



UHSP-27: Management of Asbestos



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UHSP-27: Management of Asbestos	1.2	09/05/2023	09/05/2026

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1. Objective

The University of Leicester has a duty to manage asbestos in line with the Control of Asbestos Regulations 2012. The University recognises this duty and will do all that is reasonably practicable to prevent exposure of staff, students, visitors and contractors to asbestos within the University estate it owns, occupies and manages. By doing so, the University complies with the requirements of the following legislation

- The Health and Safety at Work etc. Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Control of Asbestos Regulations 2012

2. Scope

The scope of this policy includes all asbestos or asbestos-containing materials (ACMs) either within the fabric of the building or held by departments for example in the form of gaskets, seals, equipment or research in the properties of asbestos.

3. Definitions

Asbestos-containing materials (ACMs): building or other materials which contain asbestos fibres within their constituent parts

Management survey: an asbestos survey commissioned to identify the presence of ACMs for buildings and areas which are not subject to destructive maintenance or refurbishment work.

Refurbishment & demolition survey: an asbestos survey commissioned prior to maintenance or construction work to establish the presence of ACMs prior to materials being disturbed.

Person in control of works (project manager / asset manager / RM supervisor / RM technician / principal contractor's site managers): The person in control of works will be the University's principal point of contact with a craftsman or contractor.

Contractor: An individual, company or organisation engaged directly by the University or by a company operating from University premises to provide labour and / or services.

4. Responsibilities

The Executive Board

Will provide leadership to ensure that these procedures are followed, including the provision of adequate resources

Heads of Schools, Departments or Corporate Service Divisions (Heads):

Individual schools, departments or divisions are responsible for any ACMs used by them or incorporated into any equipment that they own. In addition, they are responsible for any research utilising asbestos in their area of control. They shall make arrangements to ensure that:

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- The University's arrangements for management of asbestos are implemented in their area of control and disseminated to all who may be affected
- No work that penetrates the fabric of the building is carried out either by their department or contractors that they may employ without prior consultation with Estates and Campus Services
- Inform the Health and Safety Business Partner of any asbestos-containing equipment or materials they have or use in research along with room locations for inclusion into the asbestos register
- The condition of any asbestos-containing equipment is kept under review and such reviews are documented
- Any damaged or deteriorated asbestos-containing equipment or materials are reported immediately to the Health and Safety Business Partner to enable them to be disposed of appropriately
- Asbestos awareness training is undertaken for key personnel to ensure compliance with this policy following consultation with the Health and Safety Business Partner
- Any research undertaken using asbestos or asbestos containing materials is fully risk-assessed and suitable control measures put in place
- Any refurbishment or maintenance work undertaken which may disturb ACMs or put people at risk of exposure to asbestos fibres is fully risk-assessed and suitable control measures put in place

Building and Asbestos Asset Manager (ECS) is responsible for the following:

- Maintaining the University's written management plan for asbestos
- Updating and providing access to the asbestos register for all interested parties (staff, contractors, consultants)
- Liaising with asbestos specialists (surveyors, removal contractors) as necessary in discharging duties required under the Control of Asbestos at Work Regulations 2012
- Commissioning refurbishment asbestos surveys and air-testing using University approved surveyors where required to do so
- Providing access to suitable and sufficient asbestos awareness training for staff where required to do so
- Liaising with the relevant building duty holders for properties / areas which are used by University staff (i.e. NHS Trust or leasehold buildings) to ensure that ACMs have been identified and subject to appropriate monitoring
- Categorising asbestos work correctly (non-licensed work, notifiable non-licensed work, licensable work) and informing/liasing with relevant authorities such as the HSE where required.

