

Newcastle University
Asbestos Management Plan 2017

Distribution: This document must be brought to the attention of all University managers and staff with a responsibility for managing asbestos.



Contents

1. Introduction
2. Asbestos Management Duty Holder Responsibilities
 - 2.1 Asbestos Manager (Head of Maintenance)
 - 2.2 Legislative Compliance & Contracts Manager
 - 2.3 University Maintenance Officers
 - 2.4 University Capital/Improvements/ISS Telephony and Cabling/ISS AVSD Project Managers/Surveyors
 - 2.5 Direct Works Supervisors
 - 2.6 Halls of Residence Managers
 - 2.7 Accommodation and Hospitality Service Managers
 - 2.8 ESS Security Manager
 - 2.9 University Farm Managers
 - 2.10 University Managers managing teams that undertake work to the fabric of University buildings
 - 2.11 Non University Asbestos surveyors
 - 2.11.1 Asbestos Survey Guidance
- 3.0 Asbestos Management Process
- 4.0 Construction, Repairs and Maintenance Work to University Buildings
- 5.0 Emergency Access to Asbestos Information Out of Hours
- 6.0 Monitoring Asbestos left in Situ in University Buildings
- 7.0 Frequency and Type of Monitoring and Recording Condition
- 8.0 Asbestos Training

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Appendix 1 Collecting and Collating Asbestos Information – For Construction Work

Appendix 2 Collecting and Collating Asbestos Information Asbestos Record 1
(Form AR1)

Appendix 3 Asbestos Incident Procedure

1. Introduction

Asbestos is a naturally occurring fibrous material that has been a popular building material since the 1950s.

Asbestos is an excellent insulator which has been used in many building products and which has many applications including, fire protection, thermal and acoustic insulation, asbestos cement products, floor coverings and textured coatings etc

Because asbestos was often mixed with other materials it is difficult to know which building components contain asbestos. If you work on buildings constructed before the year 2000 it is highly likely that there will be Asbestos Containing Materials (ACM's) in it.

ACM's that become damaged or deteriorate overtime are capable of releasing fibres into the air, this can result in persons being exposed to those fibres. Exposure to a significant volume of asbestos fibres over time can result in individuals contracting fatal diseases e.g. lung cancer

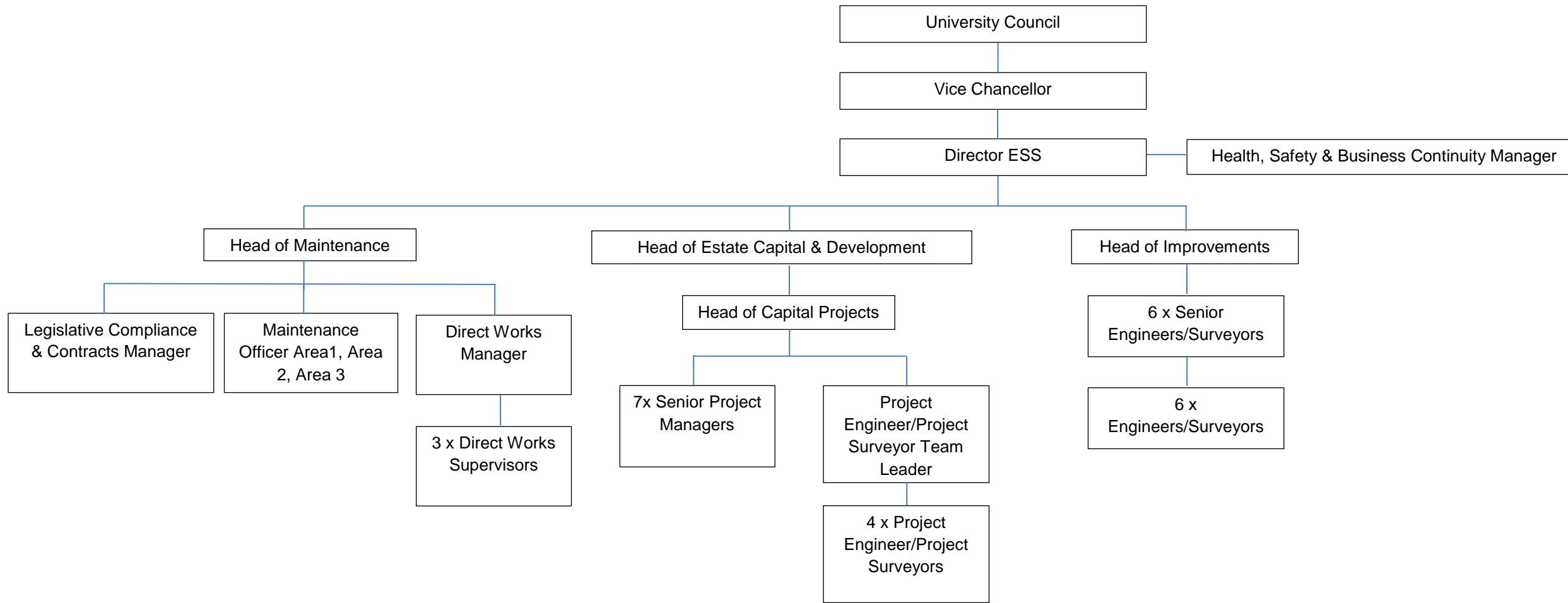
Providing ACM's are maintained in good condition they will not release asbestos fibres and therefore won't present a risk to health.

