



**UNIVERSITY OF
PORTSMOUTH**

ASBESTOS SAFETY

Corporate Health and Safety Arrangement

June 2023

Contents

Summary	4
What is this document about?.....	4
Who is this for?	4
How does the University check this is followed?.....	4
Who can you contact if you have any queries about this document?	4
Introduction	5
Scope	5
University Executive Board and Governors	6
Director of Estates and Campus Services.....	6
Asbestos Responsible Person and Deputy ARP	7
Corporate Health and Safety	7
Occupational Health	8
Senior Managers (Deans, Directors, Associate Directors, Deputy Directors and Heads)	8
Managers, Supervisors and Academics	9
E&CS Project and Maintenance Managers	9
Employees and Students.....	10
Contractors and Service Providers.....	10
Arrangements	11
Asbestos Management Plan	11
Identification of Asbestos Containing Materials.....	11
Competent Persons.....	12
Training Requirements	12
Monitoring Compliance	13
Legislation	14
Associated Documents	14
University Arrangements	14
Health and Safety Executive Guides	14
Document Control	15
Change Record	15
Reviewers / Contributors	15

Document title		
Asbestos Safety		
Document author and department		
Jonathan Latter Health and Safety Compliance Manager Estates and Campus Services		
Approving body		
Corporate Health, Safety and Wellbeing Committee		
Date of approval		
12 th June 2023		
Review date		
3 yearly or earlier if required		
Edition no.		
Version 6		
ID Code		
UOP-HS-P-30		
Date of effect		
12 th June 2023		
EITHER For public access online (internet)? <i>Tick as appropriate</i>		YES
For public access on request copy to be mailed <i>Tick as appropriate</i>	NO	YES
OR For staff access only (intranet)? <i>Tick as appropriate</i>		YES
Password protected <i>Tick as appropriate</i>	NO	YES
External queries relating to the document to be referred in the first instance to the Corporate Health and Safety Department: hsservicedesk@port.ac.uk		
If you need this document in an alternative format, please email corporate.communications@port.ac.uk		

Summary

What is this document about?

Asbestos containing materials are a potentially serious hazard to health. However, if their locations and risks are known and a robust system of control and communication is maintained, they do not pose a significant risk.

This arrangement is intended to enhance the safety of all staff, students, contractors and visitors with respect to materials and equipment that contain asbestos. The management of asbestos containing materials (ACM) is the responsibility of key personnel within the University. However, it is important for all staff to have an awareness of the risks from asbestos and who to contact if they have any questions or concerns.

Who is this for?

These arrangements are intended for all University staff and students, visitors and contractors who could be exposed to hazards associated with ACMs that may be present in building material or equipment that is owned and / or controlled and managed by the University.

How does the University check this is followed?

The University has appointed an Asbestos Responsible Person to manage the arrangements and to ensure that those who have responsibility for work that could cause exposure to ACM ensure that this is carried out safely.

Asbestos management is monitored through active and reactive methods, including registering and recording all ACM and monitoring its condition, ensuring competent design, development, implementation and operation of repair and maintenance work and auditing of these processes. Reactive methods include reporting and investigation of any incidents that may have the potential to cause harm.

Who can you contact if you have any queries about this document?

Any questions about this arrangement should be directed to the Corporate Health and Safety Team or the Asbestos Responsible Person via the Estates Helpdesk.

Introduction

This arrangement has been developed to assist the University to ensure it meets its statutory duty under the Control of Asbestos Regulations and sets out how the University will comply with all relevant Health and Safety legislation regarding asbestos.

Many buildings in the University of Portsmouth have ACM within their construction as asbestos was in common use in the construction and refurbishment of buildings until the mid-1980's. All asbestos products were banned in the UK in 1999. Therefore, buildings built from the year 2000 will not have had asbestos products installed within their building fabric (but they could have old equipment moved into them that may contain asbestos).

ACM may be present in some older electrical or mechanical equipment. Where ACM are in good condition and remain undisturbed they do not present a significant risk to health. However, their condition needs to be monitored. This arrangement sets out the key requirements to ensure that ACM hazards are effectively controlled.

This arrangement shall be supported by an Asbestos Management Plan that provides further clarification on arrangements for managing asbestos, roles and responsibilities, lines of communication and also details the practical implementation of the control measures.

Scope

The Control of Asbestos Regulations places a duty on the University to assess and control all work that could disturb ACM and could expose employees and others to potential asbestos related health risks.

It is University policy that all work that involves encapsulation, repair or removal of asbestos products will only be carried out by specialist contractors who hold an HSE asbestos removal licence and are qualified and equipped to work with asbestos safely.

