

Introduction

The University of Glasgow, as a responsible employer, recognises the risks associated with asbestos and aims to protect employees and others from being exposed to asbestos, so far as is reasonably practicable, either by elimination of asbestos from buildings, or by minimising exposure through the use of suitable and sufficient control measures and work methods, supported by appropriate training of employees. The University undertakes to allocate suitable resources for the implementation of these duties. These measures will form the basis of the University's Asbestos Management Plan.

This Policy should be read in conjunction with the Safety & Environmental Protection Service Guidance Note on Asbestos <http://www.gla.ac.uk/services/seps/az/asbestos/>

Responsibilities

Principal

The Principal has overall strategic responsibility for the management of health, safety and wellbeing within the University of Glasgow, including, so far as is reasonably practicable, the allocation of suitable resources by which to achieve this.

Chief Operating Officer

The Chief Operating Officer, as Director of University Services, has oversight of the University's support services, including the Estate as well as the Health, Safety & Wellbeing agenda. Responsibilities include:

1. appointing suitable competent persons to direct these activities
2. ensuring that matters requiring consideration by Court or the Senior Management Group are brought to their attention as necessary through the most appropriate mechanism, in order that decisions concerning resources and strategic priority may be made.

Operational responsibilities for the management of asbestos, detailed below, sit primarily, but not exclusively, with the Director of Estates & Commercial Services, in their capacity as the strategic manager of the University's estate and all the maintenance and repair of the buildings within the estate. Responsibility for the provision of competent advice and guidance on the statutory duties of the University in relation to asbestos within the University's estate lies with the Asbestos Manager, whilst that in relation to wider asbestos management, and on University policy, falls under the remit of the Director of Health, Safety & Wellbeing.

Director of Estates & Commercial Services:

1. Bringing to the attention of the Senior Management Group, 'Court' or other suitable Court Committee the resource requirement associated with implementing the Asbestos Management Plan.
2. Fulfilling the role of Duty Holder, in relation to the University's estate, and appointing other competent person(s) as necessary to coordinate and ensure appropriate management of asbestos across the range of relevant activities, including purchasing, lease and sale of property, installation, decommissioning and disposal of plant and equipment under their control.
3. Ensuring that any work classed as Licensed Asbestos Work under the Control of Asbestos Regulations 2012 is only conducted by an HSE-licensed Asbestos Removal Contractor.

4. Ensuring that all non-licensed work with Asbestos Containing Materials is also conducted only by an HSE- licensed Asbestos Removal Contractor, in line with Estates & Commercial Services guidance.
5. Putting in place procedures to ensure that any waiver request in relation to 14-day notifiable works is submitted via the Asbestos Manager.
6. Put in place suitable systems to ensure the gathering of accurate information on the asbestos content of buildings, including type, location and risk assessment, through appropriate surveys.
7. Ensure arrangements are in place for the collation of all the pertinent information arising from asbestos surveys into an asbestos register that is accessible to those who plan or initiate maintenance and repair of the estate, maintaining, reviewing and updating the information as necessary.
8. Putting in place the necessary arrangements and procedures to ensure that any changes to, or removal of asbestos, within the fabric of the estate, is notified to the Asbestos Manager, in their role as custodian of the Asbestos Register.
9. Ensure that the Asbestos Register can be made accessible to those agencies who may require to disturb the fabric of a University of Glasgow building in the event of an emergency –such as the Fire and Rescue Services.
10. Develop and oversee the delivery of an Asbestos Management Plan that details the proposed measures for ensuring the safe condition of asbestos within the estate, through removal, encapsulation or other remedial measures, and the continued monitoring of this condition over time.
11. Ongoing management through the development and implementation of suitable protocols to ensure that disturbance of asbestos is minimised, remedial action is taken timeously and carried out by only such persons as are competent to do so.
12. Ensuring buyers of property from the University of Glasgow are made aware of the nature and location of any asbestos present in the buildings being purchased.
13. Ensuring tenants of University of Glasgow property are made aware of the requirement to notify the Director of Estates & Commercial Services of any planned work which might disturb the fabric of the building or of accidental disturbance to the fabric of the building.

