

Asbestos Management Policy

Date approved: 28.08.2020
 Approved by: SMT
 Responsible Manager (s): Director of Estates
 Executive Lead: Chief Operating Officer

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| 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 | 28.08.2020 |
| • AMT | No | XXX |
| • CCMT | No | XXX |
| • Students | No | |
| • Employee representatives (<i>HR related policies only</i>) | NA | |
| • Other | NA | |

Policy review frequency: normally every 3 years

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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 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, visitors and contractors and to do whatever is reasonably practicable to achieve this.

The College has a duty to manage asbestos under the Control of Asbestos Regulations 2012. This policy, and the associated Management Plan, are based on the Health and Safety executive (HSE) guidance 'Managing asbestos in buildings' and 'The duty to manage asbestos'.

2. Policy statement

B&FC will ensure, so far as is 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:

- Finding out if ACMs or suspected ACMs are present and, if so, the amount, location and condition
- Assuming that a material contains asbestos unless there is strong evidence that it does not
- Making, and maintaining a record of the location and condition of the ACM or suspected ACM in the Asbestos Register
- Assessing the risk from the ACM
- Monitoring the condition of the ACM or suspected ACM to check on possible deterioration
- Preparing, implementing, reviewing and monitoring a plan to manage the risks
- Setting up a system for providing information on the location and condition of the material to anyone who is liable to work on or disturb it

3. Accountability

- The Director of Estates has responsibility for B&FC's premises and is responsible for ensuring that all B&FC owned or occupied buildings fully comply with all legislative requirements. The Director of Estates is the Duty Holder as defined within regulation 4 of the control of the asbestos regulations 2012. The Director of Estates must nominate the Appointed Person for Asbestos
- The Asbestos Building Services Manager is the Appointed Person for Asbestos and 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 the College.

4. Student Involvement

There is no direct student involvement in this policy.

5. Linked policies

Health and Safety Policy

6. Linked procedures

Asbestos Management Plan

7. Equality Impact Assessment

| Impact Assessment for the 4 strands of Equality, Safeguarding, 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 – Aug 2020</p> | <p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: SEPTEMBER 2020</p> <p>What is the review date? SEPTEMBER 2023</p> |
| <p>Equality and Diversity.</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>Safeguarding:</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>Health and Safety:</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>Sustainability:</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>Evidence:</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 checked="" type="checkbox"/> Medium <input type="checkbox"/> Low</p> |