Newcastle University Asbestos Policy

Other than carrying out periodic inspections to monitor the condition of Asbestos Containing Material's (ACM's) that have been left in situ, ESS employees do not carry out work with asbestos containing materials.

Work with ACM's is contracted out to licensed asbestos removal contractors.

Asbestos Duty to Manage Responsibilities



The duty to manage asbestos at Newcastle University is the responsibility of the Head of Maintenance.

2.1 The Asbestos Manager (Head of Maintenance)

The Head of Maintenance has overall responsibility for:

- Taking reasonable steps to find out if there are ACM's present in University buildings
- Recording the type, condition, quantity and location of ACM's
- Where information is not available, materials will be presumed contain asbestos unless there is strong evidence to prove otherwise
- Assessing the risk of anyone being exposed to fibres from identified ACM's
- Preparing a plan that sets out in detail how the risks from asbestos will be managed
- Implementing the asbestos management plan and ensuring it is adhered to
- Periodically reviewing, monitoring and auditing the plan so that the plan remains relevant and up-to-date
- Providing information on the location and condition of ACM's to all persons likely to encounter them while carrying out work
- Ensuring Estate Support Service Maintenance employees likely to work with ACM's have received asbestos awareness training and are aware of their responsibilities in relation to the management of asbestos in University buildings.
- Maintaining the University's Asbestos Registers and Surveys

2.2 Legislative Compliance & Contracts Manager

The Legislative Compliance & Contracts Manager is responsible for:

- Ensuring all buildings have been surveyed/re surveyed in accordance with the requirements of the plan.
- Ensuring the university's electronic asbestos register is updated and maintained as and when additional information becomes available eg following pre refurbishment/demolition surveys, asbestos removal/remedial works being carried out
- Organise high priority remedial works as identified by surveys
- Ensure all re-inspections of asbestos left in situ are carried out to schedule

2.3 University Maintenance Officers

University maintenance officers are responsible for:

- Ensuring the condition of known ACM's left in situ are periodically inspected (at least every 12 months)
- Making the necessary arrangements to make safe any ACM's identified as having deteriorated or having been disturbed
- Ensuring pre refurbishment/demolition surveys are carried as necessary prior to work (within their control) commencing
- Managing ACM's removal contractors as necessary
- Managing ACM's remedial works as necessary
- Making available information relating to the known location of ACM's to anyone employed by them to carry out work on University premises
- Ensuring (so far as reasonably practicable) that contractors employed by them to carry out work on University premises read and sign the asbestos register before commencing work.
- Providing the Legislative Compliance and Contracts Manager with copies of all asbestos surveys/works commissioned along with all necessary certificates **and an updated floor plan indicating the location of asbestos removal works and the location of any asbestos left in place.**

