

Asbestos Management Policy

Asbestos Management Policy

Date approved: 12 May 2017
 Approved by: SMT
 Responsible Manager (s): Director of Estates
 Executive Lead: Vice Principal Finance and Planning

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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 | May 2017 |
| • AMT | No | |
| • CCMT | No | |
| • Students | No | |
| • Employee representatives (<i>HR policies only</i>) | Yes | |
| • Other | NA | |

** please delete as appropriate*

Policy review frequency every 3 years
(Please delete as appropriate)

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1. Scope and purpose of policy

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

The policy addresses the Colleges duty of care in respect of asbestos, to protect the health, safety and welfare of all its staff, 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 HSE Guidance 'Managing asbestos in buildings' and 'The duty to manage asbestos'.

2. Policy statement

The College will ensure, so far as reasonably practicable, that all asbestos-containing materials (ACM'S) 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.

The College will fully discharge its responsibilities to manage the risk from asbestos by:

- Finding out if asbestos-containing materials (ACM) or suspected ACM 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 keeping up to date a record the location and condition of the ACM or suspected ACM within 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 Capital Projects and Infrastructure has responsibility for the College's premises and is responsible for ensuring that all College owned or occupied buildings fully comply with all legislative requirements.
- The Asbestos Duty Holder is responsible for the management of asbestos in College 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, Emergency Management Plan

7. Equality Impact Assessment

| Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability | |
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| 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</p> <p>Author and Date: Director of Estates April 2017</p> | <p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: April 2017</p> <p>What is the review date? April 2020</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 checked="" type="checkbox"/> Low</p> |