



BBC Studioworks

Asbestos Policy Television Centre

Health and safety policy

Asbestos Policy

POLICY STATEMENT

It is the policy of BBC Studioworks to provide a safe and secure environment for all staff and visitors. The management of asbestos is considered a priority. In order to ensure the risk of asbestos is effectively managed we will:

- Maintain a current and accurate record of our property portfolio.
- Develop a risk rating procedure and ensure each area within the building containing ACM's is recorded and prioritised based on the provisional risk rating.
- Undertake management surveys of all plant and areas within the premises where there is a risk of asbestos containing materials (ACMs) being present.
- Ensure that any areas within the building identified for demolition, refurbishment, extensive maintenance or repair are subject to a refurbishment survey prior to any works being completed.
- Ensure such works that take place as identified in the point above are subject to a permit to work procedure and restriction of access.
- Ensure that all surveys are conducted in light of current guidance and best practice.
- Subject to the findings of the surveys detailed above, we will develop a risk assessment for each area of the premises where necessary.

Responsibilities

The following individual, a member of the senior management team, is responsible for the implementation of this policy: **Clare Sillitto**

This individual will:

- Ensure that the various documents are held in the specific location within the FM department.
- Ensure that all work involving ACMs is conducted in accordance with the Control of Asbestos Regulations 2012, Approved Codes or Practice and Guidance.
- Ensure that all persons, contractors or staff, engaged in work which could expose them to asbestos, is competent to complete the work.
- Ensure that all staff have received appropriate training commensurate with their role.
- Develop, in conjunction with specialist advice, safe systems of work for all activities involving, or potentially involving, ACMs.
- Ensure that sufficient resources are allocated to the plan to allow effective implementation.
- Ensure that all staff contractors and visitors are provided with adequate information, instruction training and supervision in line with, and including, the asbestos management plan and risk assessment.
- Ensure that all materials containing asbestos are identified, handled, stored and disposed of safely.

All Employees and Contractors

All employees and contractors are to take reasonable care to ensure they do not expose themselves or others to asbestos.

Where you suspect your activities may cause the release of fibres or involve ACMs detailed in the Asbestos Management Plan you must:

- Stop working and remove yourself to a place of safety.
- Alert others who may be exposed.
- Refer to the management plan for asbestos.
- Only continue with the work once a safe system of work has been agreed or the asbestos has been removed by a competent person.