2.4 University ESS Capital/ESS Improvements/ISS Telephony and Cabling/ISS AVSD/ Project Managers/Surveyors/Engineers/Employees

University ESS Capital/ESS Improvements/ISS Telephony and Cabling/ISS AVSD/ Project Managers/Surveyors/Engineers/Employees are responsible for:

- Ensuring refurbishment/demolition surveys are carried out as necessary before any work to the fabric of buildings starts on site (also reference Collecting and Collating Asbestos Information Flow Diagram Appendices 1,2)
- Making available information relating to the known location of asbestos containing materials to anyone employed by them to carry out work on University premises
- Where applicable ensuring (so far as reasonably practicable) that contractors employed by them to carry out work on University premises read and sign the asbestos register before commencing work.
- Providing the Legislative Compliance and Contracts Manager with copies of all asbestos surveys/works commissioned along with all necessary certificates **and an updated floor plan indicating the location of asbestos removal works and the location of any asbestos left in place.**
- Ensuring necessary ACM removal works are managed
- Ensuring necessary ACM remedial works are managed

2.5 Direct Works Supervisors

Direct Works Supervisors are responsible for:

- Making available information relating to the known location of asbestos containing materials to anyone (Direct Works/Contractors) employed by them to carry out work on University premises
- Providing the Legislative Compliance and Contracts Manager with copies of all asbestos surveys/works commissioned along with all necessary certificates **and an updated floor plan indicating the location of asbestos removal works and the location of any asbestos left in place.**

2.6 Halls of Residence Managers

Halls of residence managers are responsible for:

- Ensuring contractors visiting their sites access the University's electronic asbestos register (Up2Date) prior to commencing work

Note: Projects, contractors should have a refurbishment survey/pre demolition survey on site when carrying out significant projects)

2.7 Hospitality and Accommodation Managers

Hospitality and Accommodation Managers are responsible for:

- Consulting with the appropriate Maintenance Officer with regard to the presence of ACM's in areas where contractors, engaged by them will be working.
- Ensuring contractors visiting their sites access the University's electronic asbestos register (Up2Date) prior to commencing work

2.8 ESS Security Manager

ESS Security Manager is responsible for:

- Consulting with the appropriate Maintenance Officer with regard to the presence of ACM's asbestos containing materials in areas where contractors, engaged by the Security Team, will be working.
- Ensuring contractors engaged by them access the University's electronic asbestos register (Up2Date) prior to commencing work

2.9 University Farm Managers

University Farm Managers are responsible for:

- Consulting with the appropriate Maintenance Officer with regard to the presence of ACM's in areas where contractors, engaged by the Farm will be working.
- Ensuring contractors engaged by them access the University's electronic asbestos register (Up2Date) prior to commencing work

2.10 University Managers managing teams that undertake work to the fabric of University buildings

University Managers managing teams that undertake work to the fabric of University buildings are responsible for:

- Consulting with the appropriate Maintenance Officer with regard to the presence of ACM's in areas where contractors, engaged by them will be working.
- Ensuring contractors engaged by them access the University's electronic asbestos register (Up2Date) prior to commencing work
- Ensuring their teams have received asbestos awareness training

2.11 Health, Safety and Business Continuity Manager, ESS

The Health, Safety and Business Continuity Manager, ESS is responsible for:

- Investigating incidents
- Delivering/organising asbestos awareness training
- Providing advice and support to managers responsible for managing asbestos
- Arranging audits of the Asbestos Management Plan

2.12 Asbestos surveyors

Asbestos surveyors are responsible for:

- Surveying University premises and labelling all identified asbestos containing materials as necessary. All labels will make a unique reference to the relevant page in the asbestos survey.

