

ULSTER UNIVERSITY

ASBESTOS

MANAGEMENT PLAN

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1. INTRODUCTION

This document is the procedure for the Management of Asbestos within all Ulster University property.

Regulation 4 of The Control of Asbestos Regulations (Northern Ireland) 2012 sets out a legal duty to manage asbestos in non-domestic premises.

The Ulster University's Health and Safety Policy sets the framework within which this Asbestos Management Plan operates.

Both the policy and this plan are available on the University's web site.

Compliance with the Asbestos Management Plan is applicable to all University employees, contractors and sub-contractors, and all other persons involved with any works affecting the fabric of the premises of the Ulster University or any other buildings or areas for which the Ulster University is the Duty-holder.

2. BACKGROUND

2.1 Types of asbestos

Asbestos is a naturally occurring mineral. There are three main types of asbestos – chrysotile, amosite and crococolite, commonly known as 'white', 'brown' and 'blue' respectively. Asbestos has been extensively used because of its thermal insulation, fireproofing and other physical and chemical properties.

2.2 Hazards of asbestos dust

Asbestos only poses a risk to health if asbestos fibres are released into the air. Work with asbestos containing materials can release small fibres into the air, these fibres are often invisible to the naked eye. Breathing in these fibres can lead to asbestos-related diseases. These are mainly: scarring of the lung tissue (asbestosis), cancer of the chest and lung linings (mesothelioma), lung cancer and gastrointestinal cancer. The risk of lung cancer is increased in smokers. Medical evidence indicates that symptoms can appear in the region of 15-60 years following significant exposure.

2.3 Use of asbestos in buildings

The use of any asbestos containing material (ACM) in construction is now banned, but it is estimated that many thousands of tonnes were used in buildings in the past (particularly if a building was built or refurbished between 1950 and 1980). Much of this asbestos is still present, and is not always easily identified by appearance.

The most common uses of asbestos were:

- Sprayed asbestos & loose packing (e.g. fire breaks in ceilings)
- Lagging (e.g. thermal insulation for pipes & boilers)
- Insulating boards
- Ceiling tiles
- Asbestos ropes and cloth

3. LEGISLATION

Regulations:

The Control of Asbestos Regulations (Northern Ireland) 2012

Approved Codes of Practice (ACoP):

Managing and working with asbestos – L143 (Second Edition)

Guidance material and other useful information is available from the HSE(NI) Website:

<https://www.hseni.gov.uk/topic/asbestos>

4. RESPONSIBILITIES

4.1 Vice-Chancellor

On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University Health and Safety Policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University. The Vice-Chancellor will ensure that adequate resources are made available for the effective implementation of the University Health and Safety Policy.

4.2 Provosts

The Provosts have a general responsibility for health and safety matters relating to their campus and in relation to effective communication with students and staff. Physical Resources will inform the relevant Provost when the removal of asbestos is recommended, when a permit to carry out asbestos removal is issued and in the event of an accident or emergency involving the unplanned release of asbestos.

4.3 Director of Physical Resources

The Director of Physical Resources has overall responsibility for the Physical Resources Department which incorporates all aspects of the University's estate, and is responsible for the procedures and practices and overall strategic

management of asbestos containing materials (ACM's) within the building fabric, including this plan.

4.4 **Deputy Director of Physical Resources**

The Deputy Director of Physical Resources is responsible, on behalf of the Director of Physical Resources, for the operational and practical management of this Asbestos Management Plan.

4.5 **Head of Estates**

The Head of Estates is required to manage the day-to-day process of the Asbestos Management Plan. He/she is responsible for ensuring compliance with this Plan. The Head of Estates provides information and advice to staff, contractors, building managers and external consultants carrying out building work. All asbestos work MUST be routed through the Head of Estates before work is commenced on-site.

4.6 **Estates Managers**

The Estates Managers are responsible for the day-to-day activities of the Direct Works Unit (DWU), ensuring compliance with the Asbestos Management Plan. They are responsible for ensuring Risk Assessments and Method Statements have been completed as required for DWU activities and all identified controls are in place.

The Estates Managers are responsible for purchasing equipment (including PPE) as required.

They are responsible for ensuring all staff are trained and competent to carry out the tasks they are assigned, and that suitable supervision is in place.

4.7 **Head of Engineering Services, Project Managers, Estates Officers (EO), Maintenance Coordinators (MC), Engineers and Architectural Technicians**

These persons within Physical Resources Department have responsibility for undertaking a variety of operations, from minor and reactive maintenance through to significant building and refurbishment projects. These staff are involved in identifying work, preparing specifications, obtaining prices and raising purchase orders for work. They are the first to assess the work and should have full knowledge of all relevant procedures, including Managing Asbestos at Work. These staff will consult the Asbestos Management Plan and Building Asbestos Register as part of the assessment. Physical Resources personnel are responsible for ensuring the Asbestos Removal Contractor has notified HSENI of the intention to remove ACM's and to notify Head of Estates, Health & Safety Manager (Physical Resources) and the University Health and Safety Services. For those with direct supervisory roles of the DWU (MC's and EO's) they must assess the risks associated with the tasks they assign, implement identified controls and enforce the use of these control measures.

