos-containing materials (ACMs) falling under its control will be managed in such a way so as to minimise the risk to any person being exposed to asbestos fibres.

B&FC will fully discharge its responsibilities to manage the risk from asbestos by:

- taking reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- presuming materials contain asbestos unless there is strong evidence that they do not
- make, and keep up-to-date, a record of the location and condition of the asbestos-containing materials - or materials which are presumed to contain asbestos
- assessing the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- taking the necessary steps to put the plan into action
- periodically reviewing and monitoring the plan and the arrangements to act on it so that the plan remains relevant and up-to-date
- providing information (asbestos survey(s)) on the location and condition of the materials to anyone who is liable to work on or disturb them

## **3. Accountability**

- The Director of Estates has responsibility for B&FC's premises and is responsible for ensuring that all B&FC owned or leased buildings fully comply with all legislative requirements.
- The Asbestos Duty Holder (Director of Estates) is responsible for the management of asbestos in B&FC buildings and has responsibility for ensuring asbestos is identified, risk assessments are prepared, records are kept and the Asbestos Management Plan is implemented.
- The Principal and Chief Executive is the officer with overall responsibility for all health and safety matters within B&FC.
- It is the responsibility of all employees to co-operate as far as is necessary to allow the duty holder to comply with the requirements highlighted in section 2.
- It is the responsibility of all employees, students and apprentices to ensure that they do not cause damage (accidental or intentional) to the fabric of the building at any time or carry out any actions that may impact on the fabric of the building without notifying the

Estates team in advance.

#### **4. Student Involvement**

There is no direct student involvement in this policy.

#### **5. Linked policies, procedures and documents**

B&FC Health and Safety Policy

B&FC Asbestos Management Plan

B&FC Asbestos Procedures

Control of Asbestos Regulations 2012 <https://www.hse.gov.uk/asbestos/regulations.htm>

Managing and Working with Asbestos <https://www.hse.gov.uk/pubns/books/l143.htm>

The Duty to Manage Asbestos <https://www.hse.gov.uk/asbestos/duty.htm>

#### **6. Linked procedures**

Asbestos Management Plan

## 7. Equality, Diversity and Inclusion Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding and Inclusion, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
<p>Title of Activity: Asbestos Management Policy</p> <p>Author and Date: Director of Estates April 2023</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: April 2023</p> <p>What is the review date? April 2025</p>
<p><b>Equality, Diversity and Inclusion</b></p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>None</p>
<p><b>Safeguarding:</b></p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p><b>Health and Safety:</b></p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Integrally within the policy and associated management plan</p>
<p><b>Sustainability:</b></p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p><b>Evidence:</b></p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>How will this impact be monitored for all these considerations?</p>	<p>The policy and management plan follow best practice guidance.</p>
<p>Is this policy of a high/medium or low risk?</p>	<p><input type="checkbox"/> High      <input type="checkbox"/> Medium      <input checked="" type="checkbox"/> Low</p>