Principal Designer (ECS or consultants) are responsible for the following in relation to asbestos management and control:

- Communicating and cooperating with the Building & Asbestos Asset Manager to ensure the relevant duties under the Construction (Design & Management) Regulations 2015 are discharged
- Advising the University where refurbishment asbestos surveys are required in the pre-construction phase of the project and where required thereafter (for example after a change of work scope)
- Commissioning refurbishment asbestos surveys and air-testing using University approved surveyors where required to do so

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- Issuing completed refurbishment asbestos survey and air-testing reports to the Building & Asbestos Asset Manager whenever they are commissioned to enable the asbestos register to be updated

Persons in control of works are responsible for the following in relation to asbestos management and control:

- Communicating and cooperating with the Building & Asbestos Asset Manager and principal designer to ensure the relevant duties under the Construction (Design & Management) Regulations 2015 are discharged
- Issuing completed refurbishment asbestos survey and air-testing reports to the Building & Asbestos Asset Manager whenever they are commissioned to enable the asbestos register to be updated

All staff and contractors (including consultants) are responsible for the following in relation to asbestos management and control:

- Communicating and cooperating with the Building & Asbestos Asset Manager and principal designer to ensure the relevant duties under the Construction (Design & Management) Regulations 2015 are discharged
- Reporting any concerns or incidents relating to asbestos (including accidental exposure) to the Building & Asbestos Asset Manager and Health and Safety Services without delay

Health and Safety Business Partners will assist the colleges and professional services in

- Updating the asbestos register with any equipment containing asbestos or research utilising asbestos
- Liaising with the Building and Asbestos asset manager to dispose of any asbestos containing equipment or materials
- Liaising with the Building and Asbestos Asset manager to arrange asbestos awareness training

Health and Safety Services

- Will provide advice and guidance on the implementation of this policy as required

ECS Office Manager

- Arranging and sourcing suitable asbestos awareness training for staff where required to do so

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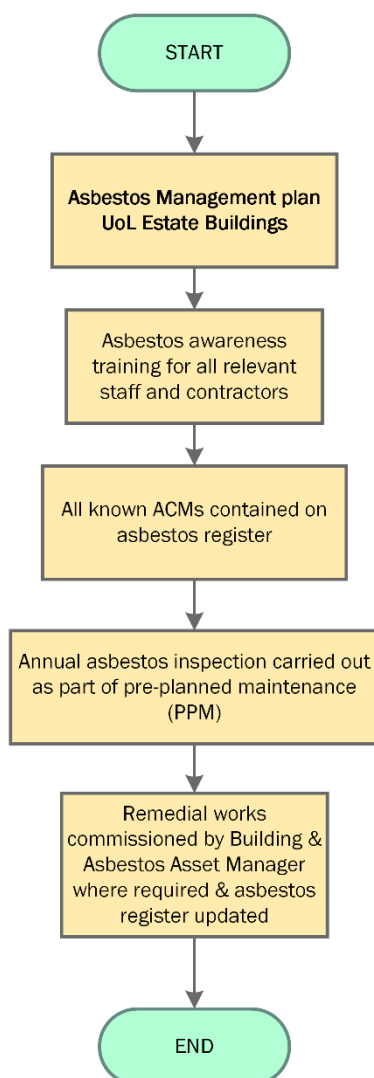
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5. Procedures

Asbestos within the fabric of the building.

The Building and Asbestos Asset Manager will ensure that there is an asbestos management plan in place for the management of asbestos. It is University policy that licenced asbestos contractors will undertake any work that could disturb asbestos within the fabric of the building. In order to identify the presence of asbestos, the Asbestos manager will ensure an asbestos register is available to those that need to be aware. This register will be subject to regular review and updated whenever asbestos is removed or discovered.

ASBESTOS MANAGEMENT (ongoing inspection)

