

Royal Northern College of Music

Asbestos Policy

Policy & Procedure

Department: Operations

Document owner: Deputy
Principal (Operations)

Approval Committee: Executive
Committee

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RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

1. **PURPOSE**

The aim of this policy is to prevent or minimise the risk from asbestos to the public, staff and students, so far as is reasonably practicable by effectively managing and controlling work where asbestos materials are or maybe present, in accordance with Approved Codes of Practice and Guidance.

2. **SCOPE**

Asbestos is a generic term for naturally occurring fibrous silicates. The fibres are hazardous because they cause lung diseases; the most important of which is mesothelioma, which is an aggressive cancer of the pleural membrane surrounding the lungs and lining the thoracic cavity, surrounding the heart (pericardium), and lining the body cavity (peritoneum).

The fibres were incorporated into a wide range of products designed to exploit the unique properties of the fibres. The presence of these asbestos-containing materials (ACMs) is not in itself dangerous unless they are disturbed or damaged. Anyone who becomes exposed to and inhales the respirable fibres released from ACMs is therefore at risk of developing the related lung diseases. Symptoms are not immediately apparent; there being a latency period between first exposure and the manifestation of symptoms.

A comprehensive set of regulations and supporting legislation imposes control over every aspect of work with asbestos and includes a specific duty to manage asbestos in non-domestic premises such as the College.

3. **POLICY STATEMENT**

The College will have in place: -

- Asbestos surveys that identify and assess sources of risk from asbestos.
- An Asbestos Register that is accessible to all in-house and out-sourced staff who may be brought into contact with asbestos as part of their work activities.
- A Management Plan that puts in place control measures that take account of the risk assessment and prevents or minimises the risk from exposure to asbestos.
- Safe Working Practices in compliance of the Policy.
- A nominated Responsible Person to oversee and implement the Policy and Management Plan.
- Monitoring and recording procedures to ensure that the measures put in place are adequate and effective.
- Regular training of all relevant personnel to ensure they have a level of knowledge and competence commensurate with their involvement in the control procedures.
- Review the risk assessments annually or if any significant changes occur to the system.
- Review the Policy annually and earlier if any legislation has been introduced or amended.

4. **DEFINITIONS**

ACMs – asbestos containing materials

RIDDOR – Reporting of Injuries Diseases and Dangerous Occurrence's Regulations

5. **RESPONSIBILITIES**

5.1 **Duty Holder-** Deputy Principal (Operations):

The legal responsibility for the management of asbestos in the RNCM is the employer; this duty shall be undertaken by the Executive Director hereafter called the Duty Holder.

The Duty Holder shall appoint the Health and Safety Advisor to act as the Duty Holder's Representative for the control of asbestos and to discharge the duties as follows:-

5.2 Duty Holder's Representative

The responsibilities of the Duty Holder's Representative are:

- To represent the Duty Holder and assume responsibility for formally issuing reports to the Duty Holder on the control and management of asbestos as required.
- To ensure that asbestos is controlled and managed in accordance with the Control of Asbestos at Work and that the requirements of this procedure document are resourced and adhered to.
- To formally appoint the Responsible Person (Head of Operations), the Deputy Responsible Person (Environment and Operations Manager) and the Senior Engineer who will form the Asbestos Team.
- Confirmation that asbestos surveys are up to date and all recommendations have been actioned or have been scheduled to be actioned within a defined timeframe.
- To monitor that the Responsible Person, undertakes his/her duties.
- In the event of an asbestos related incident, to direct and authorise the Responsible Person to initiate an investigation and to direct the Responsible Person on any actions that may need to be taken.

5.3 Responsible Person

The responsibilities of the Responsible Person are:-

- To assume the day to day responsibility for the control and management of asbestos in the College Building.
- To be the initial point of contact for the Health and Safety Executive (HSE) in the event of an enquiry, referring the matter to the Duty Holder's Representative.
- To monitor the effectiveness of this procedure document – to make timely recommendations for improvement as and when necessary.
- Maintain the asbestos register for the building where the College is the duty holder, and keep records up to date.
- Implement a pro-active Management Plan for the management of asbestos materials including prioritising, action for removal / encapsulation and re-inspection as determined by the survey.
- To ensure that Asbestos surveys are undertaken by a consultant and to arrange for additional asbestos surveys to be carried out when there is a possibility asbestos may be present or during major refurbishment works.
- To ensure that any recommendation(s) identified in the asbestos survey are carried out within the recommended timescale(s).
- To appoint (as per HS-028 Selection and Management of Contractors) and monitor the effectiveness of the asbestos consultants so as to ensure that they are providing the service in accordance with their terms of reference.
- Instruct, direct and liaise with the College's appointed asbestos surveyors, analysts and removal contractors.
- To receive/analyse reports/worksheets from contractors, consultants, external bodies - where appropriate to issue instructions for survey.
- To identify training needs and ensure that training is provided as required.
- To ensure that all Personnel who undertake any work for the College are suitably trained, enabling them to be technically competent and safe.
- To provide an annual written report to the Duty Holder's Representative.