2.12.1 Asbestos Survey Guidance

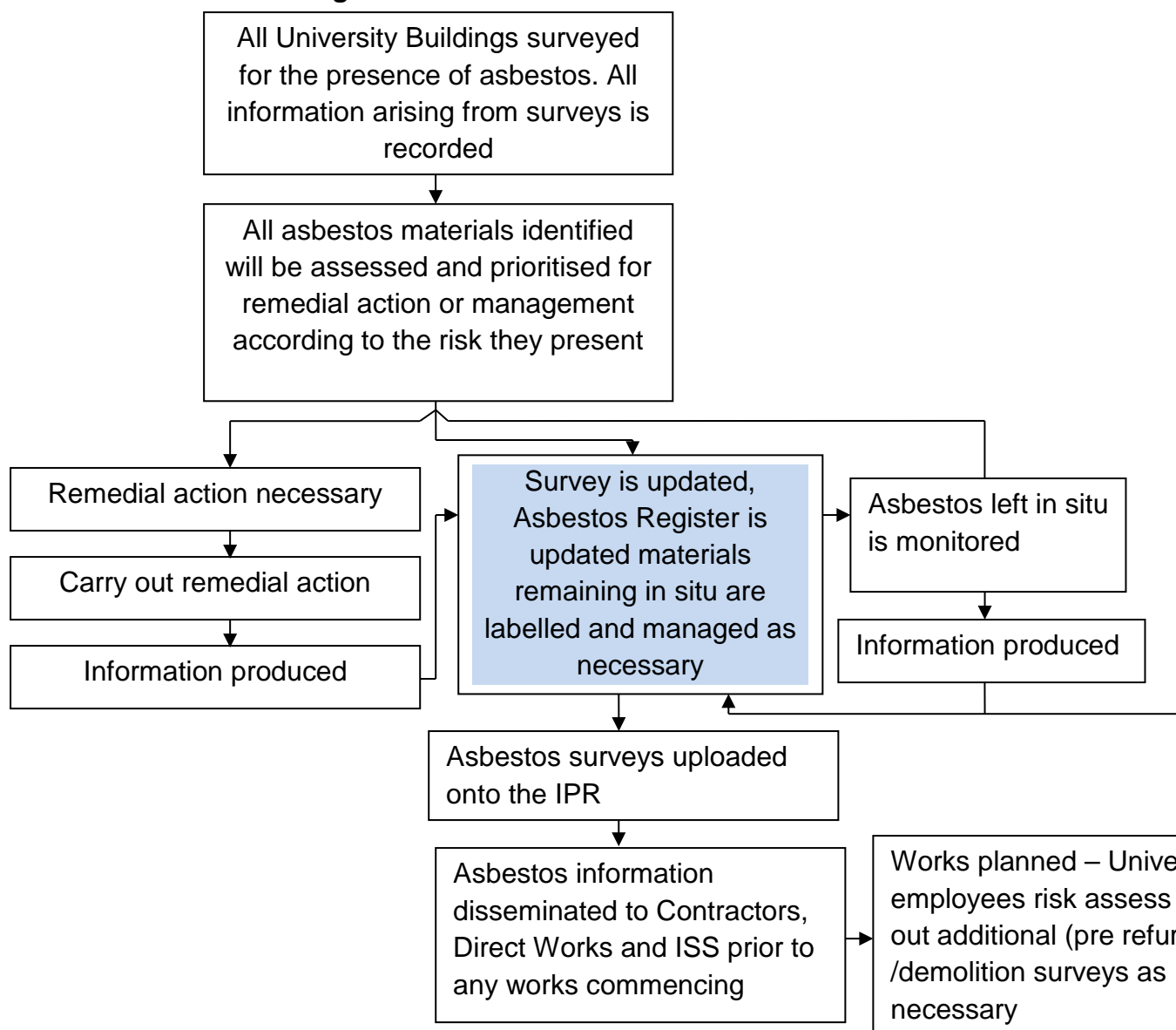
Information the Surveyor needs from the client

- Details of buildings or parts of buildings to be surveyed and survey types
- Details of the buildings use, processes, hazards and priority areas
- Safety and security information: emergency evacuation procedures, fire alarm testing, specific PPE to be worn in the workplace
- Access arrangements and permits to work
- Contacts for operational, security or health and safety issues