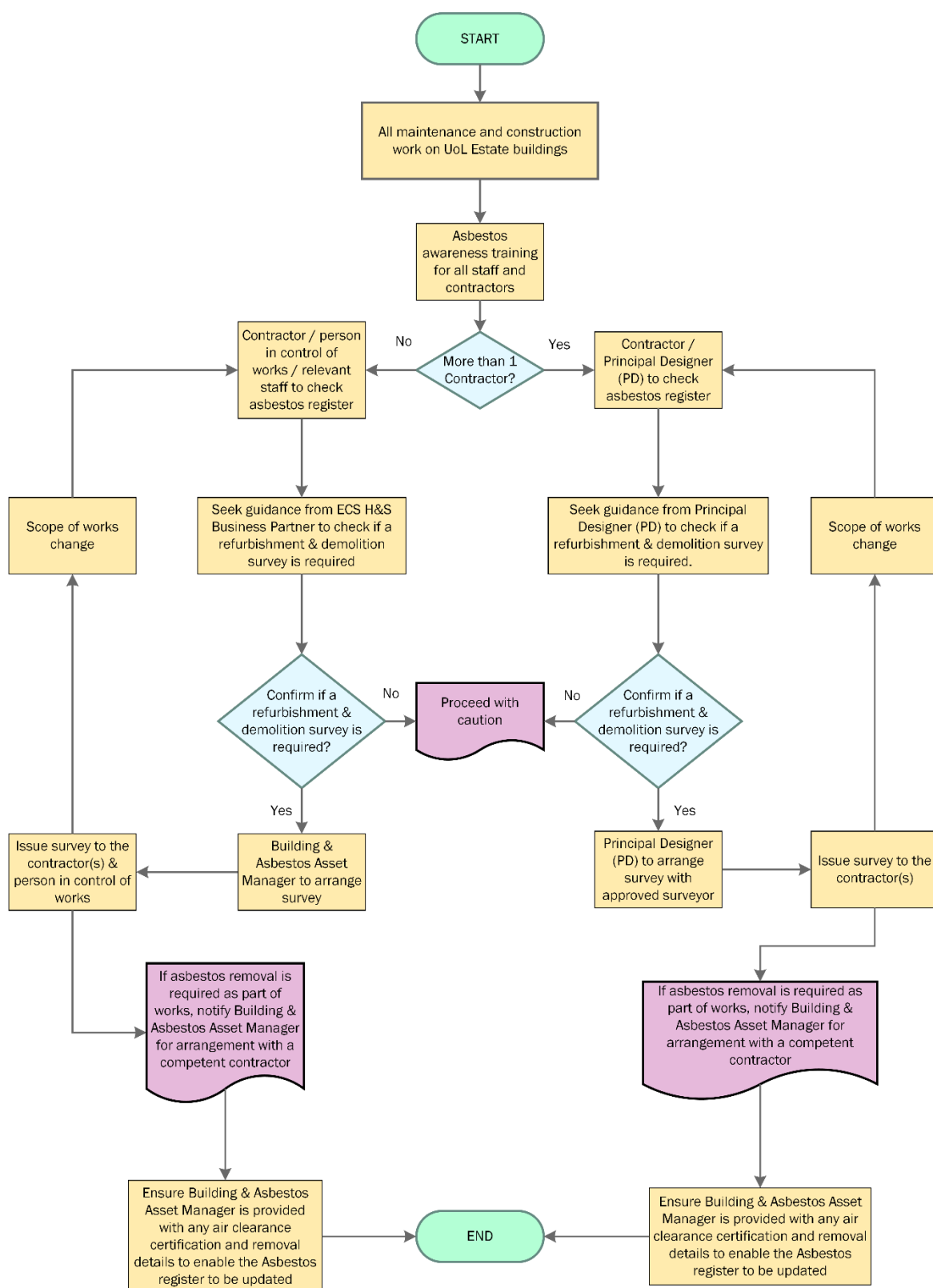


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ASBESTOS MANAGEMENT PROCESS (maintenance & construction)