Director of Health, Safety & Wellbeing:

1. Provision of competent advice on the statutory aspects of the management of asbestos.
2. Provision of competent advice on the statutory environmental aspects of the disposal of asbestos-containing materials and equipment.
3. Management of a suitable incident reporting system to enable reporting of incidents involving the unintentional release of asbestos fibres.
4. Advice on and sourcing of appropriate training for relevant employees as required.
5. Provision of competent Occupational Health support and advice in relation to the health aspects associated with asbestos exposure.

Asbestos Manager

1. Overseeing of asbestos management statutory compliance in the University built environment to ensure safety across the University estate and technical support to the Directors of Estates & Commercial Services and Health, Safety & Wellbeing on these matters, as required.
2. Custodianship, management and maintenance of the University Asbestos Register.
3. Project Management of asbestos framework contracts within the built environment
4. Support and advice to the Directors of Estates & Commercial Services and Health, Safety & Wellbeing on the provision of appropriate asbestos-related information, instruction and training for all staff, and provision of training as appropriate.

Heads of College/ University Services

1. Ensuring, through their College Management Groups and Health & Safety Committees, that areas under their control have in place the necessary local arrangements to protect employees and others working in or visiting the University from exposure to Asbestos.

Heads of School/ Directors of Research Institutes/ Heads of Service

1. Identify, with assistance and guidance from Estates & Commercial Services, as appropriate, all plant/ equipment under their control containing asbestos components, and maintain a register of all these asbestos-containing materials which records, as a minimum, their location, condition, maintenance and disposal.
2. Ensure asbestos-containing plant/ equipment is maintained in good repair, that repairs are only carried out by competent persons and that disposal of damaged or surplus plant/ equipment is through a waste stream suitable for the disposal of the asbestos component(s), as advised by the Asbestos Manager (Asbestos Manager within Estates & Commercial Services).
3. Comply with the University of Glasgow Financial Regulations (5.11) requiring that ***'All repairs and renewals of University property should be carried out by, or under the supervision of Estates and Commercial Services'. All building contracts are therefore the responsibility of Estates and Commercial Services'***. All such works must be progressed through the Estates & Commercial Services Helpdesk.
<http://www.gla.ac.uk/services/financialregulations/section5expenditure/#5.11>
4. Ensuring that all damage to or removal of asbestos- containing materials within their area of responsibility is notified to the Asbestos Manager to enable the updating of the Asbestos Register.
5. Implement suitable arrangements to ensure that all staff notify Estates & Commercial Services of any activity that requires disturbance to the fabric of the building (or has resulted in accidental disturbance), in order that the Asbestos Register may be consulted for information on the presence of any asbestos, and any necessary precautions adopted to both minimise the release of fibres and also prevent any persons being exposed to asbestos fibres.
6. Ensure that, in situations where the School or Research Institute is a tenant in buildings belonging to another body, that employees located there are aware of the Landlord's requirements in respect of the Management of Asbestos and know who to contact under circumstances where the building fabric requires to be disturbed or is accidentally disturbed.
7. Ensure that employees are aware of the need to ensure that all known potential exposures to asbestos should be reported through the accident reporting system.
8. Ensure that all staff receive appropriate information and training in relation to asbestos as befits the nature of their role – for instance, in the case of Building Superintendents, Security Personnel and Cleaning Supervisors, and others who may well be the first on site after damage to the fabric of a building has occurred, this would include formal asbestos awareness training, with regular refresher training.

The Principal has overall accountability for health, safety and wellbeing within the University of Glasgow. The members of the Principal's Senior Management Group have the responsibility for operational implementation of this policy and associated procedures throughout the Colleges and University Services. The Chief Operating Officer has devolved responsibility to oversee this process through the Director of Health, Safety & Wellbeing and the Director of Estates & Commercial Services. The review of these documents will be through the Health & Safety Committee and as such will be monitored and overseen by the Convenor of this committee.

Signature:



**Convenor of Health, Safety & Wellbeing
Committee**

Review Date: October 2019