Information the client should expect to receive from the surveyor

- Surveyors identity, qualifications, accreditation or certification status, quality control procedures
- References from previous work
- Insurance (PL,EL Personal Indemnity)
- Costs
- Proposed scope of work
- Plan of work, including plans for sampling or asbestos disturbance
- Timetable
- Details of caveats
- Report including areas not accessed/not surveyed

4.0 Asbestos Management Process



Surveys will be made available to Estate Support Service employees via files held on the ESS General Drive

5.0 Construction, Repairs and Maintenance Work to University Buildings

Prior to the commencement of work on any University building, its fabric, services, plant or equipment it is the responsibility of the University Employee responsible for the work to ensure:

- All persons involved in the work have attended asbestos awareness training.
- All persons involved in the work have had access to the asbestos register and or surveys for that building.
- Pre refurbishment/demolition surveys are commissioned as necessary for any intrusive work that goes beyond the information contained within the asbestos register for that building (work cannot commence until such time as the appropriate asbestos survey has been carried out and is available on site).
- All persons involved in the work will proceed with caution and actively look for the presence of asbestos containing materials while working.
- Work ceases in the event that a suspect asbestos material is discovered and the incident is immediately reported to the University employee responsible for the work.

6.0 Emergency Access to Asbestos Information Out of Hours

Access to the Asbestos register out of hours will be provided by Security Control (Armstrong Building).

7.0 Monitoring Asbestos left in Situ in University Buildings

7.1 Frequency of Monitoring

Asbestos containing materials that remain in situ at the University will be inspected at least annually. **Note:** frequencies of inspection may increase should risk assessment require it. It is also necessary to inspect ACM's following any significant event likely to affect their condition eg vandalism or fire.

Asbestos monitoring schedules will be raised in the Maintenance Team as Planned Preventative Maintenance works.

Estate Support Service Maintenance Officers will visually inspect the condition of ACM's recording their condition in the asbestos monitoring log, this information will then be passed to the Asbestos Survey Coordinator (Head of Maintenance).

Any deterioration to ACM's will be investigated and necessary remedial works arranged as necessary.

8.0 Asbestos Training

All University managers that manage teams who work on the fabric of University buildings or employ contractors to work on the fabric of University buildings must ensure that their employees have received asbestos training as identified in the training matrix below.

Employee Group	Asbestos Awareness (Ref 1 yr intervals)	Monitoring removal contracts	P402	P405
Head of Maintenance	X	X		X
Legislative Compliance and Contracts Manager	X	X		X
Direct Works Manager	X	X		
Maintenance Officers	X	X		
Direct Works Supervisors	X	X		
Capital Project Managers	X	X		
Capital Project Engineers Surveyors	X	X		
Improvements Engineers Surveyors	X	X		
Direct Works Operatives	X			
Property Team	X			
Planning Team	X			
NUIT AVSD Team	X			
NUIT Telephony and Cabling	X			
Halls of Residence Staff and Accommodation and Hospitality Services Managers	X			
University Farm Managers	X			
ESS SMT	X			

Appendix 1

Collecting and Collating Asbestos

The Duty to Manage Asbestos

The duty to manage is directed at those who manage non-domestic premises: the people with responsibility for protecting others who work in such premises, or use them in other ways, from the risks to ill health that exposure to asbestos causes.

What is the duty?

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations. It requires the person who has the duty to:

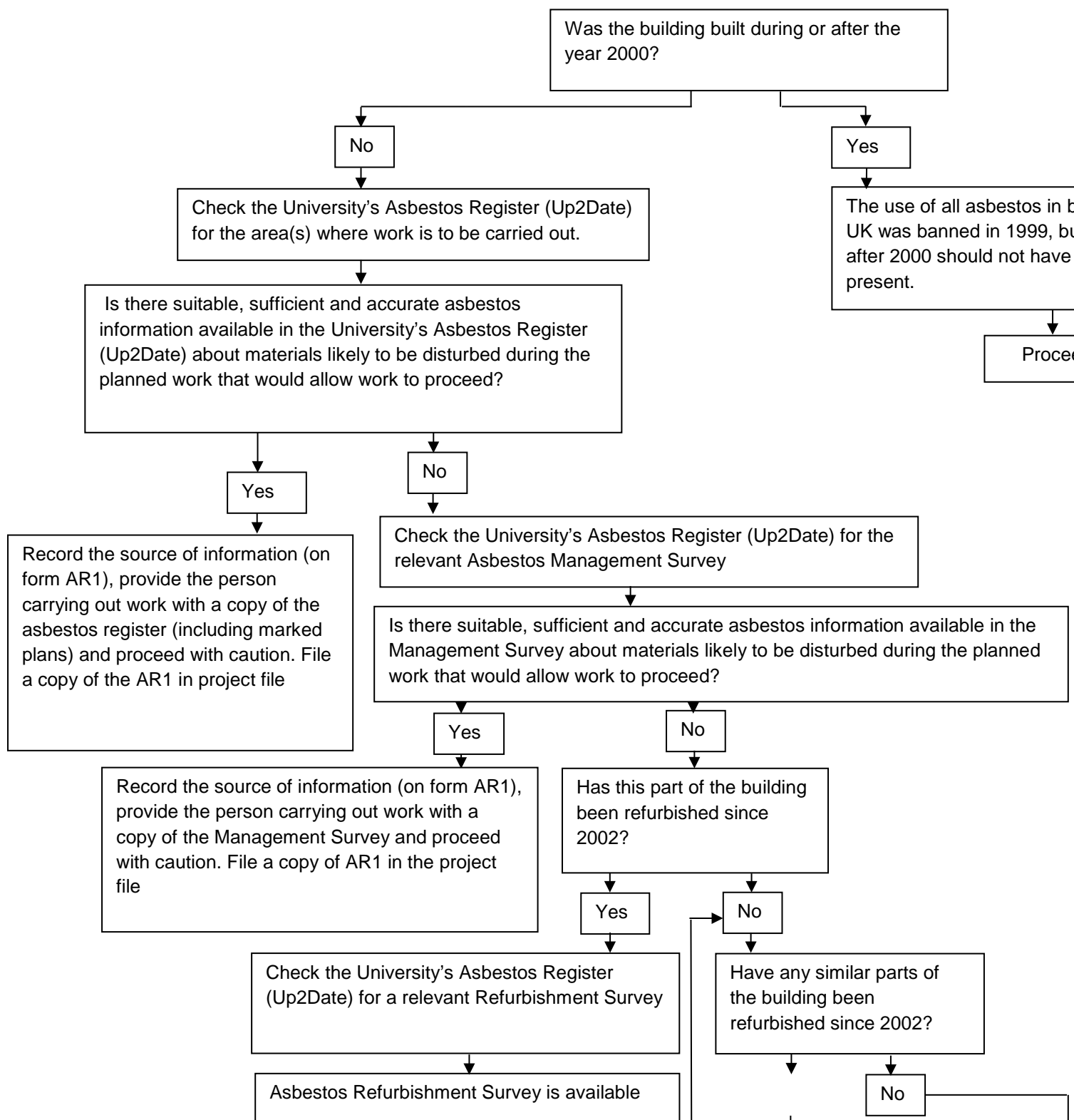
- Take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make, and keep up-to-date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos;
- Assess 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;
- Take the necessary steps to put the plan into action;
- Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.
- There is also a requirement on anyone to co-operate as far as is necessary to allow the dutyholder to comply with the above requirements.