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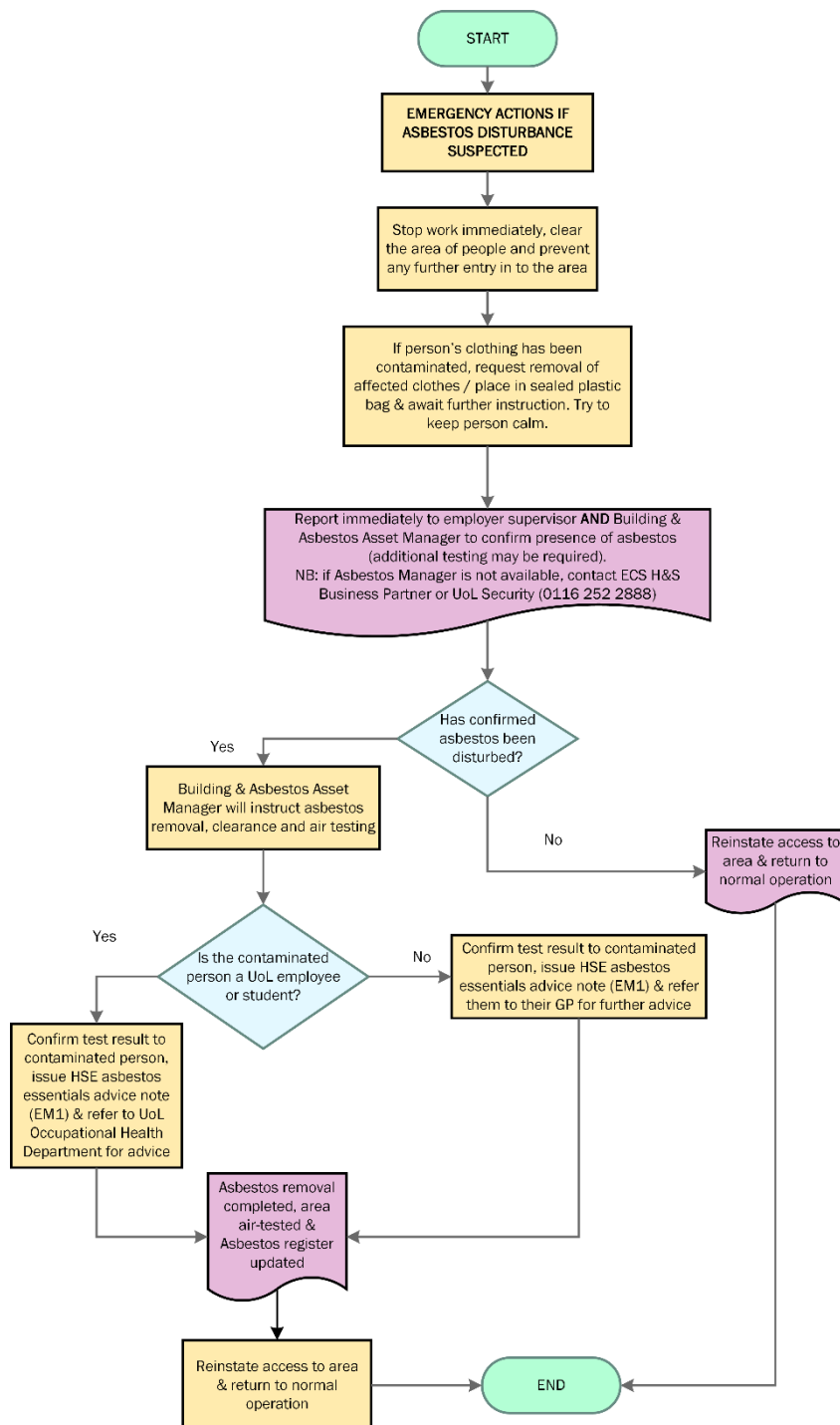
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Emergency procedure

If it is believed that asbestos has been disturbed during any work, that work must stop immediately and the Building and Asbestos Asset Manager informed. They will instigate the emergency procedure as detailed within the Asbestos management plan and summarised in the following flow chart. Any University employee or student exposed, will be referred to occupational health for review using form HS1

ASBESTOS MANAGEMENT (emergency procedure)



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Asbestos used as part of research or in equipment

Any asbestos used in research will be fully risk assessed as per the hazardous substance policy. However, consumables contaminated with asbestos must be segregated and disposed of as asbestos containing materials via a competent contractor. Dedicated laboratories must be used, and all work must be undertaken in fume cupboards HEPA filters. Standard fume cupboards are not suitable. Wherever possible, any equipment that contains asbestos should be disposed of. Where there is no alternative but to use this equipment, it must be fully maintained, subject to regular inspection and included in the asbestos register. While it has been illegal since 1999 to produce equipment containing asbestos, equipment manufactured prior to this may contain it. There should be caution over heat resistant wire gauze and where there is doubt as to their age, they should be disposed of and renewed.

6. Related documents

- HSE website resources ([Asbestos Essentials](#))
- Asbestos: the survey guide (HSG264)
- Managing Asbestos in Buildings: A brief guide (INDG223)
- Control of Asbestos Regulation 2012. Approved Code of Practice and Guidance (L143)

7. Revision History

Date of Issue	Version	Reviewer	Amendments Made
31/01/2020	1.0	Mubin Chowdhury and Christopher Bruce	First issue
14/12/2020	1.1	Mubin Chowdhury	Minor (NNLW, licensable work, duty added for Building Manager)
26/06/2023	1.2	Christopher Bruce	Minor amendments, formatting, equipment containing asbestos

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