4.8 **Director of People & Culture**

The Director of Human Resources has responsibility for the overall management of health, safety and welfare in the University.

4.9 **Head of Health and Safety Services**

The Head of Health and Safety Services is responsible for advising Heads of School and Department and University Management on health issues related to exposure to ACM's; offering appropriate health surveillance to members of staff who are known or suspected to have been exposed to asbestos materials; counselling staff who have been exposed or who are concerned about possible exposure to asbestos materials; and reporting incidents under RIDDOR. They are also responsible for the review and monitoring of procedures established as part of the University Health and Safety Policy and the plans derived from the procedures, including the Asbestos Management Plan.

4.10 **Health & Safety Manager (Physical Resources)**

The H&S Manager is responsible for the development and maintenance of asbestos management policies in order to ensure that the University fulfils its duty to manage ACM's in accordance with statutory obligations.

He/she is responsible for the condition monitoring inspection programme for all ACM's on University property in accordance with the process outlined in this management plan, and for ensuring the maintenance of all inspection, sampling, monitoring and removal records relating to ACM's.

The H&S Manager is responsible for the implementation of control measures (e.g. labelling, encapsulation, etc.), and for the monitoring of removal and remedial works carried out by licensed contractors, to ensure statutory compliance.

The H&S Manager (in conjunction with other persons as appropriate) will conduct incident investigation and reporting relating to asbestos.

He/she will liaise with University Health and Safety Services, legal advisors, external agencies, asbestos removal contractors, consultants and analysts as required.

In addition, the H&S Manager will provide advice to Physical Resources Department on work with asbestos materials and provide or source asbestos awareness training for University Staff as necessary.

The H&S Manager will review the Asbestos Management Plan annually to ensure it remains current.

4.11 **Health and Safety Management Standing Committee**

The Committee will undertake to review the Health and Safety Policy (within which this Asbestos Management Plan operates) as often as necessary and at least every five years.

4.12 **Asbestos Consultant**

The Asbestos Consultant is a consultant appointed by the University.

4.13 **Asbestos Analyst**

The Asbestos Analyst is an analyst who undertakes the analysis of bulk samples taken for testing, and air testing when required. The Asbestos Consultant may also undertake the duties of the Asbestos Analyst when appropriate.

4.14 **Asbestos Removal Contractor**

The Asbestos Removal Contractor is a nominated, licensed contractor appointed by the University or a Principal Contractor (as applicable).

4.15 **All University Staff**

University staff must not carry out any work or employ external contractors to carry out any work that would result in disturbance to the fabric of the building without prior notification and consent from the Department of Physical Resources. Authorised Physical Resources Department Staff will consult the Building Asbestos Register prior to giving such consent, which must be in written form (Permit to Work or Works Order, as applicable).

5. **ASBESTOS REGISTER AND RISK ASSESSMENT**

5.1 **Asbestos Register**

The University maintains a register of known asbestos containing material's (ACM's) in each building it maintains and occupies.

The register lists in tabular form the type and location of ACM's.

The University have opted for an IT software based system (MICAD Asbestos Register) to hold asbestos information. This software is embedded within the University Space Management System, which contains both drawings and a space database.

The electronic database enables the information to be easily accessed and updated. The link to the space management system ensures that any changes to space referencing automatically update the location of the asbestos.

The electronic format also enables digital photographs to be linked to the relevant ACM Record.

5.2 **Risk Assessment**

Two algorithms have been used to access the level of risk association with each ACM. The **Material Assessment** is an assessment of the type and condition of each ACM and their ability to release fibres if disturbed. The **Priority Assessment** considers the likelihood of the ACM actually being disturbed and exposure of building users.

The University will prioritise areas for action according to the overall score generated by the risk assessment for each ACM. Each case will be reviewed to consider leaving in place and managing, encapsulating, removal, repair and monitoring. A programme for removal of ACM's, where necessary, will be developed. Re-inspections will be carried out in accordance with the recommendations contained in the asbestos survey and within legal guidelines.

5.3 **Electronic Version of the Register**

The Asbestos Register listing the known or presumed ACM's and their location is linked to the Real Property Database (as described above) and is stored on a dedicated server.

Health and Safety Services staff also have access to this information. The electronic version is maintained by the Health & Safety Manager (Physical Resources).

5.4 **Location of the Asbestos Register**

All Physical Resources Management Staff have on-line access to the Asbestos Register.

Copies of part or all of the register will be taken directly from the MICAD on-line system (to ensure they reflect the most up-to-date survey information) as and when required.

5.5 **Updating the Register**

It is the responsibility of any member of Physical Resources personnel to notify the Head of Estates and the H&S Manager (Physical Resources) upon the removal of any ACM and to pass on all relevant supporting documentation as set out in Section 6.