5.4 Deputy Responsible Person

- When the Responsible Person is absent from the College, Estates Systems Coordinator shall act as the Deputy Responsible Person and shall assume the Responsible Person's duties.
- The Deputy Responsible Person's duties shall be the same as the Responsible Person.

5.5 Estates Senior Engineer/Environment and Operations Manager

- Liaise with the Responsible Person to ensure that any work that may disturb or damage a material containing asbestos is avoided.
- Ensuring that any work that may disturb or damage a material containing asbestos is avoided.

5.6 Estates Services Team – Maintenance

- Ensuring that any work that may disturb or damage a material containing asbestos is avoided.
- Halting work and seeking advice from the Responsible Person if suspected asbestos material is discovered during the course of the works.
- Adherence to the College's asbestos management policy.
- Reporting immediately to the Responsible Person any materials suspected to contain asbestos where the materials have been disturbed or damaged, or where works are likely to be undertaken that may affect such materials.

5.7 Asbestos Consultants/Analysts are responsible for:

- providing advice and support to the Responsible Person.
- maintaining UKAS, or equivalent, accreditation relevant to instructed tasks.
- when requested, reviewing and commenting on Asbestos Works Specifications and, prior to commencement of the works, on the Contractor's Method Statement
- providing quotations which reflect the anticipated project site and analytical requirements.
- when requested, attending meetings as required.
- carrying out analytical works and inspections as agreed with the Responsible Person.
- checking areas on completion of asbestos remedial works to ensure that the Contractor has completed his scope of works and all affected areas have been left in a satisfactory condition.

6. RELATED DOCUMENTS

- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992 sets out duties to maintain workplace buildings/premises to protect occupants and workers.
- The Construction (Design and Management) Regulations 2015 requires the client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to the CDM Coordinator before any work begins and to ensure that the health and safety file is available for inspection by any person who needs the information.
- The Control of Asbestos Regulations 2012 (CAR) requires employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. CAR includes a regulation placing a duty on those who have repair and maintenance responsibilities for premises to manage the risk from asbestos in those premises. Where there is no contract or tenancy the person controlling access will be the duty holder. There is also a duty of cooperation on other parties. The regulations define 'licensable work' and the specific disapplication relating to non-licensable work.

7. PROCEDURES

7.1. Location and Condition of Asbestos

The College regularly undertakes asbestos surveys to identify, where reasonably practicable, the presence, extent and condition of ACMs. The surveys are undertaken and reported by appointed UKAS accredited consultants. Information regarding the location and condition of ACMs within the College is held on the Asbestos Register which is held electronically on a database 'BHI'. If access is required contact the Responsible Person.

Where no information regarding ACMs is available, it must be presumed that ACMs are present unless the age of the building is such that no ACMs will have been used in its construction. Buildings built after 2000 will be considered as asbestos free in line with guidance in support of the Control of Asbestos Regulations.

7.2 Asbestos Surveys

The HSE document HSG264 'Asbestos: The Survey Guide' is the recognised standard for asbestos surveys and details two distinct types of survey:

- **Management Survey**

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected ACMs in the College building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. This type of survey will be used to populate the College's asbestos register 'BHI'.

- **Refurbishment and Demolition Survey**

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. This type of survey will be carried out by external approved contractors.

7.3 Asbestos Register

All survey information will be stored on the College's asbestos register which is held electronically on a database 'BHI'. Access to this database can be granted to relevant parties by requesting login details from the Responsible Person.

The Asbestos Register will be kept up to date by the Responsible Person.

7.4 Priorities for action

An asbestos risk assessment includes a material assessment and a priority assessment; scores are assigned using HSE's algorithms. The Risk Assessment will form the basis of asbestos management and will be used to determine the management and control actions necessary.

Asbestos identified in the assessment is categorised based on the risk assessment score.

