

Asbestos Management Policy

The University recognises that given the age of many of its premises there are locations where there are asbestos containing materials and that these locations must be managed to ensure that there is no exposure of individuals to airborne asbestos fibres.

The Control of Asbestos Regulations 2012 are relevant to all activities carried out on the University campuses where asbestos containing materials might be disturbed. The regulations set minimum standards for the protection of individuals from risks related to potential exposure to asbestos fibres.

This Asbestos Management Policy applies to and within all buildings across the University's campuses, including Gibbet Hill and Wellesbourne, and applies to all asbestos containing materials, whether in the fabric of buildings, facilities, assets or equipment.

This Policy is supported by arrangements, instructions, and guidance on asbestos management which are available on the University's Health and Safety or the Estates Department web pages. Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

Core Principles

Maintenance, servicing, building, refurbishment or 'access to inspect' work must not be carried out to the fabric of buildings unless:

- It has been confirmed through the Estates Office (Asbestos Management team or Estates Maintenance) that there are no asbestos containing materials that could be affected by the works; or,
- The Estates Office has issued specific instructions detailing how the work is to be carried out safely.

General Risk Assessments and Work Equipment Risk Assessments carried out within departments must identify any assets or equipment, including equipment used for research purposes, which contains asbestos and include such information in any asset register or work equipment inventory.

Asbestos containing materials may be present in components within plant, machinery, or work equipment in buildings for which the University has responsibility. Where it was safe to inspect and sample suspect materials of this nature, the detail will be included within the building asbestos management survey.

It may not have been possible to identify all items of this nature during the management survey, as pieces of plant, machinery or equipment may have been live or in use making an inspection impossible. In these instances, it must be presumed that asbestos is present until its absence can be confirmed via suitable inspection when the item is no longer live or in use.

Information about known or presumed locations of asbestos -containing materials is held within the Estates Office Asbestos Register, which takes the form of information within Q2 asbestos module and/or supporting electronic files.

Responsibilities

The Vice-Chancellor is accountable, but the Director of Estates is ultimately responsible for the implementation of this Policy, insofar as it relates to university buildings, and any related arrangements, instructions and guidance owned and operated by Estates staff and for ensuring that the necessary resources are available.

Heads of Departments are responsible for the implementation of this Policy within their respective Departments and for its communication to their staff and students as appropriate. In line with the provisions of Financial Procedure 18, Heads of Department are responsible for ensuring that no alterations to existing buildings are made without the permission of the Director of Estates or their nominated deputy. All alterations and refurbishment projects will be managed by the Estates Office.

Departments who wish to make alterations of any kind must discuss their requirements with the Capital Programme Director in the Estates Office. Heads of Department are also responsible for ensuring that risk assessments carried out in their departments identify, consider and address the presence of asbestos in any assets or equipment owned or operated by their staff. All staff and students within departments must comply with this Policy and the associated arrangements, instructions and guidance on asbestos safety.

The University Asbestos Compliance Manager is responsible for supporting both the Director of Estates and Heads of Department with their respective responsibilities, as set out in this Policy, and for the maintenance of the detailed arrangements, instructions and guidance, including the maintenance of the Estates Office Asbestos Register. The Asbestos Compliance Manager also acts as the nominated competent person for the University on asbestos related issues.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents, linking such pages to any relevant arrangements, instructions and guidance; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

The Head of Assurance, Risk and Property is responsible for carrying out 'second line' audit spot checks of work and records, escalating any issues to the Director of Estates, Director of Operations, Estates and the Director of Health and Safety.

Review

This policy will be reviewed when any legal requirements change or at least once every three years.

Document Control			
Version Number	Date issued	Author	Update information
V1.1 05 02 16	05/02/16	John Phillips	Annual Review –
V1.2 16.06.22	29/07/22	Oliver Robinson	Regular Review
Owner: James Breckon, Director of Estates			Authorised By: Policy Oversight Group
Source Location: M:\SFOCH 2006\Management System\04 Planning and Leadership (K)\02 Policy\02 Policies by Topic\01 Current Policies			Approval Date: 14/07/22
Published Location: Web Page			Review date: June 2025