In respect of re-inspection to monitor the condition of the ACM's, the H&S Manager (Physical Resources) will be responsible for ensuring these are completed in a timely manner and the Register updated accordingly.

Original supporting documentation will be retained by the H&S Manager.

The Deputy Director will carry out random checking to ensure that the updated information is being correctly held in the Asbestos Register and will report any discrepancies to the Head of Estates and the H&S Manager, and/or the Director of Physical Resources.

6. **PROCEDURES FOR MANAGING ASBESTOS**

6.1 **General**

When removal is recommended it is the responsibility of the appropriate Physical Resources Senior Manager, or his/her nominee in conjunction with the H&S Manager (Physical Resources) to arrange to have the ACM's removed within the recommended timescale. (See section 6.2 for organisation of removal.)

The H&S Manager (Physical Resources) will be responsible for arranging the re-inspection of the estate and re-calculating the risk assessment algorithm value for any identified ACM, using current assessment parameters.

Re-inspection intervals will be established and prioritised by the H&S Manager using the risk assessment algorithms.

The H&S Manager will be responsible for updating the register and for ensuring that any remedial work identified by the inspection and assessment is actioned in a timely manner.

If, following re-inspection, the asbestos has deteriorated and needs removal then the Head of Estates and the H&S Manager (Physical Resources) shall deal with it as set out in Sections 6.1–6.3.

The Deputy Director of Physical Resources will liaise with the H&S Manager (Physical Resources) regularly to discuss any outstanding recommendations not actioned and any re-inspections, which are overdue. The Director of Physical Resources will take appropriate action to ensure that the programme is maintained.

All works with asbestos within the University will be identified as Licenced, Non-licenced or Notifiable Non-licensable Work in accordance with the requirements of L143 (Second Edition).

6.2 **Procedures for the removal of asbestos**

Should removal of ACM's be required, Physical Resources Personnel should complete the form at Appendix I and send this to the Head of Estates, who will action the work requested.

Specialist advice is available from the H&S Manager (Physical Resources) who in turn may obtain additional advice from consultants appointed by the University, as required.

Consultants will be used to provide a laboratory analysis for bulk samples, and undertake independent air-tests on-site when required.

For licensed removal work, the contractor is required to notify the appropriate enforcing authority at least 14 days in advance of the proposed work commencing.

A copy of this licence application should be held in the job/project file with a copy of UU Asbestos Permit to Work.

Any waivers or dispensations granted under emergency conditions must be granted in writing and a copy provided to the University Responsible Person prior to any work commencing.

For notifiable non-licensable removal work, the employer (contractor or University, as applicable) shall notify the appropriate enforcing authority before work commences

6.3 **Permit to Work - Contractors**

The University operates a Permit to Work System for any work on ACM's, or if there is a risk that ACM's may be disturbed during the course of any works. Specific personnel will be identified within the Physical Resources Department and trained and deemed competent before being authorised by the Director of Physical Resources as Permit Issuers (authorised personnel are identified on the permit and will be reviewed as required).

Permits to work will be issued for a specific period.

As a minimum, the Authorised Permit Issuer will ensure that before a permit is issued:

- Specialist contractor's method statements are received and reviewed
- Confirmation is received (if required) that the HSENI have been notified
- An appropriate risk assessment has been carried out
- All appropriate University procedures have been followed, including notification to the Head of Estates (Appendix I)
- Provosts (Section 4.2) and all affected parties have been informed via the 'Asbestos Works Form' (Appendix I)
- Emergency arrangements are documented and agreed to include:
 - Person working in enclosure requiring medical attention
 - Building evacuation (related or unrelated to the work)
 - Loss of containment or other uncontrolled asbestos-related incident

In each case more detailed information may be needed, dependent on the extent of works.

Contractors are required to report to the Physical Resources Department Office for the relevant campus during normal working hours to collect any necessary permits prior to commencing work. At this stage they should be reminded by the UU Responsible Person for their contract of the need to comply with the University's rules and procedures for ACM's. If there is any doubt about the Contractors understanding of arrangements, a permit should not be issued. (Proof of HSE Licence, HSENI Notification, Insurance and other appropriate documentation will be required to be produced before a permit can be issued).

6.4 **Refurbishment**

When a proposed refurbishment will entail demolition or exposure of parts of the structure or fabric that could not have been assessed by the existing Management Survey, the Physical Resources member of staff in control of the work must have a project-specific Refurbishment/Demolition Survey carried out, and must ensure that the recommendations and findings of that survey are made known to the contractor as part of the contract documents before the refurbishment takes place. This does not apply when it is the Principal Contractors responsibility to conduct the Refurbishment/Demolition Survey as part of their contract.

The details of any survey must also be passed to the H&S Manager (Physical Resources) for inclusion in the Building Asbestos Register.

Any ACM that is liable to be disturbed by a demolition or refurbishment project will be removed prior to disturbance (as per Section 6.2). The survey must be carried out by a competent consultant, in accordance with the HSE documents HSG264 and HSG248.