Category A – Risk Assessment scores equal to or greater than 17

Indicates ACMs which require urgent attention and immediate plans should be implemented for removal of the asbestos concerned, or at least the rapid sealing of the affected materials.

Category B – Risk Assessment scores 13-16 inclusive
Indicates ACMs which require some action, encapsulating, sealing, enclosing or labelling, or to be removed as part of a phased programme.

Category C – Risk Assessment scores 8-12 inclusive
Indicates ACMs in good / fair condition, no significant health risk if left undisturbed during maintenance or work activities. Deterioration over time may occur and so these materials should be monitored as recommended in the asbestos survey report.

Category D – Risk Assessment scores 1-7 inclusive
Materials are considered low priority and should be monitored as recommended in the asbestos survey report.

Category E – Risk Assessment score 0
No asbestos was identified in this category. No further action is considered necessary.

7.5 If Asbestos is Present

Where asbestos is known to be present or has been discovered by an asbestos survey, the College will manage the asbestos within its premises through the following approaches:

- 1) Asbestos removal - the Responsible Person will make the decision whether to have the ACMs removed or to manage the ACMs.
- 2) Manage the risk presented by the asbestos-containing materials (ACMs):
 - Encapsulate the ACMs (where necessary)
 - Label the ACMs with appropriate hazard warning signs (if appropriate)
 - Regular inspections to review the ACMs condition to ensure that it remains undisturbed
 - Record the ACMs in an Asbestos Register
 - Record the location of the asbestos on marked plans for the building
 - The Asbestos Register and the building plans should be used to familiarise contractors with the location of the known asbestos on the site.

7.6 Re-Inspections

The future safe management of the asbestos will require re-inspections at regular intervals by the appointed asbestos consultants. The intervals should be determined by risk assessment and the asbestos management plan.

7.7 Asbestos Management Plan and Risk Assessment

The Asbestos Management Plan is prepared by the Responsible Person and the Health and Safety Advisor and is held on the BHI database.

7.8 Training

The College will ensure that all relevant staff who may encounter asbestos as part of their daily duties will receive the appropriate level of training.

Deputy Principal (Operations) – Asbestos Awareness

Head of Operations (Responsible Person) – Asbestos Awareness

Environment and Operations Manager – BOHS P405

Health and Safety Advisor – BOHS P405 and P407

Estates Maintenance Team - Asbestos Awareness

Contractors – Asbestos Awareness

7.9 Provision of Information

The Head of Operations shall ensure that suitable and sufficient information is provided as necessary to control the risks of asbestos. This includes employees and third parties.

The Asbestos Register can be made available to any employee or third party including contractors entering the premises upon request. The Asbestos Register should be reviewed by all parties planning to undertake works to ensure that those works pose no risk to disturbing ACMs (known or suspected). If there is any reason to suspect that ACMs will be disturbed, the Responsible Person must be informed prior to any works commencing.

7.10 Maintenance of Records

The College will maintain records in relation to asbestos in the Estate. These records will where possible be added to the BHI asbestos register by the Estates Team.

Record types to be maintained:

- Asbestos Management Plan and information relating to reviews
- Survey Reports and previous asbestos registers
- Training Records in relation to asbestos for staff
- All records relating to any removal/remediation projects
- Removal Specifications, Plans of Works, ASB 5 Notifications, Method Statements, Risk Assessments, Consignment Notes, Air Testing Certificates, Certificate of Reoccupation.

7.11 Contractor Control

All contractors working for the College will be provided with a copy of the RNCM Contractors Approved Code of Practice. It is a requirement that all contractors who work for the College can demonstrate that their staff have received adequate asbestos awareness training, and evidence will need to be provided for all staff undertaking works on College premises.

When any works on services which may disturb ACMs, or work which would involve disturbing the fabric of the building, the following must be adhered to:

- The person commissioning the works for the College must confirm that the contractors on site have received relevant asbestos awareness training and record this.
- The person commissioning the works must consult the asbestos register to confirm whether the location has been surveyed.

If the location has been surveyed then the data must be checked to ensure that the correct type of survey was done for the work now required. Advice should be sought for the Responsible Person to confirm this.

- If the correct type of survey was carried out and no ACMs identified then the works can proceed.
- If the location has been surveyed and ACMs are present then guidance must be sought from the Responsible Person to determine the appropriate course of action to allow works to proceed.

- If the location has not been surveyed then ACMs must be presumed to be present. Advice must be sought from the Responsible Person to determine the appropriate course of action to allow works to proceed.