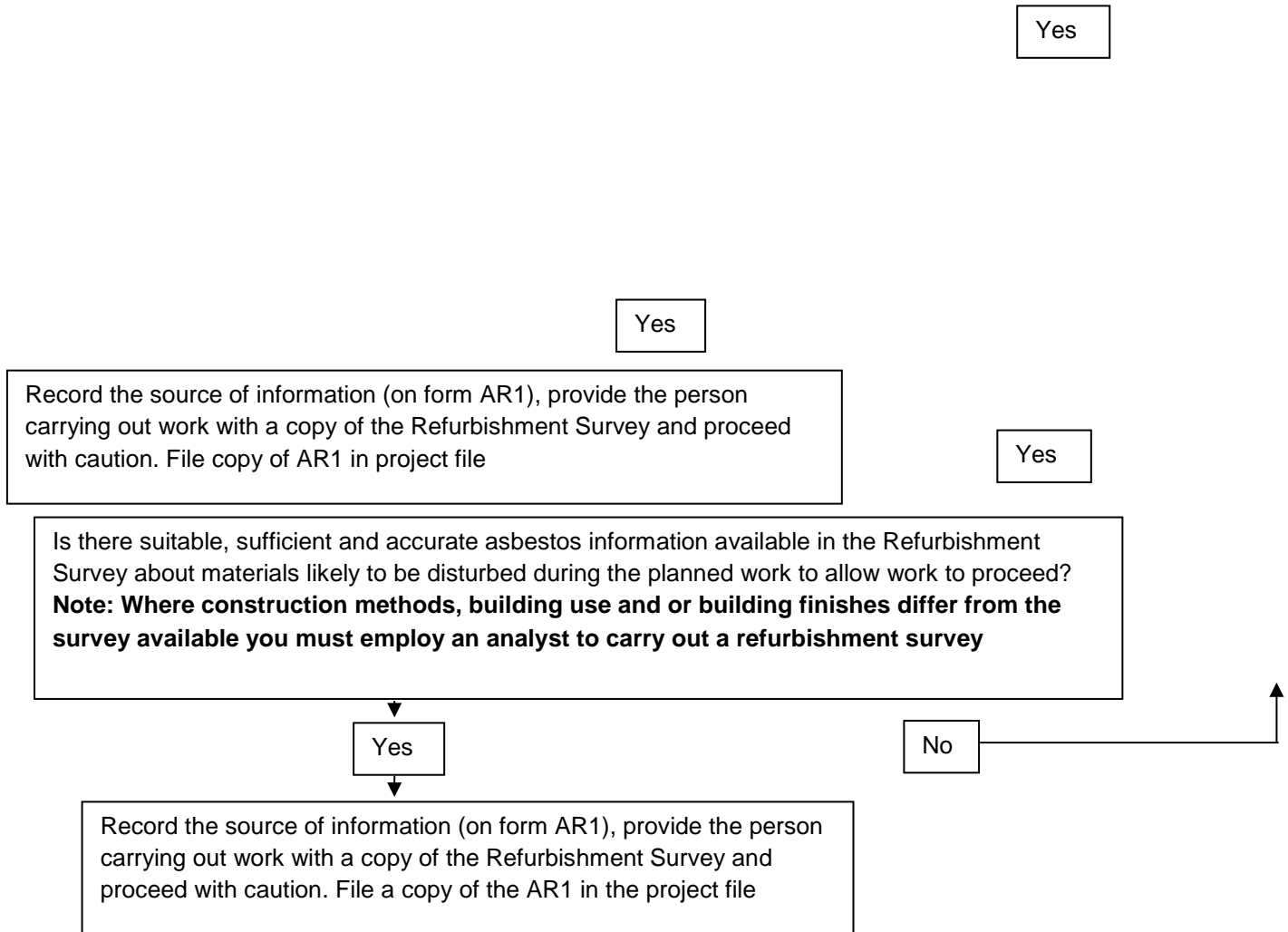
Collecting and Collating Asbestos Information

Important: You are personally responsible for ensuring sufficient and accurate information about the presence of asbestos containing materials is passed on to anyone carrying out work to University buildings/plant on your behalf.

The regulations state: **“You MUST presume materials contain asbestos unless there is strong evidence that they do not”**.