The H&S Manager (Physical Resources) will assist with organising a survey in liaison with the Physical Resources member of staff in charge of the contract (if this is not the direct responsibility of the Principal Contractor).

6.5 **Maintenance / Minor Improvements / Minor Works**

Before any activity is carried out which may or will affect the fabric of the building (even to a limited extent) it is the responsibility of the person who is raising the order to ensure that the Building Asbestos Register is consulted.

If an ACM is present, or it is suspected that a hidden ACM may be disturbed, the H&S Manager (PRD) or ACoP L142 (Second Edition) should be consulted to determine the correct course of action.

The work envisaged must be carried out so as not to expose the person undertaking the work to any risk. A written risk assessment must be completed by the person in control of the work. A permit must be issued by the Authorised Permit Issuer (who will follow the procedure set out in 6.3).

6.6 **Direct Works Unit (DWU)**

There will be a limited number of non-licensed tasks involving working with ACM's which will be undertaken by DWU personnel.

In accordance with legislation, the first consideration will be to avoid exposure completely. When this is unavoidable, a suitable and sufficient risk assessment will be completed (in writing) to assess how to prevent exposure so far as is reasonably practical. The risk assessment must properly consider the scope of the proposed work and detail work methods which will adequately control any risks.

Each task will follow a strict Method Statement (or plan of work), based on the generic principles outlined in the HSE Guidance 'Asbestos Essentials – Task Manual', and will detail appropriate Personal & Respiratory Protective Equipment (PPE & RPE), tools, equipment and fibre control procedures (e.g. damping material, use of wet rags for cleaning, etc.). Emergency procedures are also detailed in this document.

The method statement must be attached to the Job Card and a copy saved on the Physical Resources Shared Drive for review by the H&S Manager.

The information provided in the Risk Assessment and Method Statement (Plan of Work) must be adequately communicated in a comprehensible way to the persons undertaking the task.

The MC (or EO) in charge of the task is responsible for notifying the work to the relevant enforcing authority and ensuring all employees follow the Method Statement.

In addition, generic risk assessments have been undertaken for work routinely carried out by University staff and this will include one for working in areas where ACM's are present (or suspected). If this Risk Assessment does not sufficiently identify the risks associated with a particular task, the competent person must complete (in writing) a separate risk assessment which must be attached to the Job Card, and a copy forwarded to the H&S Manager.

Work permits will not normally be issued for work carried out by the DWU, who will use the existing Works Order System.

Checking the asbestos register, detailing the method statement and reviewing the generic risk assessment for suitability, will be the responsibility of the Maintenance Co-ordinators (or other competent person who has authorised the Works Order).

If there is any doubt about the information contained on the Job Card (and associated Risk Assessment / Method Statement, etc.), or the undertaking of the work, then the work should not commence and should be queried in the first instance with the Maintenance Coordinator in charge, who will refer the matter to the Estates Manager and the H&S Manager (Physical Resources) for advice.

If the work requires the removal of small quantities of ACM's, then it must be assessed to ensure it is within the legal remit of DWU staff to undertake. If this is the case, the work will proceed as per the process detailed in 6.6. If specialist licensed contractors are required to undertake the work, then the removal process is as provided in paragraphs 6.1 and 6.2.

6.7 **Air Testing & Site Clearance Certification (for Licensable Work)**

The contractor is responsible for implementing procedures to clean work areas (including transit and waste routes), plant & equipment and hygiene facilities in accordance with statutory requirements.

At the commencement of the removal contract, the University will engage an competent organisation (as per HSENI listing) to carry out air testing and site clearance certification for reoccupation.

The scope of the clearance will be agreed in advance between representatives of the university, the licensed removal contractor and the analyst.

Following the removal operation, the analyst will perform a four stage site clearance process (as laid out in the L143 (Second Edition) - Work with materials containing asbestos and HSG248 Asbestos: The analysts' guide for sampling, analysis and clearance procedures).

The clearance certification should be provided directly to the university representative.

Any area which has undergone removal work must remain sealed until the University is in possession of a Clearance Certificate.

6.8 **Disposal of Asbestos Waste**

All waste generated by DWU staff (including disposable PPE/RPE and any rags, etc. used during work with ACM's) must be double bagged in heavy duty polythene bags and labelled with an approved Asbestos Warning Label (available from Maintenance Coordinators). Bagged material should be placed in a secure location agreed by the person who authorised the Works Order. Details of the quantity and location of the material should be listed on the Works Order by the person(s) carrying out the work at the end of the task.

The Maintenance Coordinator will then be responsible for arranging for the collection of the material by a licensed waste contractor in accordance with the legal obligations and PRD's waste disposal requirements.

Arrangements for the removal of material generated by a contractor will be contained in the contract documents prior to the commencement of any contract involving working with ACM's.