7.12 Estates Maintenance Team

Estates Maintenance staff are the most likely to encounter asbestos whilst conducting routine maintenance works. It must be ensured that the Estates Maintenance Team are never inadvertently sent to work upon asbestos materials in order to rectify a fault or install new services etc.

- Every job should be assessed for the possible presence of asbestos materials.

When any works on services may disturb ACMs, or work which would involve disturbing the fabric of the building, the following must be adhered to:

- The Senior Engineer must consult the online asbestos register to confirm whether the location has been surveyed.
- If the location has been surveyed and no ACMs were identified then the works can proceed.
- If the location has been surveyed and ACMs were identified then the Responsible Person must be informed prior to any works commencing.
- If the location has not been surveyed then ACMs must be presumed to be present. Advice from the Responsible Person must be sought prior to any works commencing.

7.13 Emergency Procedures

Suspected disturbance of ACM

If anyone suspects that an asbestos containing material has been disturbed the following action should be taken **immediately**:

- Evacuate the area, without causing alarm, cordon or lock off the area until a full assessment has been completed.
- Report to the Responsible Person.
- The Responsible Person will consult the asbestos register for that area.
- The Responsible Person will then contact the Asbestos Consultants to attend site and take the appropriate action in consultation with the Responsible Person.
- Record, if possible, the names of all persons potentially affected.

Uncontrolled release of asbestos

In the first instance do not disturb the material any further. Contact the Responsible Person/Deputy immediately who will assess the situation and arrange for the area to be evacuated, locked/sealed/cordoned off. The Responsible Person will then contact the Asbestos Consultants to attend site and take the appropriate action in consultation with the Responsible Person.

Record of Exposure and Health Checks

In the event that staff are exposed to asbestos fibres above the Control Limit due to an uncontrolled escape, the Responsible Person and the Health and Safety Advisor will co-ordinate arrangements for maintaining the appropriate health record and medical surveillance in accordance with L143 and reporting under RIDDOR.

Informal counselling will be offered to any members of staff who are known or suspected to have been exposed to asbestos materials via the College's Counselling Service.

Reporting Damage /Suspect Materials

It is the responsibility of all Estates Staff, Venues Staff, IT Staff and Contractors to report any suspected or damaged asbestos containing material to the Responsible Person immediately.

7.14 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 the College has a duty to report some accidents and incidents at work. This includes exposure to asbestos above the control limits as set in the Control of Asbestos Regulations.

7.15 Monitoring and Review

The Policy, Procedure and Asbestos Management Plan will be reviewed on an annual basis. The Responsible Person will prepare the annual report for submission to the Duty Holder's Representative.

The review may consider the effectiveness of the asbestos management plan, any issues that may affect the asbestos management plan, instances of failure of the procedure.

8. RECORDS

- Asbestos Register
- Asbestos Management Plan
- Building Plans
- Survey Reports
- Training Records in relation to asbestos for staff
- All records relating to any removal/remediation projects
- Removal Specifications, Plans of Works, ASB 5 Notifications, Method Statements, Risk Assessments, Consignment Notes, Air Testing Certificates, Certificate of Reoccupation

9. ATTACHMENTS

Attachment 1 RNCM Contact Arrangements for Asbestos
Attachment 2 RNCM Management Arrangements for Asbestos
Attachment 3 Confirmation of acceptance of responsibilities