This arrangement shall have effect with a view to protecting staff and students against a risk to their health and safety, whether immediate or delayed, arising from University activities and applies to:

- All Academics
- All Managers
- All Staff and Students of the University (this includes those individuals who would otherwise be classed as staff such as volunteers, employed students, apprentices, work experience, etc.)
- All Contractors and Service Providers working on behalf of or in connection with the University

This arrangement and associated documents shall apply across all areas of the University, the services that it provides and to all staff contracted to work in the University's properties whether owned, rented, leased or otherwise provided for the purpose of University related activities.

Responsibilities

University Executive Board and Governors

Areas of responsibility in relation to senior team i.e. University Executive Board, Board of Governors and associated committees are defined in the University Health and Safety Policy. This arrangement forms part of the University Health and Safety Policy and should be read in conjunction with it. In particular the following responsibilities are specific to this arrangement:

Director of Estates and Campus Services

The Director of Estates and Campus Services is responsible for:

- 1.1 Representing the University as the Duty Holder for the management of Asbestos.
- 1.2 Ensuring suitable and sufficient assessments are undertaken to determine the locations, condition and risks presented by all known or suspected ACMs.
- 1.3 Ensuring a University wide Asbestos Management Plan is developed and implemented.
- 1.4 Identifying and appointing in writing, an Asbestos Responsible Person (ARP) and Deputy Asbestos Responsible Person (DARP).
- 1.5 Ensuring that the ARP / DARP is provided with suitable resources to enable them to discharge their duties under the appointment.

Asbestos Responsible Person and Deputy

The ARP and DARP will be a suitably qualified and experienced member of staff (appointed by the Duty Holder) and is responsible for:

- 1.6 Ensuring a suitable asbestos management plan is in place which must include adequate measures for monitoring the condition, maintenance and (where necessary) safe removal.
- 1.7 Developing and implementing necessary arrangements for suitable and sufficient asbestos surveys including periodic inspections of known ACM.
- 1.8 Recording the findings of all surveys and inspections and implementing and maintaining an asbestos register for those properties where it is appropriate.
- 1.9 Work with Corporate Health and safety to provide asbestos awareness training to relevant staff.
- 1.10 Notifying the necessary responsible persons, building managers and key relevant individuals where any significant changes in risks are identified and provide advice and guidance on appropriate management.
- 1.11 Ensuring the effective management of risks associated with asbestos and take all necessary actions to ensure compliance with the regulations.
- 1.12 Provide the necessary information e.g. asbestos registers to external providers and contractors.
- 1.13 Ensuring appropriate assurance reporting to the Duty Holder, Corporate Health and Safety and associated groups and committees.
- 1.14 Notify the Duty Holder and Corporate Health and Safety of any incidents, potential exposures or breaches in regard to asbestos.
- 1.15 Responding to, investigating and reporting of incidents and enquiries.

Corporate Health and Safety

Corporate Health and Safety are responsible for:

- 1.16 Ensuring any asbestos related incidents / accidents are investigated appropriately and recorded.
- 1.17 Reporting all notifiable asbestos related incidents / accidents, if reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- 1.18 Ensuring, obtaining and reporting of assurance of effective and suitable asbestos management as required under the Control of Asbestos Regulations, ensuring compliance

- 1.19 Advising the University including Duty Holder, Asbestos Responsible Person and other key individuals, where additional measures may be required with regards to asbestos management, to protect the health and safety of individuals.
- 1.20 Ensuring appropriate asbestos training is undertaken by those who have been identified to have key roles in regards to asbestos management.
- 1.21 Liaising and coordinating with Occupational Health, where a staff member or student's may have been potentially exposed to asbestos.

Occupational Health

Occupational Health are responsible for:

- 1.22 Providing and managing an occupational health service that gives timely, effective advice to managers, staff and students on health issues deriving from potential exposure to asbestos and how they may affect an individual
- 1.23 Recording and retaining records of individuals who may have been exposed to asbestos for a minimum period of 40 years.
- 1.24 Undertaking and/or arranging for appropriate medical examinations to assess each staff member or student's state of health where necessary as identified through appropriate risk assessment and / or job hazard analysis
- 1.25 Working with Corporate Health and Safety to ensure health surveillance is carried out where appropriate for staff and students where they may be exposed to asbestos.
- 1.26 Notifying Corporate Health and Safety if they become aware of any individual, staff or student, associated with the University, who may have been exposed to asbestos.

Senior Managers (Deans, Directors, Associate Directors, Deputy Directors and Heads)

Senior Managers are responsible for:

- 1.27 Ensuring Managers, Staff and Service providers for which they are responsible, understand their responsibilities as set out in these arrangements.
- 1.28 Ensuring the arrangements are effectively implemented in their areas of responsibility where required.

- 1.29 Risk assessments are in place, documented and appropriate actions agreed to address identified risks where required.
- 1.30 Systems, processes and resources are in place and monitored where required.