Where the contractor takes on this responsibility, copies of all appropriate documentation will be forwarded to the University's contact person in order that the University meets its legal obligations with regard to the disposal of ACM's. The appropriate documentation required from the contractor is set out in the PRD's waste disposal requirements.

6.9 **Use of consultants/analytical laboratories/contractors**

The University will employ specialist contractors/consultants for the provision of specialist advice and/or removal arrangements in relation to ACM's as necessary. In addition to the University's standard terms of employment within Physical Resources, the following apply to such contracts:

6.9.1 **Consultants**

Only consultants who have appropriate accreditation can be employed. The following details must be supplied to and approved by the University:

- Public Liability, Employer's Liability and PI cover;
- Training records and qualifications of staff to be employed on the contract;
- References from organisations who have used their services;
- Details of any legal action taken against them by the Health and Safety Executive (or any enforcing authority);
- Health and Safety Policy

6.9.2 **Analytical Laboratories**

Any laboratory must be accredited by UKAS and to ISO 17025 for air sampling fibres in the air.

For bulk sampling analysis laboratories should be able to provide proof of accreditation by UKAS for the testing of bulk samples.

6.9.3 **Contractors**

Contractors must be members of the Asbestos Removal Contractors Association (ARCA) or Asbestos Control and Abatement Division of the Thermal Insulation Contractors Association (TICA) and must provide a copy of their HSENI Asbestos Licence, along with:

- Details of their Public Liability and Employer's Liability cover;
- Training records of their employees;
- References from recently completed contracts;
- Details of any action taken against them by the Health and Safety Executive (or any enforcing authority)
- Health and Safety Policy.

6.10 **Labelling of ACM's**

The University will label ACM's, where they are known to exist, in non-public areas, e.g. plant rooms and switch rooms. A sample of the standard Asbestos 'Hazard Warning' label is attached (Appendix II).

The absence of any labels indicating asbestos is present is not conclusive proof that none exists, and if there is any doubt about the type of material, a specialist analysis should be undertaken or arranged by the specialist contractor or consultant, instructed by the Head of Estates or the H&S Manager (Physical Resources).

Public access areas of the university will not be included in the ACM labelling programme.

6.11 **Structural Alterations**

All staff have been instructed not to carry out any work that will disturb the fabric of the building. This instruction remains in place, with the exception of DWU staff. A global e-mail reminder will be issued to this effect by the Head of Health Safety Services on an annual basis to all University staff.

6.12 **Personal protective equipment (PPE) and respiratory protective equipment (RPE)**

In certain routine maintenance tasks the wearing of PPE and RPE is required. Examples are:

- Tasks in which a risk assessment had identified the need for PPE and/or RPE.
- If a visual inspection of an area is required in order to establish if any ACM's are concealed (e.g. ducts).

In these cases the University will supply suitable PPE/RPE to its employees and ensure it is used and maintained correctly in accordance with the Personal Protective Equipment and Asbestos Regulations.

Contractors will be responsible for ensuring workers under their control are suitably equipped and working within University and Regulatory requirements.

The university will make arrangements for cleaning, maintenance, storage and disposal of PPE belonging to its employees in accordance with the regulations.

7. INFORMATION, INSTRUCTION & TRAINING

7.1 Training

7.1.1 General

Adequate training will be provided for those involved in the operation of the Asbestos Management Plan. The Head of Estates in conjunction with the Deputy Director of Physical Resources and the H&S Manager (Physical Resources) are responsible for identifying, monitoring and co-coordinating the Physical Resources training.

The University will not provide training to contractors (training will be deemed to have been carried out by the selection of competent contractors). However, University staff responsible for contractors will ensure they are fully conversant with the University Asbestos Management Plan, appropriate procedures and the location of ACM's associated with the work they are to undertake.

7.1.2 Physical Resources Department

All relevant Physical Resources staff and craft staff will be trained to ensure a thorough knowledge of:

- The properties of asbestos and associated health effects
- What ACM's are and where they are likely to be found – both generally and specifically within University property (this includes basic awareness training on the information contained in the Building Asbestos Register);
- How to ensure that work is not undertaken on any material without knowing if it contains asbestos;
- The procedures to follow before any work is commenced where asbestos material could be disturbed;
- Legislation and university asbestos procedures, including what work can or cannot be done on ACM's by University staff;
- Safe working methods for working on ACM's;
- Air monitoring, control limits, etc.;
- Emergency procedures for the discovery of damaged materials or an uncontrolled release of asbestos fibres

Supervisory Staff will be provided with additional training to allow them to:

- Undertake risk assessments;
- Establish safe systems of work;
- Produce method statements to document the safe systems of work;
- Access the Building Asbestos Register and extract pertinent information regarding the location of ACM's in relation to any given task
- Supervise all aspects of work, including people's health & safety
- Deal with situations resulting in contingency or emergency arrangements

All staff who manage Asbestos Removal Contractors will be trained in how to manage such contractors. This includes (but is not limited to) information which must be provided to the contractors, review of submitted Risk Assessments and Method Statements, and supervision of the work being undertaken.