First develop a scope of works and make a list of areas where work is to be carried out. Include areas outside the immediate scope of works where it will also be necessary to carry out work eg utility service ducts, plant rooms etc





Appendix 2 Collecting and Collating Asbestos Information

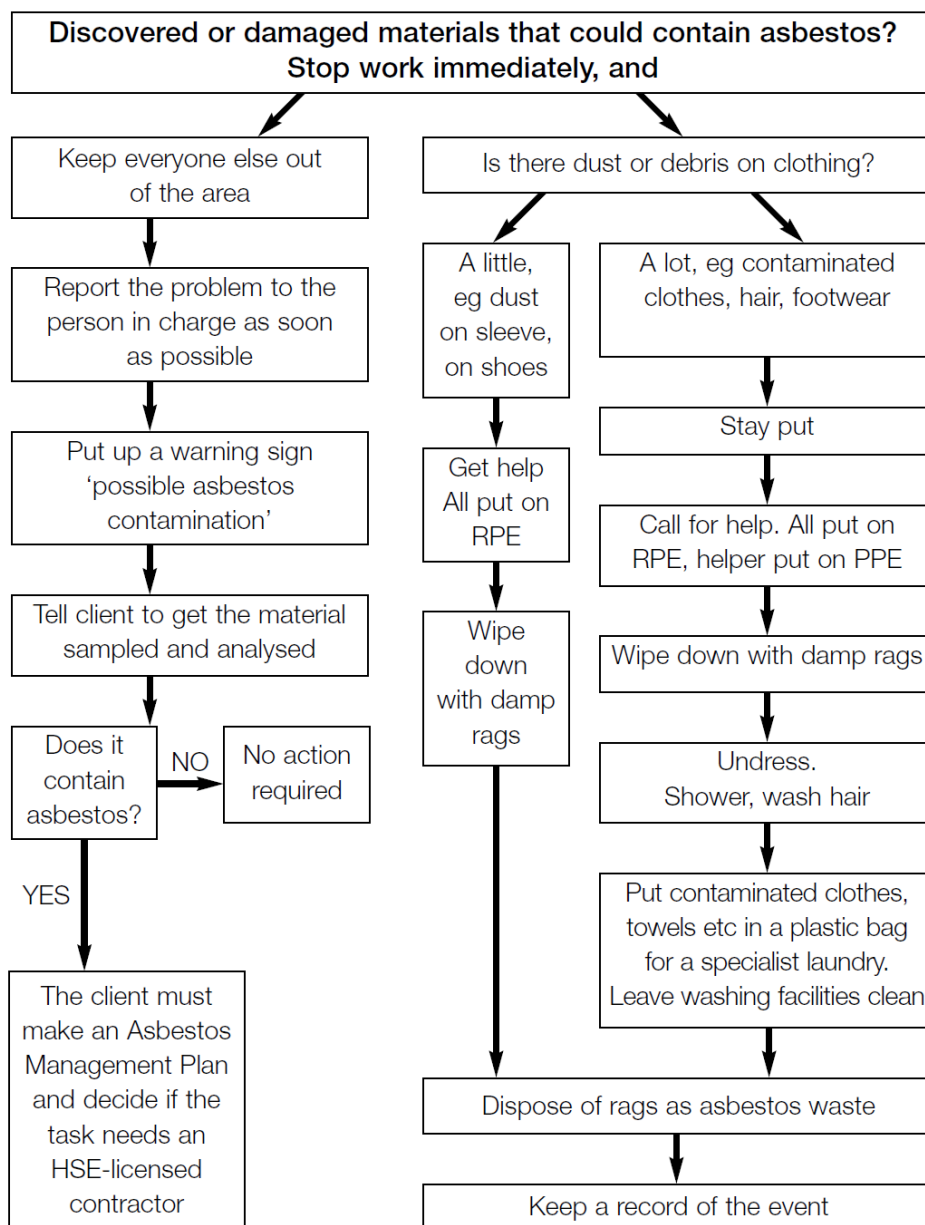
Asbestos Record 1 (Form AR1)

ESS Employee Name	Date
Building Name	Location(s) Within Building (be specific eg Room No)
Source(s) of Information (Report Number and Date)	Contractor/Person Carrying Out the Work
Name of individual provided with asbestos information	Date information was provided to the contractor/person carrying out the work

Considerations, thought processes and surveys carried out to acquire asbestos information

Appendix 3

Asbestos Incident Procedure



Procedures

- Stop this work immediately.
- Follow the chart above or do a risk assessment to decide who must do the work - you may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as you can.
- Clean up the contamination.

Note: The ESS Health Safety and Business Continuity Team must be informed of all incidents.