Managers, Supervisors and Academics

Managers, Supervisors and Academics are responsible for ensuring they are familiar with and adhere to these arrangements for managing asbestos and in summary must ensure that:

- 1.31 Any work they request, that is likely to disturb the building fabric, is planned and approved in conjunction with competent maintenance or project managers within Estates and Campus Services (E&CS) and not undertaken independently.
- 1.32 If any equipment within their buildings contains or is suspected to contain ACM, inform the ARP so a survey can be conducted and the asbestos register can be updated.
- 1.33 Not permit any staff or students to disturb any equipment or building fabric that is known or suspected to contain asbestos.
- 1.34 Appropriate risk assessments are carried out and in place where a risk of asbestos has been identified, to make the individuals in their responsibility aware of the risks.
- 1.35 Procedures and protocols for dealing with emergencies are followed.
- 1.36 Any incident involving the uncontrolled release or disturbance, or potential uncontrolled release or disturbance of asbestos is reported appropriately to Corporate Health and Safety and ARP.
- 1.37 Any health concerns they are made aware of are referred to Occupational Health.

Estates and Campus Services Project and Maintenance Managers

Estates and Campus Services Project and Maintenance Managers are responsible for:

- 1.38 Consulting the asbestos register when planning any work where the building fabric may be disturbed. Contact the ARP / DARP if further advice or asbestos survey is required.
- 1.39 Not allowing any intrusive work to begin until the presence or absence of ACM has been fully confirmed and a suitable safe system of work is in place.

Employees and Students

All University staff and students must ensure that:

- 1.40 They comply with instruction, information and training where relevant in regard to ACM.
- 1.41 Report any defects or suspected ACM prior to starting / continuing with any work
- 1.42 If ACM is suspected to have been disturbed, stop work, clear and secure the area and inform the ARP / DARP / Estates Helpdesk immediately .
- 1.43 Their own or others health and safety is not put at risk when carrying out work activities and to take due care of their own and others health, safety and wellbeing
- 1.44 They report any safety hazards and incidents to their line manager and Corporate Health and Safety using the online reporting portal
- 1.45 They report any materials they know or suspect to contain asbestos that has either deteriorated or exposed ACMs to their line manager.
- 1.46 They do not, intentionally or recklessly, interfere with or misuse any safety related device, sign or system provided by the University in the interests of health, safety and welfare
- 1.47 Implement all safety control measures identified for their work and use personal protective equipment as directed by the local risk assessment and procedures.

Contractors and Service Providers

Only approved contractors with an HSE license are permitted to work with ACM. These contractors must demonstrate recognisable competency for working with asbestos. All University contractors and service providers are responsible for:

- 1.48 Co-operating with the University on all matters relating to asbestos management. Liaise with E&CS project and maintenance managers regarding any work which could involve ACM.
- 1.49 Assessing the asbestos risks which may arise from their works / activities and implement appropriate control measures to avoid disturbing ACM.
- 1.50 Co-operating with the University on all matters relating to asbestos management.
- 1.51 Ensuring that they and all operatives falling under their control have received appropriate asbestos awareness training.
- 1.52 Where asbestos work is carried out (only by appointed licensed contractors), they must notify the Health and Safety Executive if it involves licensed or notifiable non-licensed work within the required notice period.

- 1.53 If ACM are disturbed or previously unknown asbestos is discovered, ensure that work is stopped immediately and notification is provided to the relevant E&CS project or maintenance manager, ARP and Corporate Health and Safety. Report all incidents, accidents, near misses to the Corporate Health and Safety department, including an appropriate investigation.

Failure to comply with the requirements of this arrangement for managing asbestos could result in the contractor being asked to leave site and removal from the University's list of approved suppliers / contractors.

Arrangements

Duty to Manage

Under the Control of Asbestos Regulations, the University has a duty to manage asbestos in all premises for which it is responsible.

Asbestos Management Plan

The Asbestos Management Plan sets out how the risks identified from asbestos will be managed by the University and will include information that tells interested parties about how the University manages ACM and how to access the asbestos register. The Asbestos Management Plan will include:

- Identification of the persons responsible for managing asbestos risk
- Asbestos monitoring arrangements
- Asbestos management procedures
- How the location and condition of ACM is recorded and how this is communicated
- Control of work with ACM and selection and competency of those carrying out the work
- Training requirements for employees and contractors
- Procedure for review of the AMP
- Emergency arrangements in the event of accidental disturbance of known or suspected ACM

Identification of Asbestos Containing Materials

The ARP will ensure a competent and qualified analytical contractor is appointed to carry out detailed asbestos surveys prior to intrusive building or maintenance work to identify potential ACM and assess the risks from them.

A single asbestos register of known asbestos products and materials will be maintained and will be made accessible to all persons who require asbestos information.

Equipment that may contain asbestos will be identified and assessed. Responsible Senior Managers and Managers are required to work with the ARP to ensure these items are identified and added to the asbestos register.