Craft staff will be trained in the selection, use and maintenance of appropriate PPE (personal protective equipment) and RPE (respiratory protective equipment).

Refresher training for all relevant PRD staff will be given at regular intervals as per statutory requirements.

7.1.3 **Contractors / Consultants**

Contractors and Consultants will be required to familiarise themselves with the Asbestos Management Plan.

7.1.4 **University Employees**

Staff are to be provided with general information, by Health and Safety Services, appropriate to their job function or location, as required.

7.1.5 **Students**

Health and Safety Services will ensure that general information regarding asbestos containing materials is made available to students through appropriate channels, as required.

7.2 **Providing information**

7.2.1 **Internal – Physical Resources Department**

PRD employees undertaking work on or near ACM's will be provided with a risk assessment and method statement for the work, which will include the air monitoring strategy (if applicable).

Air monitoring results and clearance certificates will be made available to relevant employees on request.

All employees will have the right to access their own health records and training records.

Personal RPE face-fit certificates will be issued to each employee.

7.2.2 **Internal – University Employees**

The University, in attempting to follow guidance from the Health & Safety Executive, aims to have an open and responsive culture where employees are not afraid of asbestos and understand how it is being managed within the organisation.

It is acknowledged that some employees may wish to be provided with information regarding the presence of asbestos containing materials (ACM's) in rooms which they occupy or frequent.

If an individual is requesting information for themselves regarding an individual room, or a small number of rooms, they can submit the request directly to the H&S Manager (Physical Resources) either in person, via e-mail or by using the internal telephone network.

The H&S Manager will access the Asbestos Register and provide the employee with a summary of the information in an appropriate form and with appropriate guidance. If possible this information will be provided within 14 days of the request and if this is not possible the employee will be advised of the delay.

If an employee is requesting information on a large number of rooms, or on behalf of colleagues, they should address their request to their Head of Department, or Head of School (as appropriate).

The Head of Department / School in turn will request (in writing) from the H&S Manager (Physical Resources) information regarding the presence of ACM's in the particular location(s).

The H&S Manager will then reply as above.

If an employee requires the request for information on the presence of ACM's in a given location to remain confidential, they can approach the Health & Safety Services Section who can provide the relevant information.

7.2.3 **External – Contractors / Consultants**

All contractors and consultants employed by the University are required to confirm agreement to the University's Contractors Health & Safety Guidelines. These rules ensure that the University advises the contractor as to details of known or suspected asbestos as described in the Asbestos Register, and that the Asbestos Register and Management Plan be consulted before any work starts. The Management Plan also explains what to do if asbestos is encountered unexpectedly.

The preliminary section of tender/contract document highlights how asbestos is to be managed during works. The University's Asbestos Management Plan will be included as an appendix to the documentation.

The asbestos survey for the area of works will form part of the tender document to ensure that each tenderer/contractor is aware of the location of known asbestos within the building.

Any Physical Resources personnel in control of work are responsible for ensuring that contractors, consultants and/or staff have all the relevant information and are aware of requirements before any job is started.

Physical Resources personnel will ensure preparation of the Health and Safety Plan if CDM regulations apply, and will ensure that the requirements of the Asbestos Management Plan are incorporated into the Health and Safety Plan.

8. MONITORING AND REVIEW OF THE ASBESTOS MANAGEMENT PLAN

The Asbestos Management Plan will be monitored on a regular basis by the Head of Engineering Services.

The following items may be considered during such monitoring:

- The level of information provided in the asbestos register and how it is being updated;
- The condition of ACM's left in situ and the adequacy and frequency of re-inspections and compliance with the recommendations of the asbestos register;
- The provision of information to those who need it;
- The effectiveness of the procedures for the removal of asbestos;
- Progress on labelling ACM's;
- Communication with and training of Project Managers, Estates Officer, trades staff and contractors;
- Effectiveness of training and awareness for all staff;
- Recording of incidents and accidents and lessons learned;
- Use of PPE and issues relating thereto.

This management plan and future revisions will be subject to the same consultation process as used for procedures for inclusion in the Health and Safety Manual.

The Asbestos Management Plan and the associated arrangements to deal with accidents/incidents and emergencies involving ACM's will be included in the Risk Register for the Physical Resources Department. As such this risk will be reviewed as part of the normal risk management process.

9. ARRANGEMENTS TO DEAL WITH ACCIDENTS, INCIDENTS AND EMERGENCIES

In the event of an unplanned release of asbestos, encountering material suspected to be asbestos or damaged asbestos material, the following steps will be taken to mitigate the effects of the event:

- 9.1 Staff, contractors and consultants are required to stop all activities, vacate the area immediately and secure the area to prevent further access. The University staff member in charge of the work (or appropriate nominee) must be informed immediately and take initial control of the scene.
- 9.2 The person in control of the work should consult with the Head of Estates, the Health & Safety Manager (Physical Resources), and/or the Deputy Director of Physical Resources and the Head of Health and Safety Services and take action as instructed.
If a full building evacuation is required (as advised by one of the above people or their designate), this should be initiated by contacting campus security, informing them of the situation and requesting the fire evacuation alarm be sounded for the relevant area.
- 9.3 As soon as practicable a Physical Resources Senior Manager must inform the relevant Provost of the incident.
- 9.4 If the clean-up operation is to be performed by University staff, a competent person must provide a risk assessment and method statement establishing control of the scene and detailing the work to be carried out (as per 6.6 – 6.7).
If contractors are to perform the task, a risk assessment and method statement must be submitted to the University prior to work commencing, and this information must be reviewed and agreed by a competent person (as per 6.3).
- 9.5 Staff or Contractors entering the area will wear appropriate respiratory protective equipment and protective clothing.
- 9.6 The area will be cleaned of dust and fibres in accordance with HSE guidance.
- 9.7 Suspect material will be bulk sampled and tested for asbestos.
- 9.8 Clothing and tools used during the clean up, and clothes worn by those personnel exposed by the event will be double-bagged in approved asbestos waste bags and tagged accordingly, pending the outcome of the test sample.
- 9.9 If the results of the analysis of the bulk sample are negative for asbestos, then clothing may be returned to its owner and steps 10-15 omitted.

- 9.10 Personnel exposed to asbestos by the event and during the clean-up will carry out appropriate personal decontamination, and dispose of any contaminated cleaning materials in accordance with step 8.
- 9.11 The person in control of the work should compile a list of anyone who has been exposed to asbestos during the incident, commence an investigation into the circumstances of the incident (assisted by appropriate personnel) and record what action has been taken (or needs to be taken in the long term). This information should be submitted to the Head of Health and Safety Services and the Health & Safety Manager (Physical Resources) at the earliest opportunity.
- 9.12 An air test of the area will be undertaken to ensure there are no airborne fibres present.
- 9.13 Reoccupation of the area will not be allowed until the reported airborne fibre concentration is ≤ 0.01 asbestos fibres/ml.
- 9.14 A record of exposure will be kept in the Health Record for the individual held by Health & Safety Services Section.
In the case of a contractor (or other person not directly employed by the University) a case incident file will be held by the Health & Safety Services Section, containing the names of persons who may have been exposed during the incident. Personal files will not be established for non-university employees following any incident.
A copy of the record must be given to the individual with instructions that it should be kept indefinitely.
- 9.15 Medical surveillance (and counselling if necessary) will be offered to exposed staff if appropriate.
- 9.16 A root cause analysis will be carried out by the Head of Estates in conjunction with the H&S Manager (Physical Resources) to establish why the event occurred. Any preventative actions arising from this investigation will be reviewed by Senior Physical Resources Management and implemented as appropriate.
- 9.17 The Asbestos Management Plan will be reviewed and revised as appropriate to prevent further similar incidents.

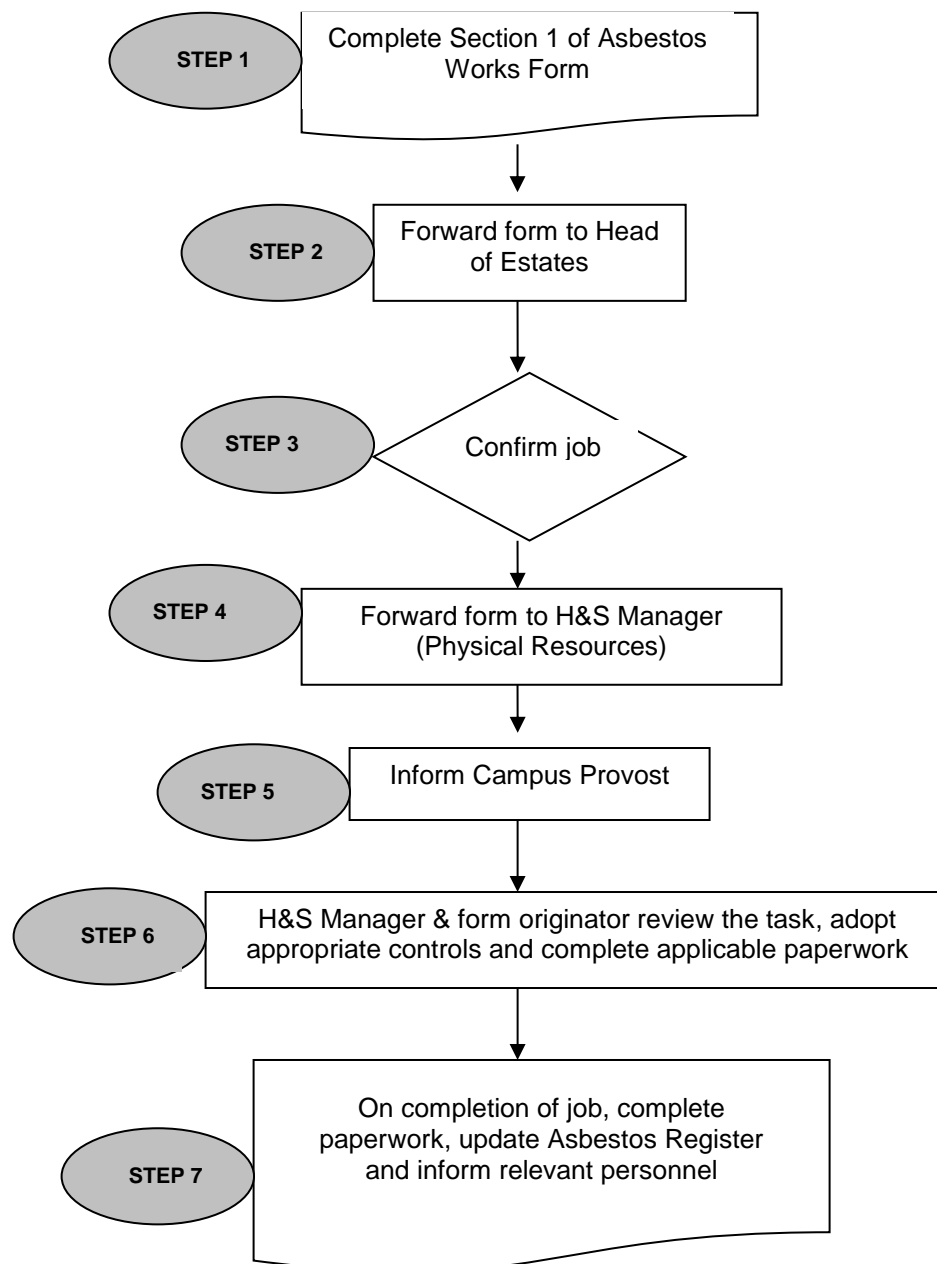
The unplanned event will be notified to HSENI by Health & Safety Services under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as applicable.

In the case of fire, the asbestos register will be made available to the emergency services as required.

APPENDIX I

Asbestos Works Form

Information for the completion of the Ulster University Asbestos Works Form:



Details of the above flowchart:

STEP 1:

Physical Resources personnel identify a job which will require the removal of asbestos containing materials and complete the Section 1 of the form contained in this appendix.

(In the case of a minor non-licensable removal task (such as a few vinyl floor tiles) this form is not required provided the appropriate risk assessment and departmental paperwork are completed prior to the commencement of the task).

STEP 2:

The initiator (Physical Resources Personnel) forwards the form (with Section 1 completed) to the relevant Head of Estates (appropriate to the campus on which the work is to be carried out).

STEP 3:

The Head of Estates reviews the request and verifies that funding and resources are available to complete the task.

STEP 4:

The Head of Estates forwards the form to the Health & Safety Manager (Physical Resources)

STEP 5:

The H&S Manager informs the relevant Campus Provost and Health & Safety Services (via a copy of the form contained in this Appendix or by e-mail).

STEP 6:

The H&S Manager in conjunction with the originator (and other specialist personnel as required) complete Section 2 together with relevant risk assessments, method statements, work permits and other departmental paperwork as applicable.

If the work is to be carried out by a Licensed Contractor, copies of all relevant paperwork should be attached to the form and remain with the original copy in the Asbestos File for future reference.

STEP 7:

On completion of the work, the originator informs the H&S Manager, who in turn completes Section 3 on receipt of the relevant paperwork.

The H&S Manager is then responsible for updating the Asbestos Register and informing relevant personnel that the work is complete.

**Section
1**

Asbestos Works Form			
Campus & Building:			
Specific Location:			
Proposed Work / Nature of Inspection:			
Start Date:		Project Length:	
Print Name:		Sign & Date:	
Safe to occupy prior to works:	YES/NO		
Head of Estates to forward to H&S Manager			
Signed:		Date:	

**Section
2**

Notification from H&S Manager (Physical Resources)					
Precautions Required/Results of Inspection:					
Remaining Asbestos Materials:					
Permit Issued (No.):		Signed:		Date:	
Clearance Certificate Obtained and Attached:		Signed		Date	
Update Register		Signed:		Date:	

**Section
3**

CIRCULATION:

- 1) Originator
- 2) Head of Estates (relevant campus only)
- 3) Head of Health & Safety Services
- 4) Campus Provost
- 5) H&S Manager (Physical Resources) – to hold on file with applicable paperwork (Original Form)
- 6) Project File (if applicable)

LABELLING OF ASBESTOS

Hazard Warning Sign:

The following sign (in accordance with the Control of Asbestos at Work Regulations and applicable carriage, packaging and labelling regulations) will be used to identify:

- The known location of asbestos in non-public areas under the control of Physical Resources
- Any equipment or tools specifically associated with minor works carried out by university staff which may be contaminated with asbestos fibres
- Asbestos waste generated by the University (which will be double-bagged in red plastic 'asbestos waste' bags)

