Organisational Arrangements for the Management of Asbestos

Health and Safety Service
Introduction
These Organisational Arrangements for the Management of Asbestos form part of the College’s Health and Safety Policy. They outline how the College seeks to comply with the requirements of the Control of Asbestos Regulations 2012.

Asbestos has long been identified as being able to causing significant ill-health which can be fatal. It has been used, mostly in construction, until its ban in 1985 (Blue and brown asbestos) and 1999 (White asbestos). However, it is still present in a number of premises and requires appropriate management.

Duty Holder
The College as employer has the primary duty to manage asbestos. Where the College occupies or shares occupation with another organisation, the duty to manage is established, where necessary, in the leasehold or tenancy agreements. In general, the duty to manage asbestos in College premises is devolved to the Facilities and Estates Services.

Facilities and Estates Services shall:
- Appoint suitably competent persons to undertake suitable and sufficient risk assessments as to whether or not asbestos is present in its premises and to undertake appropriate surveys.
- Appoint suitably competent persons to develop an asbestos management plan
- Act upon the requirements of the asbestos management plan and communicate to relevant parties, such as maintenance and external contractors, the relevant parts of the management plan
- Arrange for the provision of information, instruction, training and supervision of College employees who may, during the course of their normal work, be potentially exposed to asbestos fibres
- Require third parties to assist in the management of asbestos on its premises, normally through the Permit to Work System or other management system to be agreed at the time the work.

Employees shall:
- Refrain from interfering with the building structure of any College building or building leased or otherwise provided by the College. Requests for such work MUST be submitted through the Estates Helpdesk system so that, if necessary, the asbestos register can be consulted and the asbestos management plan can be implemented.
- Refrain from employing any external contractor to undertake work on the College building structure without prior approval of the Facilities and Estates Services Team responsible. This includes such things as the fitting of shelves to walls, the pulling of IT and other cables through structural and partition walls, floors and ceilings.
- Refrain from bringing any asbestos or asbestos containing material onto College premises for any reason.
- Inform the Maintenance Helpdesk if they suspect that any damage has been caused to part of the building structure they suspect may contain asbestos.
The Health and Safety Service shall:
- From time to time audit these arrangements for the management of asbestos and the College’s asbestos management plan.