Safety Management System

Title: Management of Asbestos

Reference: SSC-PR-#002 Issue date: April 2010
Revision: Review date:

<table>
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<th>Revision History</th>
<th>Originator</th>
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Authorised by: Date:

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1 Purpose

To ensure that employees, students, contractors and consultants appointed by Sidney Sussex College are made aware of asbestos risks present on specific sites.

2 Scope

All maintenance and construction activities carried out on the College Campus.

3 Definitions

ACM – Asbestos Containing Material

Construction Work - Construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling.

Competence - a person or employee who has received adequate information, instruction and training for the task being undertaken and can demonstrate an adequate and up-to-date understanding of the work, required control measures and appropriate law. In addition they must have sufficient experience to apply this knowledge effectively.

CDM – Construction (Design and Management) Regulations 2007

Notifiable – a project which exceeds 30 working days or 500 person days

4 Attachments

Appendix 1 – Process for Asbestos Management on site.
5 Guidance and references

5.1 Guidance


- Asbestos health and safety: [HSE: Asbestos - health and safety in the workplace](http://www.hse.gov.uk/asbestos/handbook/index.htm)


5.2 References

- Accidental Identification or Disturbance of Asbestos containing materials (SSC-PR-#003)

- Management of Contractors / Consultants (SSC-PR-#001)

- SSSC Asbestos Survey and register (XXXX)

6 Requirements

6.1 Asbestos Survey

Sidney Sussex College will appoint a competent person to undertake a Management Survey (‘type 2’) to identify the location, condition and type of any known or suspected ACM’s.

From this document SSC, with competent assistance, will develop and implement an asbestos management plan which will identify the on-going regime for identifying, inspection and sampling asbestos in the building.

The survey and the management plan will be held with the HR Manager and will be communicated to all employees who are required to undertake Construction Work.
6.2 Contractors and Consultants

Prior to contractors or consultants working on the Campus, the SSC Health and Safety Officer must ensure the Asbestos Survey and Management plan is passed on to the interested party as part of the health and safety information that we are required to provide. If work to be carried out is part of a larger project which becomes notifiable under CDM, Asbestos information will form part of the information provided to the CDM Coordinator.

6.3 Training

Asbestos awareness training will be given to employees whose work could foreseeably expose themselves to asbestos. The training will be carried out by Competent third Party providers.
7 Management of Asbestos.

- Can competent persons be used?
  - Yes
  - Have details been provided of asbestos information for the campus? (Record information that has been provided).
    - Yes
    - Can work be carried out without damaging or disturbing asbestos?
      - Yes
      - Provide suitable information on what to do in case of accidental disturbance / discovery.
    - No
    - Competent asbestos Removal contractors To be appointed.
  - No
  - Assess competence Using procedure HSE 001
  - Work MUST not Commence