Competent Persons

All work with ACM will only be undertaken by HSE licensed contractor(s) who are qualified and equipped to work with asbestos safely.

No University employees are permitted to undertake any work with ACM.

All waste ACM will be disposed of as hazardous waste through an authorised waste contractor and records of all asbestos waste disposal will be received and retained.

Training Requirements

All staff and students must be provided with information and instructions relating to Asbestos where it is identified they may work with ACM or their activities may disturb ACM. All training in relation to ACM must be recorded. The local induction for such persons should include this element, including the requirement for asbestos awareness training.

The ARP / DARP will be at least qualified to BOHS P405 'Management of Asbestos in Buildings' level and have the necessary experience and knowledge to fulfil the role.

The ARP will provide asbestos awareness training every 3 years to all staff members where the need is identified through risk assessment or job hazard analysis.

All contractors who carry out work that could disturb ACM in buildings must have been given asbestos awareness training as a minimum by their organisation in order to be allowed to carry out work on University premises.

Records of all training provided to University employees shall be recorded and held in individual training records.

The university has a duty to ensure workers are competent to carry out their work tasks and where competency has not been attained, appropriate supervision must be in place. The user's manager /supervisor is responsible for managing this.

Monitoring Compliance

To ensure high standards of asbestos management, monitoring and inspections are to be carried out in all areas in line with the University's Policy. Monitoring must be carried out at both School / Service Level and University level, records of monitoring must be kept, and the responsible person must ensure that actions are being followed up and completed.

Element to be monitored	Lead	Tool	Frequency	Reporting Arrangements
Responsibilities under this arrangement	Asbestos Responsible Person, Head(s), Line Manager(s), Faculty Managers	Asbestos Management Plan Internal Auditing, Inspections, Contract management meetings	Periodically at least Annually or following a significant change or incident, whichever soonest.	E&CS Health, Safety and Wellbeing Committee quarterly reports and minutes of meetings submitted to Corporate Health, Safety and Wellbeing Committee.
Arrangement Suitability, Effectiveness and Implementation	Corporate Health and Safety, Estates and Campus Services	Audit and Inspection Programs University Communications. All details including risk assessment and training. Arrangement review. Assurance reporting	Periodically at least every three years or following a significant change or incident, whichever soonest.	Corporate Health, Safety and Wellbeing Report, Audit reports and inspection reports. Estates and Campus services reports submitted to Corporate Health, Safety and Wellbeing Committee.
Incidents and complaints	Senior Manager / Managers in conjunction with Corporate Health and Safety and Estates and Campus Services	Incident reports, reviews and investigation. Risk Register(s). Fault reporting records and compliance statistics.	When reported; ad-hoc and periodically when necessary.	Corporate Health, Safety and Wellbeing Report, Individual incident reports and Faculty quarterly reports. Estates and Campus Services compliance reporting.

Legislation

Legal duties to adopt and maintain safe methods of working are placed on both employers and employees by general health and safety legislation, principally by the Health and Safety at Work etc Act and the Management of Health and Safety at Work Regulations.

- [The Health and Safety at Work Act \(HASWA\)](#)
- [The Management of Health and Safety at Work Regulations \(MHSWR\)](#)
- [The Reporting of Injuries, Diseases and Dangerous occurrences Regulations](#)
- [The Construction, Design and Management \(CDM\) Regulations](#)
- [The Control of Asbestos Regulations](#)
- [The Personal Protective Equipment at Work Regulations](#)
- [Hazardous Waste \(England and Wales\) Regulations](#)
- [The Environmental Protection Act \(Part 2\)](#)
- [The Defective Premises Act](#)

Associated Documents

University Arrangements

- [Incident/Accident Reporting](#)
- [First Aid](#)

Estates and Campus Services

- Asbestos Management Plan
- Health, Safety and Environment Site Rules for Contractors

Health and Safety Executive Guides

- [Managing and Working with Asbestos \(L143\)](#)
- [Managing Asbestos in Buildings \(INDG223\)](#)
- [The Survey Guide \(HSG264\)](#)
- [Asbestos Essentials \(HSG213\)](#)
- [Respiratory Protective Equipment at Work \(HSG53\)](#)

Document Control

This arrangement is issued and managed by Corporate Health and Safety.

Change Record

Version	Author	Date	Amendment
1.0	Unknown	Unknown	
2.0	Mark White	2012	Whole document review
3.0	Jonathan Latter	March 2014	Whole document review
4.0	Jonathan Latter	May 2016	Periodic review
5.0	Jonathan Latter	July 2018	Periodic review
6.0	Jonathan Latter	May 2023	Whole document review

Reviewers / Contributors

Version	Name	Role	Date
6.0	Brent Schwarz	Head of Health and Safety	May 2023