Attachment 1

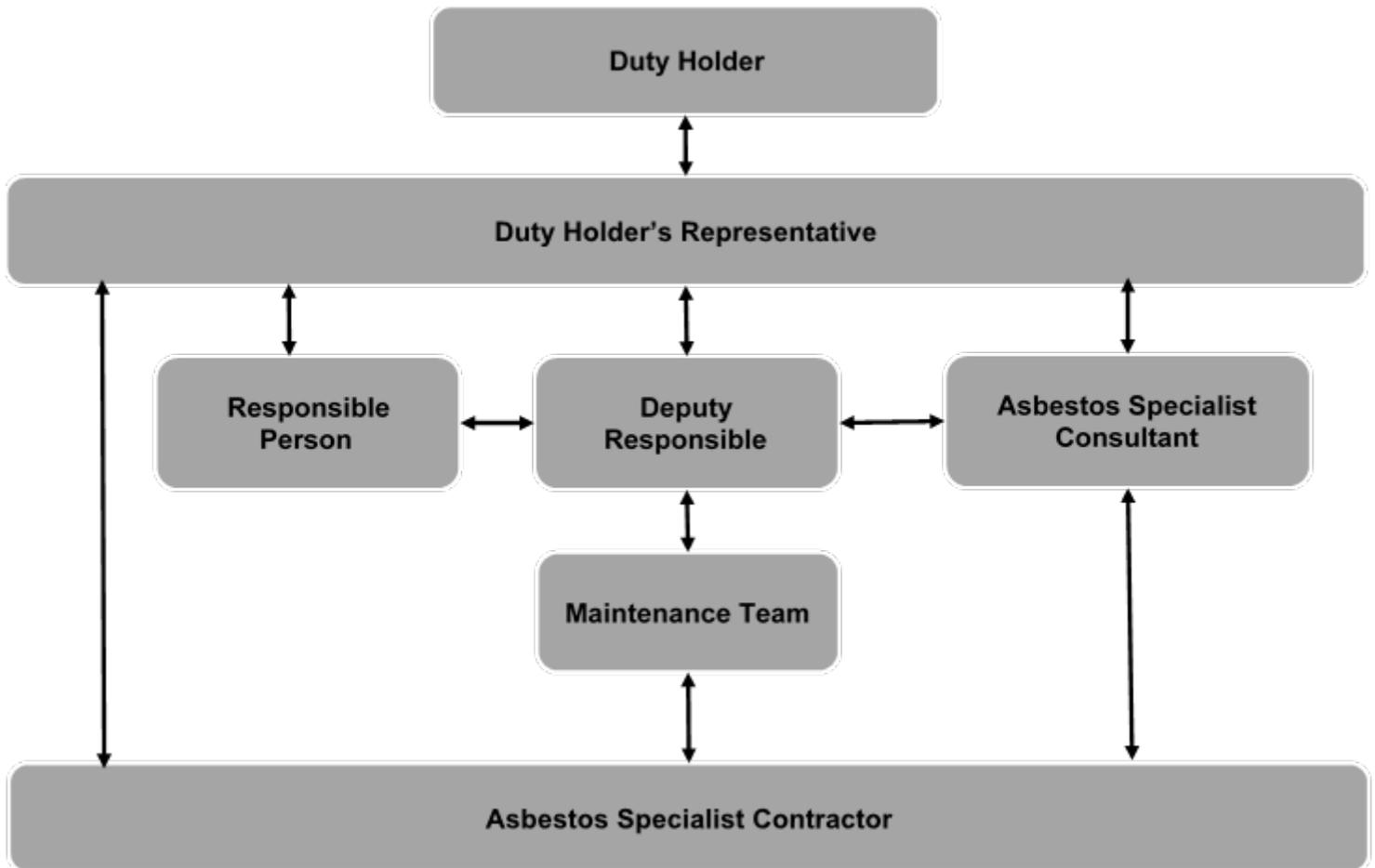
RNCM Management Arrangements for Asbestos

1. Contact Details

Duty Holder	Susan Baines
Title	Deputy Principal (Operations)
Company	Royal Northern College of Music
Address	124 Oxford Road Manchester
Telephone No.	0161 907 5321 / 07525 129 334
Duty Holder's Representative	Valerie Donovan
Title	Health and Safety Advisor
Company	Royal Northern College of Music
Address	124 Oxford Road Manchester
Telephone No.	0161 907 5405 / 07770 827 116
Responsible Person	Neil Bohanna
Title	Head of Operations
Company	Royal Northern College of Music
Address	124 Oxford Road Manchester
Telephone No.	0161 907 5326 / 07773 235 077
Deputy Responsible Person	Dominic Wood
Title	Environment and Operations Manager
Company	Royal Northern College of Music
Address	124 Oxford Road Manchester
Telephone No.	0161 907 5355
Specialist Asbestos Consultant	RPS Consultants Ltd
Main contact	Karl Munster
Position/title	Account Manager
Telephone No.	0161 654 9069
Emergency Telephone No	07775 741896

Attachment 2 RNCM Management Arrangements for Asbestos

2. Communication Pathway



Attachment 3 RNCM Management Arrangements for Asbestos

3. Signed confirmation of acceptance of designated responsibilities.

Duty Holder	Susan Baines
Title	Deputy Principal (Operations)
Signed:	Date:
Duty Holder's Representative	Valerie Donovan
Title	Health and Safety Advisor
Signed:	Date:
Responsible Person	Neil Bohanna
Title	Head of Operations
Signed:	Date:
Deputy Responsible Person	Dominic Wood
Title	Environment and Operations Manager
Signed:	Date: