

# Asbestos Management Plan

## Policy, Organisation and Arrangements

Sean Callaghan  
Issue number 5

October 2015

Issue	Date	Nature of revision	Prepared by	Approved by
2	April 2013	First issue	Sean Callaghan	Health & Safety Committee
3	April 2014	Annual review –amended to reflect <ul style="list-style-type: none"> <li>• Introduction of new HSE guidance L143 Managing and working with Asbestos</li> <li>• Clarification of work that may be undertaken by non-framework contractors</li> <li>• Updates to improvement plan</li> </ul>	Sean Callaghan	M Simpson, H&S Services, Director
4	April 2015	Annual review amended to reflect updates on improvement plan	Sean Callaghan	M Simpson, Health and Safety Services, Director
5	October 2015	Amended to reflect duties of Principle Designer under Construction (Design and Management) Regulations 2015 (CDM 2015)	Sean Callaghan	Moira Simpson, Health and Safety Services, Director

# Contents

## Contents

- 1.1. Introduction..... 4
- 1.2. Policy Statement..... 4
- 2 Asbestos Management Plan ..... 6
  - 2.1. Legal framework ..... 6
- 3 Asbestos Management Plan implementation chart ..... 8
  - 3.1. Responsibilities ..... 8
- 4 Identification of asbestos containing materials ..... 13
  - 4.1. Management Surveys..... 13
  - 4.2. Intrusive works ..... 14
- 5 Management of Asbestos Containing Materials ..... 16
  - 5.1. Asbestos Register ..... 16
  - 5.2. Management action ..... 18
  - 5.3. Authorisation to Work..... 19
  - 5.4. Training..... 20
- 6 Work with asbestos containing materials..... 22
  - 6.1. Asbestos remediation work ..... 22
- 7 Asbestos Management Plan for project work..... 25
  - 7.1. Scope..... 25
- 8 Asbestos Management Plan for Maintenance Activities ..... 26
  - 8.1. Background and scope ..... 26
  - 8.2. Maintenance procedures..... 26
- 9 Asbestos management plan for accidental disturbance of suspect materials ..... 28
- 10 Asbestos Management Plan for Halls of Residence ..... 28
  - 10.1. Background and scope ..... 28
  - 10.2. Retained areas ..... 28
  - 10.3. Specialist Installations..... 28
- 12 Review and Audit ..... 29
  - 12.1. Asbestos Working Group ..... 29
  - 12.2. Review ..... 29
  - 12.3. Audit ..... 30
- 13 Asbestos Management Improvement Plan..... 31

References .....32

Appendix 1 Authorisation to Work form .....33

Appendix 2 Labelling of Asbestos Containing Materials .....35

Appendix 3 Management of project work - Preconstruction phase (Figure 1).....36

Appendix 4 Management of construction work - where remediation is not anticipated (Figure 2)  
.....38

Appendix 5 Management of construction work – where remediation work is required (Figure 3)  
.....40

Appendix 6 Management of maintenance activities – Reactive and preventative maintenance by  
Direct Labour – Figure 4.....42

Appendix 7 Reactive and planned maintenance by Embedded Subcontractors (Figure 5) .....44

Appendix 8 Emergency callout for Reactive Maintenance – Figure 6.....46

Appendix 9 Asbestos Management Plan for accidental disturbance of ACMs – see Figure 7 .....48

## Asbestos Policy

### 1.1. Introduction

This document, the Asbestos Management Plan (AMP) sets out the University of Reading's policy, organisation and procedures for managing the risks from Asbestos Containing Materials (ACMs) in all of its premises.

Some buildings owned or occupied by the University of Reading were built or refurbished at a time when the use of ACMs in their construction was common. Therefore this Plan is designed to effectively manage and minimise asbestos related health risks to staff and other persons working or occupying University premises.

#### **Guidance:**

The presence of an ACM in itself does not constitute a danger. However, there is a potential risk to health if such material is disturbed and damaged. An isolated accidental exposure to asbestos fibres for a short duration is extremely unlikely to result in the development of asbestos related diseases. However, regular exposure – even at relatively low levels – can present a risk. As well as people employed in the building trades, inadvertent exposure (and consequent risk) can occur in other groups of people e.g. installers of I.T. systems, burglar alarms, smoke detectors, etc.

Working with, and managing, ACMs is controlled by legislation, primarily the Control of Asbestos Regulations 2012 (CAR 2012) (Ref. 1). Guidance is provided in the Approved Code of Practice L143 Managing and working with asbestos (Ref 2). Other relevant legislation includes the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

### 1.2. Policy Statement

This policy supplements the University of Reading's Health and Safety Policy which states that:

*The University of Reading recognises its duty to provide a safe place of work and a healthy working environment. We understand how these are essential elements of a successful organisation. We believe that excellence in the management of health and safety is a fundamental part of our strategic plan.*

In compliance with this general principle the University is committed to meet all duties placed upon it by the CAR 2012 and specifically will:

- Protect, so far as reasonably practicable, staff, students, contractors and visitors to University properties from any exposure to asbestos fibres.
- Provide adequate resources in support of this Asbestos Management Plan.
- Identify, so far as is reasonably practicable, all ACMs in University buildings.
- Maintain an asbestos register of all ACMs identified and make it freely accessible to those undertaking work on University properties.
- Implement and maintain an effective Asbestos Management Plan (AMP) to ensure that all ACMs are maintained in a safe condition or alternatively are isolated or removed.
- Promote awareness of the risks from ACMs and the University AMP through training and induction of relevant staff and contractors.

- Appoint a competent and suitably qualified person to undertake the role of Appointed Person as identified in HSE guidance HSG264 '*Asbestos: The Survey Guide*' (Ref. 2). This role will carry the title Asbestos Co-ordinator.
- Only engage appropriately trained, qualified and competent persons to undertake any work with ACMs (including management, surveying, abatement and removal).
- Provide adequate and timely resources to enable effective implementation of the AMP.
- Regularly review the AMP.

## 2 Asbestos Management Plan

This Plan sets out the mechanism, roles and responsibilities by which ACMs are to be managed. It includes details on how the University intends to:

- Protect staff and others working on the fabric of University properties
- Protect staff and others working within or occupying University properties
- Identify all ACMs and manage associated hazards based on assessment of the risk they present and prioritisation of action
- Effectively control any work likely to affect ACMs
- Undertake maintenance work
- Undertake project work
- Monitor and maintain ACMs in good condition where it is assessed as being safe to leave them in situ
- Respond to and manage any emergencies involving ACMs.

### 2.1. Legal framework

Whilst the plan is intended to comply with all aspects of the requirements of CAR2012 and other relevant legislation, the following duties within CAR 2012 are expressly highlighted as being fundamental to the success of the University's effective asbestos management system, and underpin this Plan:

***Regulation 4 requires Duty Holders to:***

- Find ACMs and check their condition
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not
- Keep an up-to-date written record of the location and condition of ACMs
- Assess the risk of anyone being exposed to these materials
- Prepare and put into effect a management plan to manage the risk and keep ACMs in a good state of repair, or ensure that it is repaired or if necessary removed
- Provide information on the location and condition of the material to anyone potentially at risk.

***Regulation 5 - Identification of the presence of asbestos states:***

An employer shall not undertake work in demolition, maintenance, or any other work which exposes or is liable to expose his employees to asbestos unless either:-

- He has carried out a suitable and sufficient assessment as to whether asbestos is liable to be present
- If there is doubt, assumes that asbestos is present

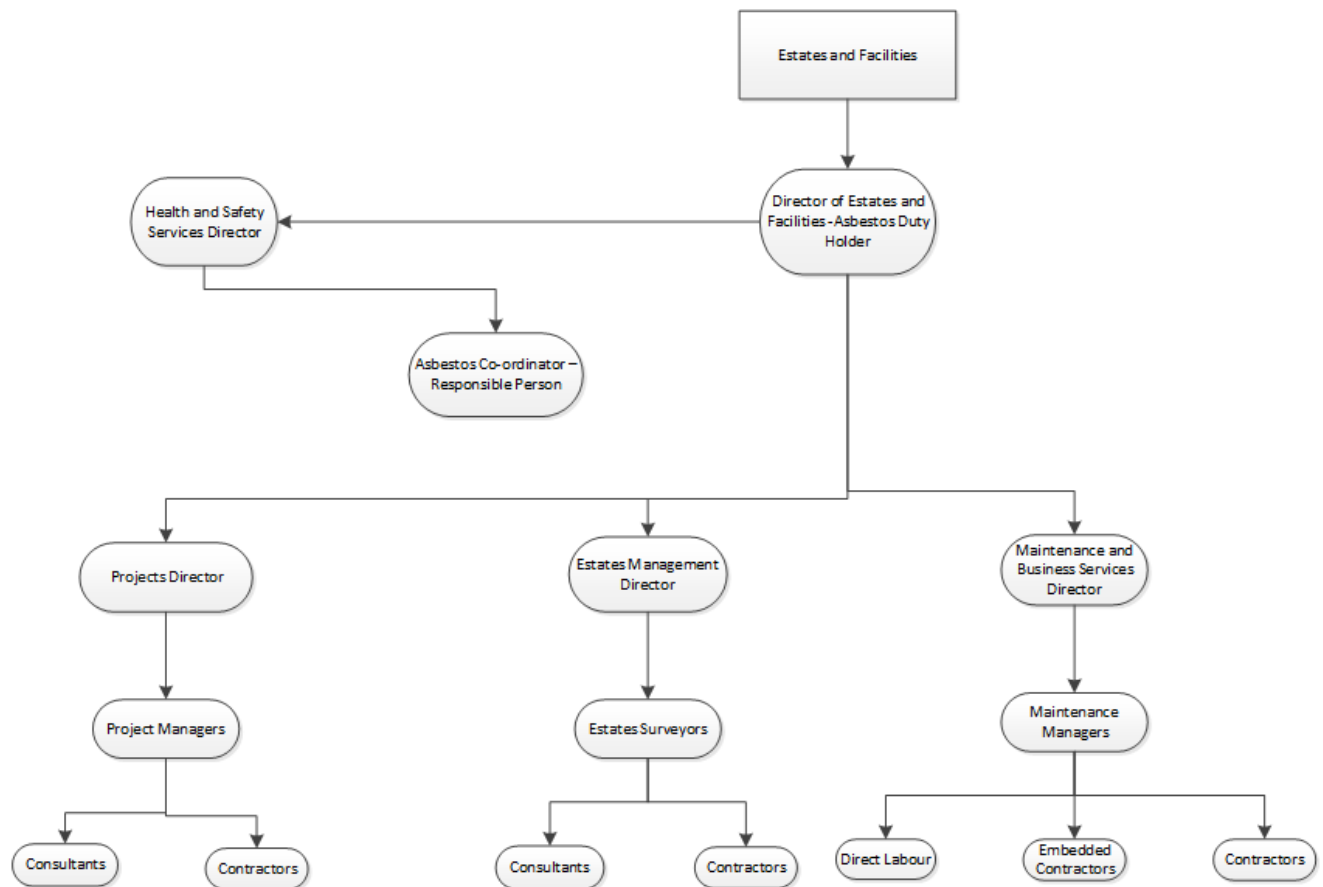
***Regulation 10 requires employers to:***

- Ensure that adequate information, instruction and training is given to employees who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out.

### 3 Asbestos Management Plan implementation chart

Key roles within the AMP are represented as follows:

**Figure 1 Key roles**



#### 3.1. Responsibilities

##### ***All persons employed by the University of Reading***

Are required to:

- Make every effort to avoid disturbing or damaging any ACMs
- Report to the Building Manager and Estates and Facilities if they suspect that ACMs or materials suspected of containing ACMs has become disturbed and/or damaged, or is likely to become disturbed or damaged
- Notify Estates and Facilities of any intended work which may interfere with the fabric of any University premises by completing the 'Authorisation to Work' request form
- Ensure that the proposed work does not start until an 'Authorisation to Work' request has been received and approved by Estates and Facilities, in consultation with the Asbestos Co-ordinator (see [Appendix 1](#))
- Comply with all aspects of this AMP.



**Director of Estates & Facilities (Duty Holder)**

Is responsible for:

- Ensuring that adequate resources are provided and allocated to enable compliance with this Plan
- The safe management and operation of E&F activities, including consideration of asbestos issues and compliance with the AMP, within the operational and investment estate under E&F's control
- Devolving the principal functions of asbestos management to the E&F Heads of Departments responsible for Maintenance, Projects, and Estates Management
- Ensuring that E&F staff have suitable initial and refresher training with respect to asbestos issues to comply with legislation and to ensure a high level of asbestos awareness.

**Asbestos Co-ordinator (AC) (Responsible Person)**

Is responsible for:

*General ACM Management*

- Maintaining an effective asbestos management strategy
- Providing competent professional advice on ACMs and their treatment to those with responsibilities under this Plan
- Ensuring that regular inspections of ACMs are undertaken, and updating the Asbestos Register to reflect the current condition
- Programming surveys in University premises to identify any ACMs that may be present, and updating the Asbestos Register
- Maintaining the Asbestos Register for all University premises
- Ensuring that all records of ACMs include a Material Risk Assessment in accordance with HSG 227 'A Comprehensive Guide to Managing Asbestos in Premises' (Ref 3)
- Reviewing and updating (in conjunction with the Health & Safety Services Director) this AMP
- Ensuring that all asbestos identified as being safe to leave undisturbed is adequately labelled where required in accordance with Appendix 2 of this document. NB This does not mean that all ACMs will be labelled
- Reporting any incident of alleged asbestos exposure to the Health and Safety Services Director and assisting with any investigation
- Assisting the Health and Safety Services Director in liaison with the HSE
- Promoting awareness of the hazards of ACMs and the AMP by advising on, and providing, appropriate training and induction, to University staff as required, and in particular to those whose work might bring them into contact with ACMs
- Monitoring to ensure that Project Managers, Building Managers and staff are aware of their responsibilities under this AMP
- Attending in accordance with the Emergency Action Plan: Accidental Release of Asbestos (see Section 10) and taking such actions as are required to ensure safety

- Maintaining his/her professional competence, including a thorough understanding of all relevant legislation, codes of practice, guidance and good practice.

#### *Reactive ACM management – Maintenance*

- Providing information on ACMs as required
- Attending site and providing guidance to maintenance staff on remedial actions or precautions to be taken in respect of ACMs
- Where appropriate, taking samples of any suspected materials, in accordance with prescribed procedures
- Arranging for the analysis of the samples by a consultant with the appropriate UKAS accreditation
- Organising appropriate asbestos abatement action to facilitate maintenance tasks

#### *Reactive ACM management – Project and Estates Management*

- Providing information on ACMs as required
- Reviewing the project brief and providing guidance on abatement actions or precautions to be taken in respect of ACMs
- Where intrusive work is planned, identify and instigate actions required to undertake a suitable and sufficient assessment to satisfy regulation 5 of CAR2012
- Organising appropriate asbestos abatement action to facilitate project work
- Ensuring that the asbestos register is updated following completion of any works on ACMs including providing the relevant Project Manager with details of residual asbestos hazards remaining in the vicinity of any proposed work

#### *Financial administration*

- Assisting the Procurement Department to ensure that only competent and licensed asbestos removal contractors are engaged to carry out work with ACMs
- Assisting the Procurement Department to ensure that only competent and UKAS accredited consultants are employed to provide services in conjunction with identifying and working with ACMs
- Managing the reactive asbestos management budget
- Providing cost estimates for asbestos work
- Tendering asbestos work and raising instructions in accordance with procurement procedures
- Authorising invoices for completed work

#### *Management of asbestos abatement works*

- Providing advice to Project Managers on commissioning of asbestos surveys including identifying the required scope of works and method statements
- Ensuring that the asbestos register is updated following completion of any works on ACMs including providing the relevant Project Manager with details of residual asbestos hazards remaining in the vicinity of any proposed work
- Preparing a specification for asbestos remedial works

- Assessing the Asbestos Contractor's Plan of Works
- Assessing the appropriate level of analytical support and attendance required
- Informing appropriate staff of asbestos related works in good time
- Making local arrangements with building users and service providers to facilitate the asbestos works
- Organising where appropriate an asbestos contract pre-start meeting to agree the Plan of Works, attended generally by the Asbestos Manager, Contractor and Analyst.
- Reviewing method statement amendments with Contractor's Site Supervisor and senior Manager
- Ensuring site works comply with relevant University requirements
- Monitoring Asbestos Contractors to assess their compliance with statutory and University requirements, and reporting and discussing deficiencies with the Head of Procurement
- Stopping work where an Asbestos Contractor does not perform to the required health and safety standards, or where his actions appear likely to result in a breach of health and safety or University requirements
- Assessing, directing and assisting in air monitoring strategies.

***University Supervising Officers (SO) (see Section 7.1 for definition)***

Are responsible for:

- Liaising with the AC on all projects in buildings constructed before 2000
- Providing information on known ACMs to contractors undertaking work
- Notifying the AC on any changes in project scope that may impact on asbestos management

***Maintenance personnel***

Are responsible for:

- Checking the asbestos register before undertaking any work in properties built before 2000
- Notifying the AC immediately and stopping work if they encounter damaged or disturbed known or suspected ACMs

***Contractors***

Are responsible for:

- Ensuring that any employees undertaking work on University properties have received asbestos awareness training in accordance with CAR2012
- Ensuring that any employees undertaking work on University properties have been made aware of the University's Site Rules for Working on University Premises [http://www.reading.ac.uk/web/FILES/health-and-safety/CoP\\_51\\_Site\\_Rules.pdf](http://www.reading.ac.uk/web/FILES/health-and-safety/CoP_51_Site_Rules.pdf)
- Disseminating information on known ACMs to those undertaking the work
- Not undertaking any work which may disturb known or suspected ACMs

- Notifying the AC immediately and stopping work if they encounter damaged or disturbed known or suspected ACMs
- Complying with all aspects of this AMP.

### ***Health and Safety Services Director***

Is responsible for:

- Periodically auditing compliance with this AMP
- In conjunction with the AC investigating and reporting to the University Health and Safety Committee on any alleged incident of accidental asbestos exposure and for ensuring reporting of incidents under RIDDOR, where appropriate
- Notification to the Occupational Health Service should any member of staff be involved in an incident of accidental asbestos exposure in order that occupational health advice can be given if required.

### ***Occupational Health***

Are responsible for:

- Providing occupational health advice to management and staff on issues relating to asbestos
- Ensuring that any exposure is recorded on the employee's medical notes and retaining the medical notes for a period of forty years after the date of final exposure.

## 4 Identification of asbestos containing materials

In order to manage the risk from asbestos the University will ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or is not likely to be present in University buildings. This requirement is valid for any property built before 1999.

### **Guidance:**

The use of asbestos in UK buildings has been progressively prohibited until a complete ban of all use in construction in 1999. Some products containing chrysotile were still available after 1989 although generally in a form that would present a low risk of releasing fibres if damaged. It was generally the University's policy to specify the use of asbestos substitute materials where they were available in properties built after 1989.

In order to prioritise areas of higher risk the University has further split its portfolio as follows:

- Properties constructed before 1989
- Properties constructed 1989-1999

### 4.1. Management Surveys

#### **CAR 2012 Regulation 4 The management of asbestos in non-domestic premises**

A management survey is the standard survey required to enable the University to meet the Duty to manage ACMs as required under the above regulation. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in a building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

The Asbestos Co-ordinator is responsible for commissioning all surveys. The standard to be adopted is described in *HSG 264 Asbestos – The Survey Guide (first published by the HSE in 2010)*.

### **Guidance:**

Prior to the introduction of HSG264 Management Surveys were known as Type 2 Sampling Surveys and were carried out by the University in accordance with *MDHS100 Surveying, sampling and assessment of asbestos-containing materials (first published by the HSE in 2001)*.

The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs but may also involve presuming the presence of ACMs, particularly where areas are inaccessible. The survey will only involve minor intrusive work but this should include inspection of underfloor coverings, above false ceilings and inside risers, service ducts, lift shafts etc.

The normal approach will be to commission Management (previously Type 2) surveys through consultants accredited by the United Kingdom Accreditation Service (UKAS) as complying with ISO17020 – for undertaking surveys for asbestos containing materials.

At the discretion of the Asbestos Co-ordinator he may choose to undertake new management surveys himself. Where this option is chosen any samples taken will be forwarded for analysis to a consultant accredited by the United Kingdom Accreditation Service (UKAS) as complying with ISO17025 for the analysis of bulk samples to establish the presence and type of asbestos.

The information from all surveys is held on the asbestos register. Original and electronic copies of the surveys are held by the Asbestos Co-ordinator. Any new information or updates to the existing data will only be entered by the Asbestos Co-ordinator.

**Guidance:**

The University Asbestos Register is currently held as a module of Wren – see Section 5.1.

***Properties constructed before 1989***

In 2002, in response to the proposed introduction of Regulation 4, Duty to manage asbestos in non-domestic premises in the Control of Asbestos Regulations 2006, the University progressively commissioned asbestos management surveys (formerly known as Type 2 Surveys) on all properties built before 1989. Where these do not exist due to transfer of ownership, management surveys will be undertaken on any newly acquired properties which were built before 1999.

***Properties constructed 1989-1999***

These properties are less likely to have ACMs used in their construction based both on their availability and use at the time and the University's procurement policy through the period. Hence they may not have been surveyed. In the interim entries were made on the asbestos register presuming the possible presence of ACMs. Current practice is now to undertake surveys in these properties.

**Guidance:**

A programme of surveys in properties constructed between 1989 and 1999 has now been completed and the information is held on the asbestos register.

## 4.2. Intrusive works

***Regulation 5 – Identification of the presence of asbestos***

Where the University is to undertake work in demolition, refurbishment or maintenance, it must undertake a suitable and sufficient assessment as to whether asbestos is likely to be present. A management survey is unlikely to provide sufficient information to satisfy this requirement, particularly where intrusive works are planned.

Where any intrusive work is planned in a building constructed before 2000 the Asbestos Co-ordinator must be consulted.

Intrusive work includes all demolition or breaking out, forming openings (of any size) in walls, floors and ceilings, opening up of ducts, boxing or voids, lifting of coverings etc.

The Asbestos Co-ordinator will assess the quality and extent of existing information and decide whether it is suitable and sufficient to permit the proposed work to proceed. Where it is not sufficient, he will instigate further survey work.

### **Minor intrusive work**

Where deemed appropriate by the Asbestos Co-ordinator he will undertake additional site inspections to enable a suitable and sufficient assessment to be made. This may include taking additional samples. Any such work will be undertaken in accordance with HSG264 and samples submitted for analysis to a consultant accredited by the United Kingdom Accreditation Service (UKAS) as complying with ISO17025 for the analysis of bulk samples to establish the presence and type of asbestos.

The Asbestos Co-ordinator is the sole authority for undertaking such assessments. In his absence a refurbishment survey must be commissioned from an approved framework consultant accredited by the United Kingdom Accreditation Service (UKAS) as complying with ISO17020.

### **Refurbishment and demolition surveys**

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. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

The standard to be adopted for refurbishment and demolition surveys is described in *HSG 264 Asbestos – The Survey Guide* (first published by the HSE in 2010).

#### **Guidance:**

Prior to the introduction of HSG264 Refurbishment and Demolition Surveys were known as Type 3 Intrusive surveys and were carried out in accordance with *MDHS100 Surveying, sampling and assessment of asbestos-containing materials* (first published by the HSE in 2001).

Generally new surveys will be commissioned through approved framework consultants accredited by the United Kingdom Accreditation Service (UKAS) as complying with ISO17020 – for undertaking surveys for asbestos containing materials. At the discretion of the Asbestos Co-ordinator he may choose to undertake new refurbishment and demolition surveys himself. Where this option is chosen any samples taken will be forwarded for analysis to a consultant accredited by the United Kingdom Accreditation Service (UKAS) as complying with ISO17025 for the analysis of bulk samples to establish the presence and type of asbestos.

The information from all surveys or assessment is held on the asbestos register.

## 5 Management of Asbestos Containing Materials

### 5.1. Asbestos Register

#### ***Information recorded***

The register records known and suspected ACMs in University of Reading. Where ACMs are recorded as a minimum it will record information on their:

- Location
- Material type
- Asbestos type
- Extent of damage
- Surface treatment
- Management status
- Date of inspection
- Name of person inspecting
- Date of next inspection

Where this information is completed the asbestos register will automatically generate a “material risk assessment score” as identified within HSG264 Asbestos – The Survey Guide.

#### ***Additional information recorded***

At the discretion of the Asbestos Co-ordinator additional information will be recorded including:

- Normal occupant activity
- Accessibility
- Extent
- Number of occupants
- Frequency of use of area
- Average time in use
- Type of maintenance
- Frequency of maintenance
- Photographs

Where this information is completed the asbestos register will automatically generate a “priority risk assessment score” as identified within HSG264 Asbestos – The Survey Guide.

In addition, relevant supporting documents will be stored against the appropriate record. These may include:

- Bulk sample analysis reports



- Reassurance air tests
- Four stage clearance certificates
- Waste consignment notes
- Photographs

**Guidance:**

Supporting documents have been stored on the asbestos register from 2010 onwards. Information before that date, where available, is held by the Asbestos Co-ordinator.

The register will also record information non-ACMs where they have been sampled as part of the survey process or where they may be confused with ACMs.

***Updating the register***

The register will only be updated by the Asbestos Co-ordinator. Updates will be required following:

- Re-inspection of the ACM
- Removal, repair or encapsulation of the ACM
- Identification of further ACMs or following sampling of non ACMs
- New management surveys
- New refurbishment and demolition surveys
- Changes in building layout or area use

The record of the ACM will be archived each time an update is made.

***Storage and availability***

The register will be stored electronically on the University Wren system. Read-only access will be available to all authorised University personnel through the Wren portal. Access will be available to authorised external consultants, contractors and staff through the Estate and Facilities web portal -

[http://www.fmd.rdg.ac.uk/For\\_University\\_staff/Portals/E\\_and\\_F/sectionBuildings/asbestosGet.asp](http://www.fmd.rdg.ac.uk/For_University_staff/Portals/E_and_F/sectionBuildings/asbestosGet.asp)

A request for authorisation can be made via the E&F portal at

[http://www.fmd.rdg.ac.uk/For\\_University\\_staff/Portal\\_Access/Request\\_portal\\_access.asp](http://www.fmd.rdg.ac.uk/For_University_staff/Portal_Access/Request_portal_access.asp)

### Accessing the asbestos register

Users accessing the asbestos register must provide information on the reason for their enquiry including order number or Wren number where appropriate.

Wren access

Portal access

## 5.2. Management action

### Strategy

Where ACMs are in a safe condition and are unlikely to be disturbed they will be left in situ. They will be inspected regularly at intervals determined by the Asbestos Co-ordinator. This will typically be every twelve months but may be less or more based upon risk assessment. Areas of minor damage will be repaired and sealed. Where effective repair cannot be achieved ACMs will be removed.

**All work with ACMs will be undertaken by a licensed asbestos contractor from the University's framework irrespective of whether work actually requires a license.**

### Assessment of action priorities

All ACMs will be subject to a material risk assessment score in accordance with HSG264. This will be the prime guide in assessing priority for action. This algorithm assesses the likelihood of an ACM releasing fibres if it is disturbed and considers:

- Product type
- Extent of damage
- Surface treatment
- Asbestos type

Each of the parameters is scored and added to give a total score between 2 and 12:

- Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed

- Those with a score between 7 and 9 are regarded as medium risk
- Materials with a score between 5 and 6 are low risk
- Scores of 4 or less are very low risk

The decision to instigate remedial action is at the direction of the Asbestos Co-ordinator. However where an ACM has a recorded score of 8 or above action would normally be required. Where no action is to be taken the AC will record the reasons on the asbestos register including details of the other control measures that are being relied upon.

**Guidance:**

Full details of the algorithms used can be found in *HSG227 'A Comprehensive Guide to Managing Asbestos in Premises'* (Ref. 3).

**Labelling**

Warning labels or appropriate signage will be carried out to ACMs considered to be a significant risk where this is deemed to:

- Help prevent accidental damage, and
- Not cause undue concern



Lower risk materials such as floor tiles, textured coatings, cement materials will not be routinely labelled but adequate steps will be undertaken to raise site awareness of their presence e.g. briefings to Building Managers/Area Health and Safety Co-ordinators. See Appendix 2 for more information on labelling requirements.

**Risk Assessment**

At the discretion of the Asbestos Co-ordinator known or suspected ACMs may be the subject of a Priority risk assessment as defined in *HSG227 'A Comprehensive guide to managing asbestos in premises'*. The assessment will automatically be generated by the asbestos register software after data entry and will be reviewed by the Asbestos Co-ordinator, who will decide on appropriate action.

### 5.3. Authorisation to Work

When staff, students or other building occupants plan to carry out any work which might disturb the fabric of the building an 'Authorisation to Work' request form must be completed and submitted to E&F. The request form can be downloaded at:

<http://www.reading.ac.uk/buildingmaintenance/OurPoliciesandProcedures/bmaint-policies-and-procedures.aspx>. This should be sent to the Estates and Facilities Help Desk.

E&F will review the proposed work to determine whether it can safely be carried out without E&F supervision. As part of the review process, for buildings constructed before 2000 the request form will be forwarded for review to the Asbestos Co-ordinator who will make a suitable and sufficient assessment of asbestos risks in accordance with the AMP. Work cannot start until it has been authorised, in writing, by E&F.

## 5.4. Training

### **University Staff**

Regulation 10 of the CAR2012 places a duty on an employer to ensure that he provides adequate, information, instruction and training to employees. The University will support this AMP by providing asbestos training and refresher training at an appropriate level to all relevant University staff.

Asbestos training is mandatory for all staff who may come into contact with asbestos in the course of their work. In particular, it will be given to all workers involved in demolition, refurbishment, maintenance and allied trades where it is foreseeable that their work will disturb the fabric of the building because ACMs may become exposed during their work. Exemption from this requirement will apply only where the University can demonstrate that work will only be carried out in or on buildings free of ACMs.

Training will be delivered by the Asbestos Co-ordinator as the competent person described in clause 258 of L143 Managing and working with asbestos. At the core of all training will be asbestos awareness as specified in the ACOP. The scope of the training will include:

- The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke
- The types, uses and likely occurrence of asbestos and ACMs in buildings and plan
- The general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust in the workplace
- How to avoid the risks from asbestos, for example for building work, no employee should carry out work which disturbs the fabric of the building
- Specific information, instruction and training to reflect the requirements of this AMP and the role being undertaken.

The schedule below (Table 1) specifies the training that will be provided to particular groups of workers.

Refresher training will be delivered at intervals to be determined by the Asbestos Co-ordinator but would not normally be more than 24 months and will be as required in response to changes in legislation, serious incidents or significant changes in the AMP.

### **Consultants and Contractors**

Any staff working for Contractors and Consultants in University properties built before 2000 must have received asbestos awareness training as specified in the CAR ACOP. Evidence of compliance must be available on request from to their employer.

In addition, embedded contractors working on maintenance tasks must undertake an E&F induction course which will include information on how to access the asbestos register.

Contractors personnel working on project work must receive a site specific induction\* that may include a tool box talk on local asbestos risks by the Asbestos Co-ordinator.

(\*The site specific induction may be delivered by the Contractor or the SO but is subject to the agreement of the SO at the pre-start meeting).

Consultants acting as Project Managers are required to attend the University in-house training module as specified below.

### **Asbestos Co-ordinator**

The Asbestos Co-ordinator will attend such courses as may be required to remain up to date with current legislation, best practice and any other matter that will maintain his competence.

**Table 1 Summary of asbestos awareness training provided by the University of Reading**

<b>Attendees</b>	<b>Course Content</b>
Direct Labour Maintenance Managers	<ul style="list-style-type: none"> <li>• Asbestos awareness in accordance with ACOP</li> <li>• Procedures for planned and reactive maintenance</li> <li>• Accessing and limitations of the asbestos register</li> <li>• Call out procedures</li> <li>• Emergency procedures</li> <li>• Refresher training as directed</li> </ul>
Project Managers Estates Surveyors Maintenance Managers Consultants acting as PMs	<ul style="list-style-type: none"> <li>• Asbestos awareness in accordance with ACOP</li> <li>• Procedures for project management</li> <li>• Accessing and limitations of the asbestos register</li> <li>• Emergency procedures</li> <li>• Refresher training as directed</li> </ul>
Embedded contractors undertaking maintenance	<ul style="list-style-type: none"> <li>• E&amp;F Site Induction</li> <li>• Procedures for planned and reactive maintenance</li> <li>• Accessing and limitations of the asbestos register</li> <li>• Call out procedures</li> <li>• Emergency procedures</li> <li>• Refresher training as directed</li> </ul>
Building Managers Area Health and Safety Co-ordinators Technicians, IT Staff	<ul style="list-style-type: none"> <li>• Asbestos awareness in accordance with ACOP</li> <li>• Accessing and limitations of the asbestos register</li> <li>• Emergency procedures</li> <li>• Refresher training as directed</li> </ul>
Security Room Controllers	<ul style="list-style-type: none"> <li>• Accessing and limitations of the asbestos register</li> <li>• Emergency procedures</li> <li>• Refresher training as directed</li> </ul>
Contractors undertaking Project work	<ul style="list-style-type: none"> <li>• E&amp;F Site Induction</li> <li>• Accessing and limitations of the asbestos register</li> <li>• Site specific tool box talk</li> <li>• Emergency procedures</li> </ul>

## 6 Work with asbestos containing materials

### 6.1. Asbestos remediation work

Work involving the repair, encapsulation or removal of ACMs may only be carried out by the University's approved framework HSE licensed asbestos contractors. Appointment of contractors will generally be made directly but may be made through a principal contactor when agreed by the Asbestos Co-ordinator.

Remedial action will be carried out where:

- Remedial action was identified following inspection under the AMP
- The work is required to facilitate a maintenance task
- The work is required to facilitate a planned project
- ACMs are to be removed prior to demolition
- There is a strategic benefit
- There are unplanned circumstances such as damage to ACMs, leaks or bursts in pipes etc.

The scope and specification of such remedial action will be at the direction of the Asbestos Co-ordinator.

Work with ACMs requires effective management which includes clear communication with and consideration of building stakeholders. The timing of the work to be undertaken will be based on an assessment of the inherent risks and may need to be undertaken out of normal working hours as directed by the Asbestos Co-ordinator.

Work falls into three categories:

- Licensed work
- Notifiable non-licensed work
- Non-licensed work

The contractor is responsible for making the correct notification in accordance with their license conditions. A copy of the notification together with the plan of works must be provided to the Asbestos Co-ordinator and the asbestos consultant (where appointed) before work commences.

#### ***Air monitoring and four stage clearance certification***

Where air monitoring and four stage clearance certification is required, this may only be carried out by one of the University's approved framework asbestos consultants. The consultant must be accredited by the United Kingdom Accreditation Service to 17025. The consultant will be appointed directly by the University without exception.

The Asbestos Co-ordinator will specify the extent of attendance that may be required by the asbestos consultant after consideration of the inherent risks, timing of the work and the local stakeholders. Analytical duties may include:

- Examining the contractor's daily log and documents

- Reviewing the contractor's performance against the specification, plan of work and programme
- Ensuring that asbestos materials are removed in a manner that prevents exposure, or if this is not possible to minimise the exposure
- Ensuring that general site safety is kept at an acceptable level and any permit to work system is adhered to
- Reporting progress to the Project Manager and Asbestos Co-ordinator
- Witnessing of smoke test to confirm the integrity of the enclosure
- Ensuring the enclosure is leak-proof (where there is one)
- Providing background monitoring during the asbestos removal process to demonstrate fibre levels are not elevated above normal,
- Providing personal monitoring when required to assess the effectiveness of dust suppression control measures and the suitability of respirator protection
- Providing reassurance monitoring as required
- Provide a certificate of reoccupation as part of a four stage Site Assessment for Reoccupation as follows :
  - i. Preliminary check of site condition and completeness
  - ii. A thorough visual inspection inside the enclosure/work area
  - iii. Air monitoring to establish that the respirable airborne fibre concentration within the enclosure is below the clearance indicator (0.01fibres/ml)
  - iv. Final assessment post-enclosure/work area dismantling
  - v. Certifying the decontamination unit is clean including clearance indicator testing

### ***Control of hazardous waste***

ACMs shall be double bagged in clean sealed and labelled sacks (or wrapped) and be removed as it is produced. Bags may only be carried on transit routes agreed by the Asbestos Co-ordinator for immediate removal from site or to a lockable container in an agreed location on site.

All asbestos waste shall be disposed of to a site licensed to receive it in accordance with the Hazardous Waste Regulations 2009. The contractor responsible for the waste consignment will provide documentary evidence of the safe disposal to the Asbestos Co-ordinator.

### ***Updating of asbestos register***

Following any remedial work with ACMs the Asbestos Co-ordinator will update the asbestos register. Copies of air test, four stage clearance certificates and waste consignment notes will be scanned into the E&F suksuka directory and appended against the appropriate ACM record. Where the work involved ACMs covered by several records the documents will be appended to the first record in numerical order but all records will be updated.

***Work with ACMs by non-framework contractors***

In exceptional circumstances and at the sole discretion of the Asbestos Co-ordinator non-framework contractors may be permitted to remove ACMs which fall into the Non-Licensed work category. All work must be carried out in accordance with CAR2012 and this AMP.

Examples of such work where this waiver may be granted include:

- Where non-licensed ACMs are integral to the construction of a building that is to be demolished, providing that the demolition contractor or his subcontractor holds an asbestos license issued by the HSE
- Where the work to remove the ACM involves exposure to another more immediate hazard. e.g. Removal of asbestos containing fuse carriers by a suitably trained electrician
- Where the risk of release of asbestos fibre is negligible. e.g. removal of a toilet cistern intact

In all cases a detailed project specific method statement and risk assessment must be approved by the Asbestos Coordinator before any work proceeds.



## 7 Asbestos Management Plan for project work

### 7.1. Scope

**The asbestos management plans for undertaking project work where ACMs are known to be, or suspected of being present, are set out in Appendices 3 to 5. These procedures must be followed by all departments in E&F which carry out project work.**

The phases of project work break down into:

- **Preconstruction phase – Appendix 3**
- **Construction phase – where remediation is not anticipated – Appendix 4**
- **Construction phase – where remediation is required – Appendix 5**

For the purpose of the AMP those responsible for supervision of project work will be referred to as Supervising Officers (SO). Individual departments within E&F have differing designations for those supervising project work, as follows:

- Business and maintenance services – Maintenance Managers
- Projects – Project Managers
- Estates management – Estates surveyors

Where external consultants are employed to manage projects they must follow these procedures, including those engaged as Principle Designers.

#### **Guidance:**

Project work is all potentially intrusive work not covered by the procedures for planned and reactive maintenance work undertaken by the Building Maintenance team – see Section 8. It is important to recognise that project work is not limited to work managed by the E&F Projects team.

## 8 Asbestos Management Plan for maintenance activities

### 8.1. Background and scope

This plan is to be adopted for all maintenance activities undertaken on behalf of E&F in buildings constructed before 2000.

#### **Guidance:**

The Building Maintenance team is directly responsible for maintenance of the University's built estate, which comprises more than 400 buildings, including academic, residential and administrative premises.

The department deals with over 30,000 repairs and inspections each year, ranging from minor leaks to major fire improvement projects. The maintenance team employs labour directly in all aspects of building trades undertaking routine and reactive maintenance including providing a 24 hour call out service 7 days a week. The direct labour team are supported by a number of "embedded" contractors providing specialist services such as alarms, access control, Building Management Systems, water quality etc. In most instances the personnel working for the specialist companies are based permanently at the University.

The majority of work undertaken is not intrusive in nature and ACMs are unlikely to be disturbed. Nevertheless the University has a duty to inform employees and others who may work in the vicinity of ACMs of their presence. Therefore these procedures must be followed.

All such tasks are recorded through Wren, the University's business management system.

It is important that all those undertaking maintenance activities recognise the limitations of the asbestos register and also understand the impact of their activities on the fabric of the building. Any staff or contractors undertaking maintenance work must therefore have received asbestos awareness training as specified in CAR 2012.

Where any work is to be undertaken in a building constructed before 2000 that is likely to be intrusive in nature the Asbestos Co-ordinator should be consulted.

Intrusive work includes all demolition or breaking out, forming openings, (of any size) in walls, floors and ceilings, opening up of ducts, boxing or voids, lifting of coverings etc. IF IN DOUBT TASK.

### 8.2. Maintenance procedures

#### ***Checking the Asbestos Register***

All those undertaking maintenance work in buildings constructed before 2000 must check the asbestos register before starting work.

**Guidance:**

Free access is available using the dedicated computer situated outside the maintenance stores in the Estates and Facilities Building. Embedded subcontractors may use this facility but should also have access to the register through the E&F web portal. A dedicated computer terminal is also available at the Greenlands campus in building G007 East Lodge.

For emergency call out work access is available out of hours either by visiting the Security Office in Whiteknights House(W027) or by calling 0118 378 7799.

All those checking the register must record the wren number or order number as part of the data enquiry to enable an audit trail of the asbestos management procedures.

***Reactive, planned and preventative maintenance asbestos management plans***

The plans for managing maintenance activities are set out in the following appendices:

- **Reactive and planned preventative maintenance by Direct Labour – Appendix 6**
- **Reactive and planned preventative maintenance by Embedded Subcontractors – Appendix 7**
- **Emergency callout for reactive maintenance – see Appendix 8**

## 9 Asbestos management plan for accidental disturbance of suspect materials

The procedure set out in Appendix 9 must be followed following the discovery of significantly damaged suspected or known ACMs or where accidental damage to them has been caused in the course of a work activity.

## 10 Asbestos Management Plan for Halls of Residence

### 10.1. Background and scope

The University transferred the management of Halls of Residences to UPP in January 2012. UPP took on the responsibility for managing asbestos containing materials in the transferred buildings and are required to develop an asbestos management policy and plan in accordance with CAR 2012.

University Health and Safety Services (normally the Asbestos Co-ordinator) will periodically review UPP's performance and compliance with this plan, in accordance with the contract between both parties. This review will be at least annually but may be more frequent as considered necessary.

### 10.2. Retained areas

The University has retained the responsibility to staff and operate catering and bar facilities within the transferred Halls. The Asbestos Co-ordinator will maintain an asbestos register for these areas and any work undertaken, either maintenance or new installations, will be in accordance with the details previously set out in this AMP.

### 10.3. Specialist Installations

The University remains responsible for the installation of data cabling and CCTV throughout the transferred Halls. Any work undertaken will be in accordance with the procedures set out in this AMP. The Asbestos Co-ordinator will be responsible for coordination with UPP where additional survey inspection is required. The inspections, where required, will be undertaken on behalf of the University in accordance with this AMP. Any relevant findings will be passed to UPP for incorporation into their asbestos management plan.

## 12 Review and audit

### 12.1. Asbestos Working Group

Membership will comprise representatives from Estates Management, Maintenance Services, Projects, Feasibility & Design, Campus Services and Health and Safety Services (the Asbestos Co-ordinator).

The purpose of the Group is to provide a forum which will work together constructively to:

- Provide an opportunity for those stakeholders to share information and exchange views on asbestos issues
- Cascade this information to the staff within the represented E&F sections
- Review University AMP annually or sooner if appropriate
- Consider the effectiveness of existing procedures
- Discuss the level of internal compliance with asbestos related procedures
- Discuss the mitigation of uncontrolled releases of asbestos fibres
- Consider the performance of asbestos related contractors/consultants and the numbers on the framework
- Discuss training requirements across the University
- Make recommendations in the light of new asbestos related legislation, guidance and best practice.

The group will be chaired by the Asbestos Co-ordinator. Meetings will take place at an appropriate frequency of twice a year.

### 12.2. Review

This AMP and associated policy will be reviewed regularly by the Asbestos Co-ordinator in consultation with the Asbestos Working Group and the Health and Safety Services Director. The intention of the review is to assess:

- The effectiveness of the AMP
- The impact of changes in asbestos and other health and safety legislation
- Changes in the University's property portfolio
- Lessons to be learned from significant incidents
- The impact of changes in personnel, introduction of new roles or corporate restructuring
- Changes in the University supplier chain
- Progress against the action plan

A review will be carried out:

- Annually
- Following a significant incident involving an uncontrolled release of airborne asbestos fibres
- Following a change in the Control of Asbestos Regulations
- If the AMP is no longer considered adequate

### 12.3. Audit

The Health and Safety Services Director will undertake an audit of the AMP. The purpose is to review compliance with the AMP and the effectiveness of the measures being taken.

The audit will review the following key indicators:

- Planning
- Management of specific risks
- Organisation and responsibilities
- Cooperation and communication
- Competence
- Accidents and Incidents
- Monitoring and corrective measures
- Audit and review
- Leadership and integration

An audit will be undertaken periodically but not less than every four years.

## 13 Asbestos Management Improvement Plan

The following Table (Table 2) outlines the proposed improvement plan over the next twelve month cycle, commencing April 2014. This is a live document and updates on status can be obtained from the Asbestos Co-ordinator.

**Table 2 Asbestos management improvement plan**

<b>Action</b>	<b>Estimated completion</b>	<b>Status</b>
Support for Whiteknights Infrastructure CHP Project	September 2015	Second tranche of plant rooms to commence May 2015
Carry out inspections within Residential Lettings properties	Ongoing cycle	Access arranged for vacant possession periods
Re-inspection of known ACMs	Ongoing cycle	
Remedial action following identification of areas of risk	Ongoing cycle	
Support to Maintenance activities as defined in AMP	Ongoing cycle	
Support to project activities as defined in AMP	Ongoing cycle	
Support procurement for new asbestos contractor framework	April 2015	New framework awarded to 2019
Audit UPP asbestos management plan	Ongoing cycle	Annual audit with interim inspections termly

## References

1. Control of Asbestos Regulations 2012. HSE
2. L143 'Managing and Working with Asbestos'
3. HSG264 'Asbestos: The Survey Guide
4. HSG 227 'A Comprehensive Guide to Managing Asbestos in Premises'. HSE



## Appendix 1 Authorisation to Work form

<b>Estates and Facilities</b> <b>'AUTHORISATION TO WORK' REQUEST</b>
---

<b>CLIENT REQUEST FOR 'AUTHORISATION TO WORK'</b>	
<b>Person responsible for the work:</b>	
Name of School, Hall etc:	_____
Tel. Number:	_____
E-mail:	_____
Building name / number:	_____
Floor level:	_____
Room number(s):	_____
Date of application:	_____
<b>Description of the proposed work:</b>	
Elements of the building likely to be disturbed: (e.g. walls, doors, electrical systems etc.)	
Who will undertake the proposed work?	
<b>Please forward to: -</b>	
Estates and Facilities Help Desk Tel: 0118 378 7000	
Estates and Facilities Building Fax: 0118 975 3499	
Whiteknights	
PO Box 235	
Reading RG6 6BW	
<b>ESTATES AND FACILITIES AUTHORISATION</b>	
<b>(For Estates and Facilities Use)</b>	
<b>Name: Signed: Date:</b>	
<b>Work Authorised / Not Authorised to Proceed (delete as applicable)</b>	
<b>Reason (if Not Authorised) :</b>	

<b>E&amp;F AUTHORISATION RECORD</b> <b>(For E&amp;F Use)</b>	
<b>BUILDING &amp; ENGINEERING</b>	
Asbestos identified in the working area?	YES / NO
Intrusive asbestos survey required?	YES / NO
Other hazards identified?	YES / NO
Structural implications?	YES / NO
Building fabric adversely affected?	YES / NO
Fire safety / means of escape affected?	YES / NO
Disability Discrimination Act non-compliance?	YES / NO
Electrical / IT systems affected?	YES / NO
Heating / ventilation affected?	YES / NO
Water / waste services affected?	YES / NO
Other piped services affected?	YES / NO
<b>CONTRACT &amp; FINANCIAL</b>	YES / NO
Will contractors be used to carry out any part of works?	YES / NO
Will consultants or other specialist advice be used?	YES / NO
Will any materials be obtained from non-approved suppliers?	YES / NO
<b>HEALTH &amp; SAFETY</b>	YES / NO
Will specialist risk assessment be required?	
Will method statements be required?	
E&F staff should note that if the answer to any of the above questions is 'Yes' then the project should <u>not</u> be authorised to proceed & should be supervised by E&F .	
<b>Authorisation Checks by:</b>	
<b>Name :</b>	<b>Signed:</b>
	<b>Date:</b>

## Appendix 2 Labelling of Asbestos Containing Materials

**If an asbestos label is present, it must be assumed that ACMs are present. Conversely, depending on location, the absence of a label does not mean that ACMs are not present. If in doubt, ASK.**

The core strategy of the Asbestos Management Plan is to provide an up-to-date Asbestos Register supported by an effective authorisation to work procedure. This system can be supported by the use of labelling of ACMs in some instances.

The use of local warning signs and labels is beneficial in decreasing the chance of inadvertent damage and exposure. However labelling may not always be considered, particularly where they may cause anxiety to the building occupants.

The labelling of ACMs is considered on a case by case basis by the Asbestos Co-ordinator. Areas where ACMs will be labelled include:

- Areas only likely to be accessed by maintenance operatives and contractors such as boiler and plant rooms, loft spaces, ceiling voids and ducts
- Areas where it is considered that there is a higher than usual risk of the ACM releasing fibres if disturbed such as sprayed materials
- Areas where it is considered that there is a higher than usual risk of ACMs being disturbed such as lining to columns in a high traffic area

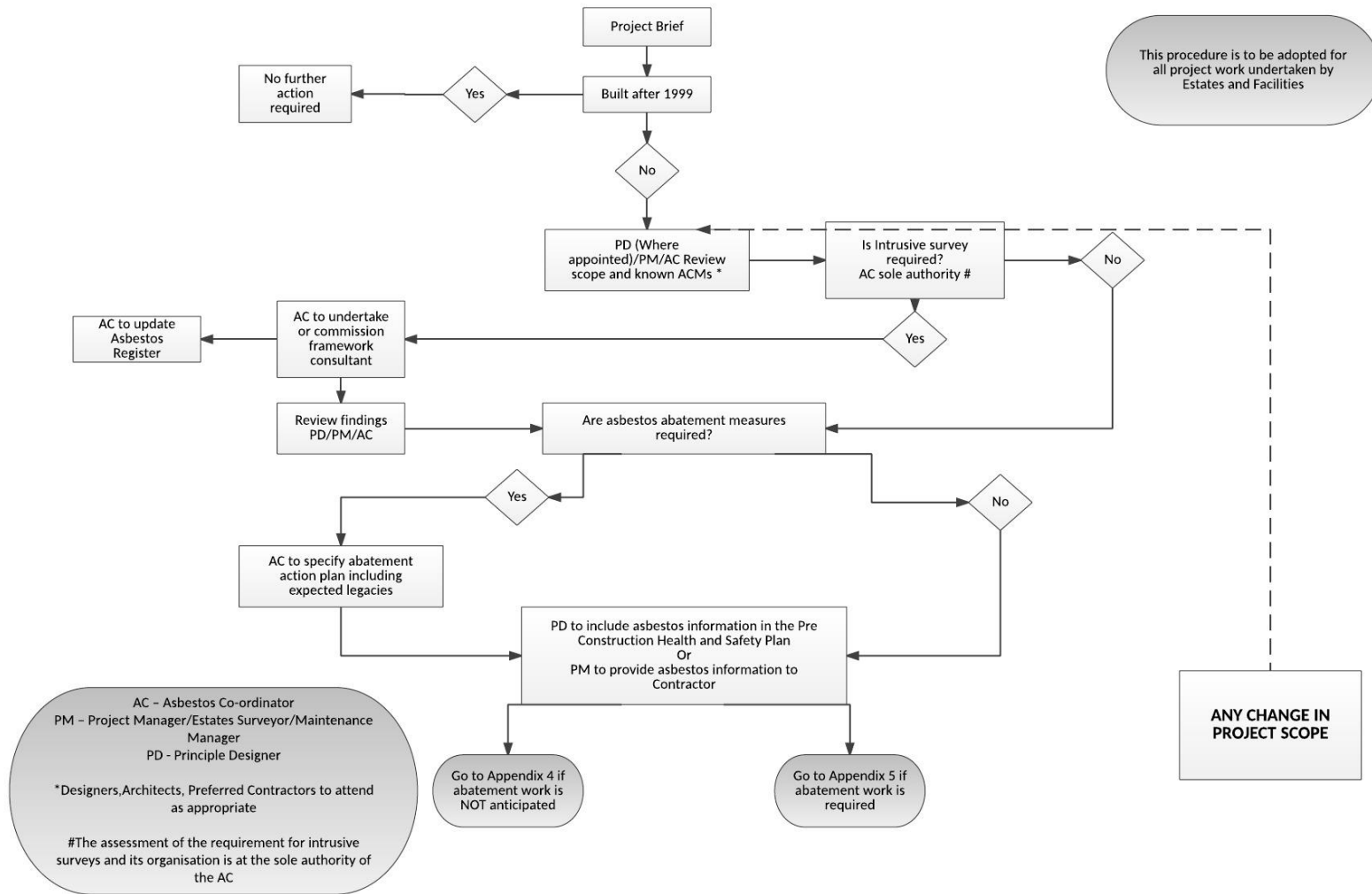
Historically, some ACMs falling outside the above descriptions have already been labelled within University of Reading premises. It is recognised that to remove these labels whilst the ACMs remain is likely to lead to confusion and to the potential accidental disturbance of the material. These will be considered on a case by case basis by the Asbestos Co-ordinator and removed only where the ACM in question is considered a low risk material.

The Asbestos Register must still be consulted on every occasion when intrusive work is proposed.

## Appendix 3 Management of project work - Preconstruction phase (Figure 1)

1. For all work in buildings constructed before 2000 SO to advise Asbestos Co-ordinator of outline project brief.
2. SO/AC/Principle Designer (where appointed) jointly review known scope and known ACMs.
3. Asbestos Co-ordinator will instruct whether further surveys are required before a suitable and sufficient assessment can be made.
4. Where required Asbestos Co-ordinator will undertake or commission asbestos surveys.
5. SO/AC/Principle Designer (where appointed) jointly review findings.
6. Asbestos Co-ordinator to advise on asbestos remediation action plan (where required) including advising of expected legacies.
7. SO to provide asbestos information to contractor or Principle Designer to include asbestos information in Pre-construction Health and Safety Plan.
8. Where asbestos remediation is not anticipated proceed to Step 10.
9. Where asbestos remediation is required proceed to Step 19.

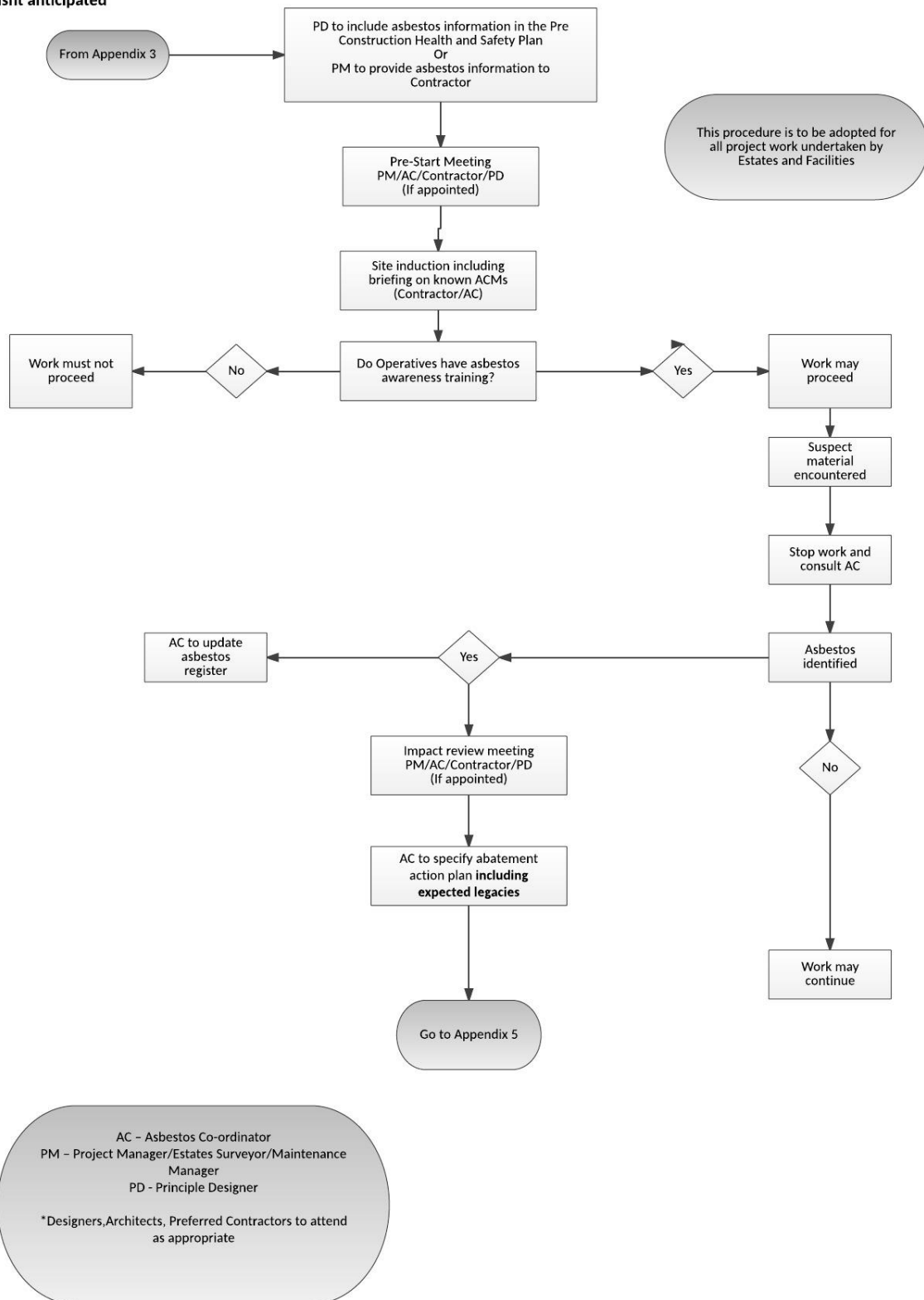
**Figure 1 - Asbestos Management Plan for Project Work - Pre-Construction Phase**



## Appendix 4 Management of construction work - where remediation is not anticipated (Figure 2)

10. Pre-start meeting PM/AC/Principle Designer/Contractor/Designer.
11. Site induction for all operatives including briefing on known ACMs.
12. Confirmation that all site personnel have asbestos awareness training.
13. Work may proceed.
14. IF suspect material encountered.
15. Stop work and consult Asbestos Co-ordinator.
16. Impact review meeting where ACM confirmed.
17. Asbestos Co-ordinator to advise on asbestos remediation action plan (where required) including advising of expected legacies.
18. Where asbestos remediation is not required work may continue.
19. Where asbestos remediation is required proceed to Step 19.

**Figure 2 - Asbestos Management Plan for Project Work – Construction Phase (Buildings constructed before 2000 where abatement isn't anticipated)**



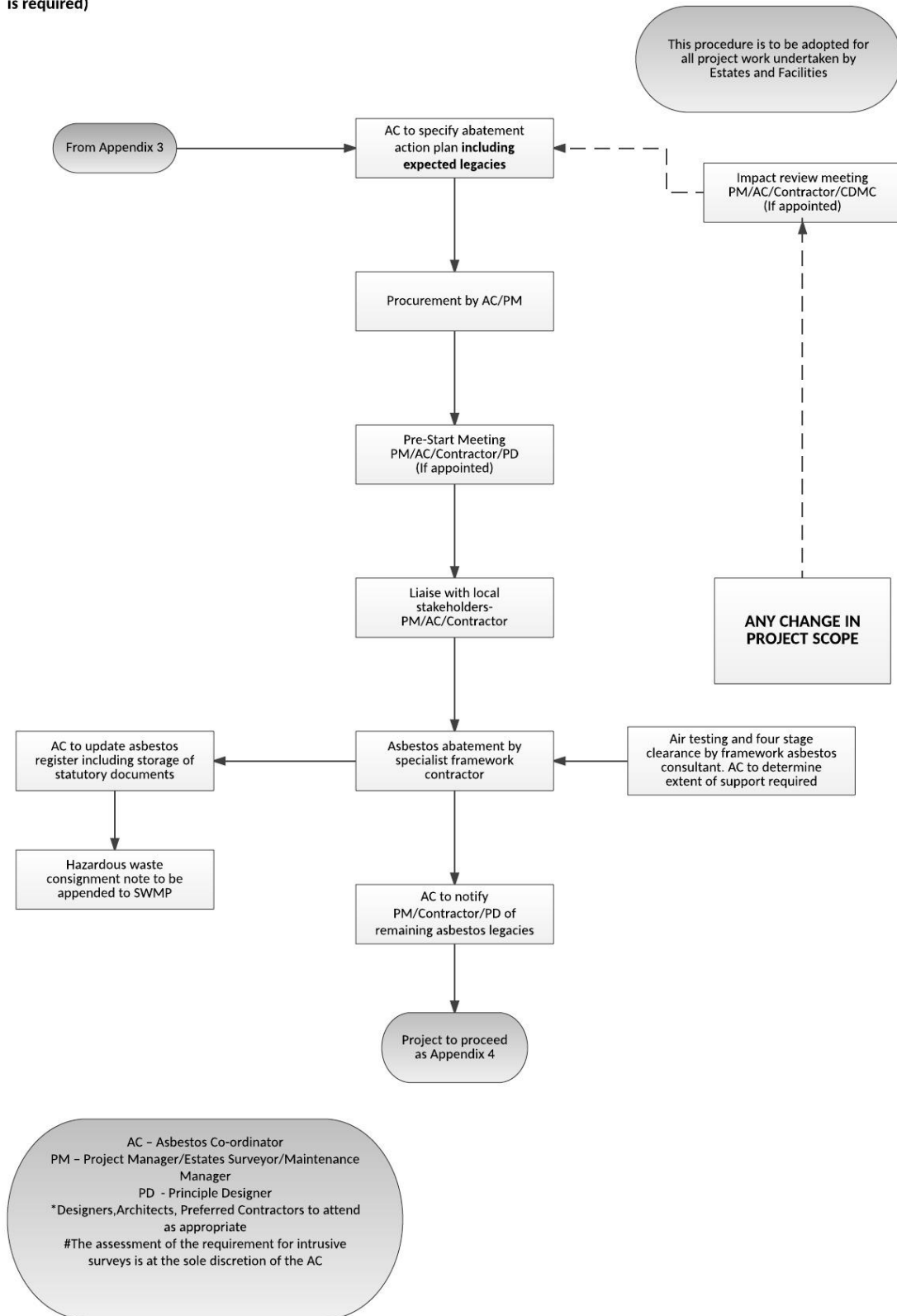
## Appendix 5 Management of construction work – where remediation work is required (Figure 3)

20. Asbestos Co-ordinator to specify remediation action plan including highlighting expected legacies to remain following work. Action plan to include extent of analytical support to be provided.
21. Procurement of asbestos contractor and analyst by AC/SO – AC & SO to agree who takes the lead in this.
22. Liaise with local stakeholders to agree working times, site layout and transit routes.
23. Asbestos remediation undertaken by specialist framework contractor.
24. Air testing and four stage clearance (where required) by specialist framework asbestos consultant.
25. Asbestos Co-ordinator to update the asbestos register and notify SO/PC/Principle Designer of remaining asbestos legacies.
26. Project to proceed from step 10.

Note – Any change of project scope (at any time) must be reviewed and procedures from Step 2 onwards repeated as required.



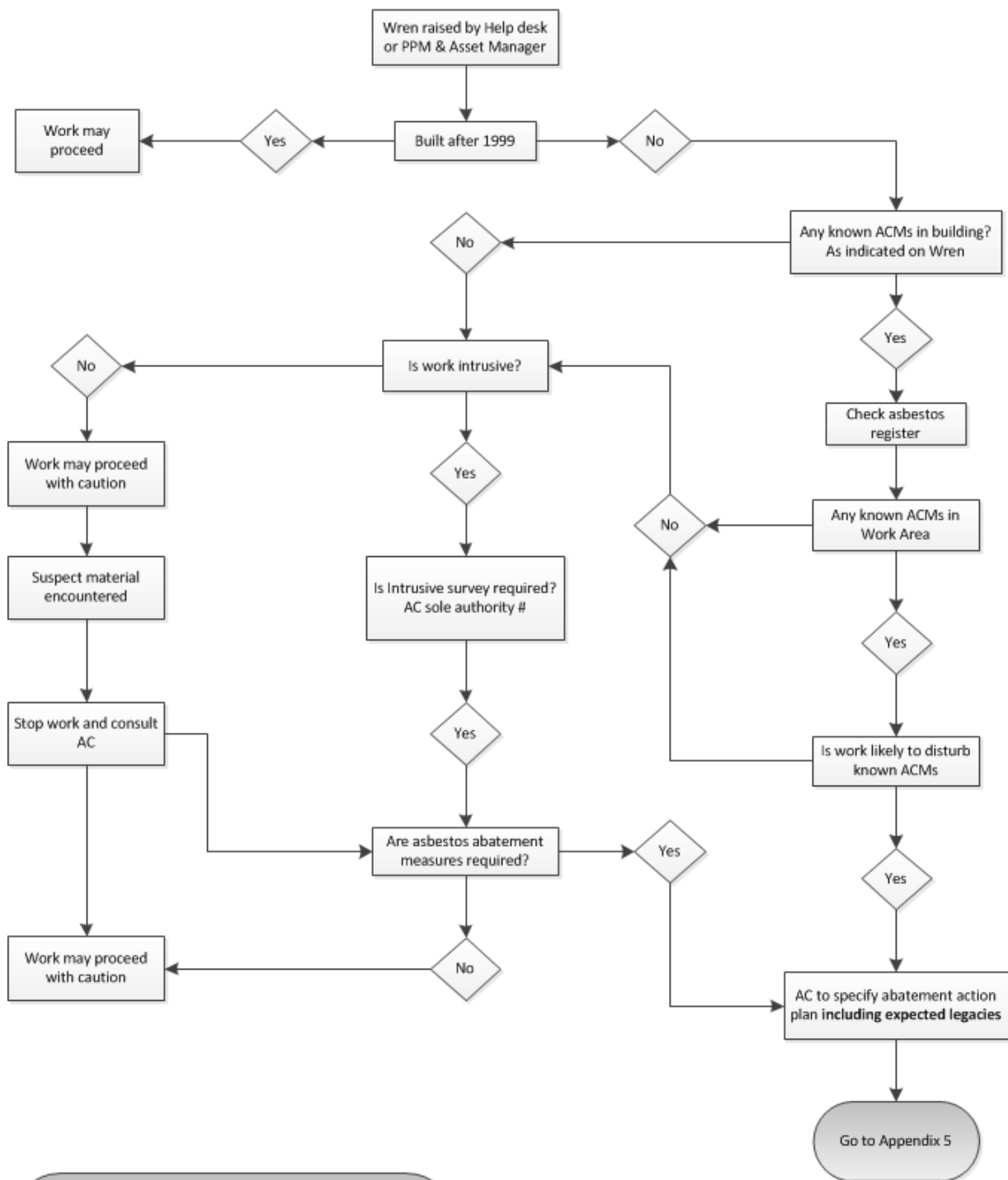
**Figure 3 – Asbestos Management Plan for Project Work – Construction Phase (Buildings constructed before 2000 where abatement is required)**



## Appendix 6 Management of maintenance activities – Reactive and preventative maintenance by Direct Labour (Figure 4)

1. Wren raised by Help desk or PPM & Asset Manager.
2. If property built after 1999, work may proceed. This information will be on the Wren.
3. If it is built before 1999, are there any known ACMs in the building? This information will be on the Wren.
4. Check the asbestos register.
5. Are there any known ACMs in the work location?
6. Is the work likely to lead to the ACMs being disturbed?
7. If yes, do not proceed, contact the Asbestos Co-ordinator who will specify a remediation action plan.
8. Is the work intrusive?
9. If yes, do not proceed, contact the Asbestos Co-ordinator who will instigate further inspections as necessary.
10. If you encounter a suspect material, stop work immediately, contact the Asbestos Co-ordinator who will instigate further inspection and remedial action as necessary.

Figure 4 - Asbestos Management Plan for Reactive and Planned Preventative Maintenance by Direct Labour



**Wren Warning**

If the work you are about to undertake is in a building constructed before 1999 and is deemed to be intrusive, please check with the University's Asbestos Co-ordinator or your Line Manager before proceeding.

Intrusive work includes all demolition or breaking out, forming openings, (of any size) in walls, floors and ceilings, opening up of ducts, boxing or voids, lifting of coverings etc. IF IN DOUBT ASK.

AC – Asbestos Co-ordinator  
 ACMs – Asbestos containing materials

#The assessment of the requirement for intrusive surveys and its organisation is at the sole authority of the AC

## Appendix 7 Reactive and planned maintenance by embedded subcontractors (Figure 5)

11. Work can be issued to subcontractors by various means:
  - By purchase order to head office
  - By Wren to on-site personnel
  - By telephone to head office or on-site personnel – caller will confirm if the building was constructed before 2000 and also if there are known ACMs
12. Has operative attended asbestos awareness training and attended E&F Site induction?
13. If 'yes' work may proceed from step 4 above.

Figure 5 – Asbestos Management Plan for Reactive and Planned Maintenance by Embedded Subcontractors

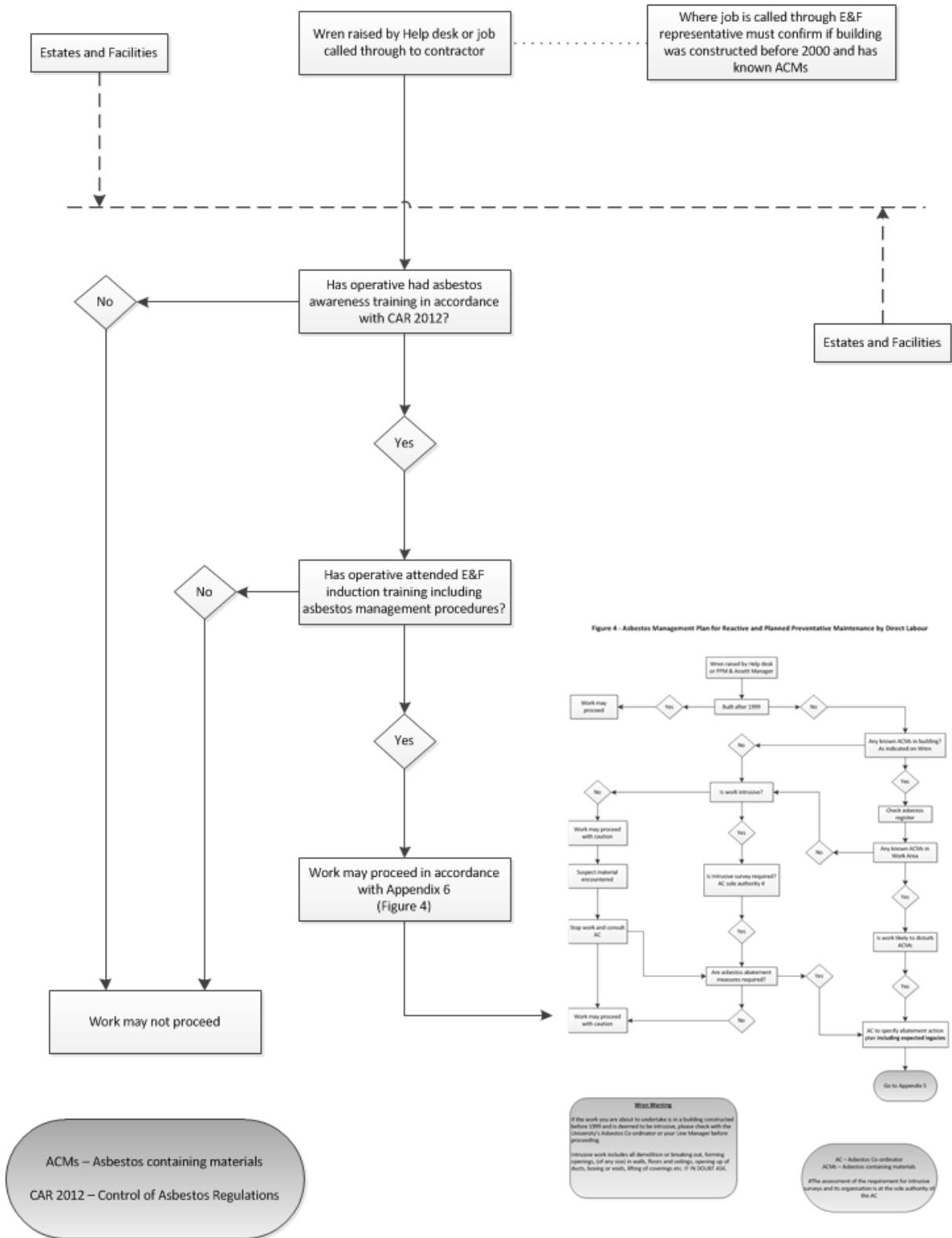
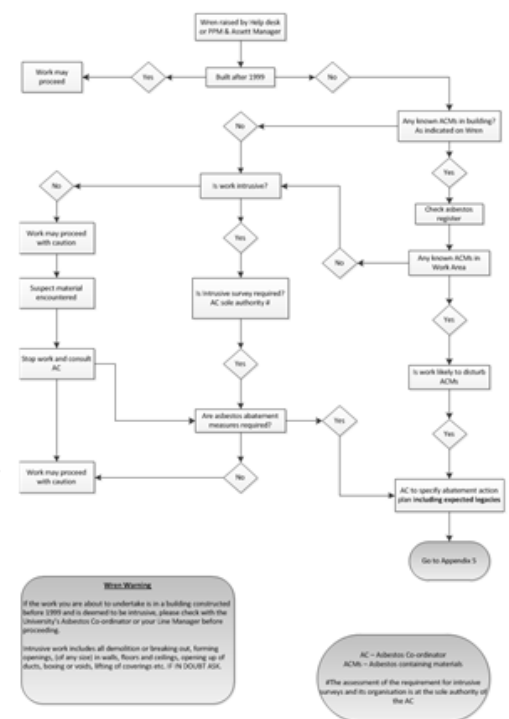


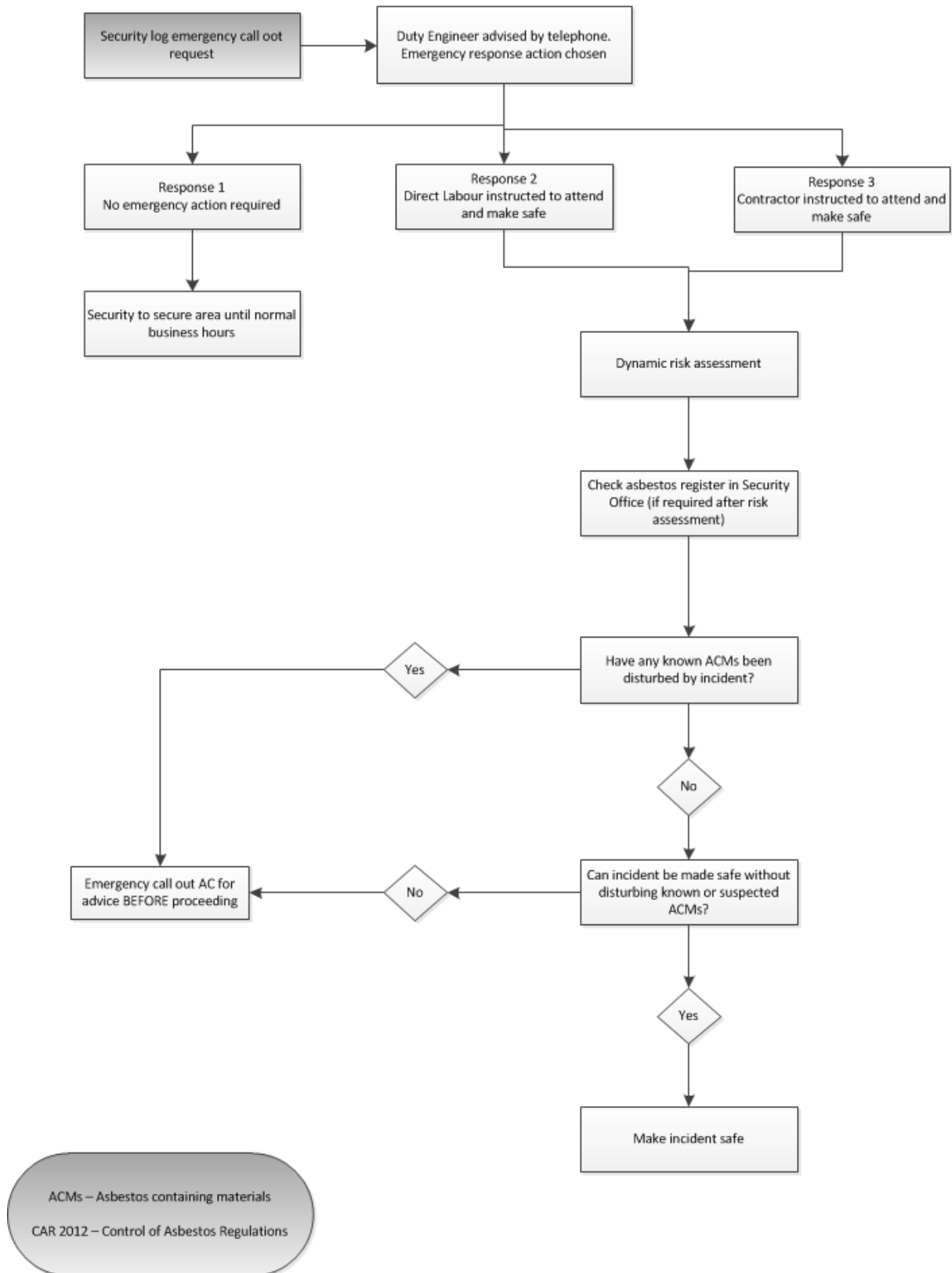
Figure 4 - Asbestos Management Plan for Reactive and Planned Preventative Maintenance by Direct Labour



## Appendix 8 Emergency callout for reactive maintenance – Figure 6

14. Security log emergency call out request.
15. Duty Engineer advised by telephone.
16. Duty Engineer chooses emergency response action:
  - No emergency action – Security to secure area
  - Direct labour instructed to attend and make safe
  - Contractor instructed to attend and make safe
17. Attending personnel undertake dynamic risk assessment.
18. Are ACMs suspected – check asbestos register in Security Office in Whiteknights House.
19. Have any known ACMs been disturbed by the incident – emergency call to Asbestos Co-ordinator before proceeding further.
20. Can incident be made safe without disturbing known or suspected ACMs? If in doubt do not proceed – emergency call to Asbestos Co-ordinator.

Figure 6 – Asbestos Management Plan for Emergency Call-out for Reactive Maintenance



## Appendix 9 Asbestos Management Plan for accidental disturbance of ACMs (Figure 7)

1. The Site Manager (or other Senior Site Operative) should initially take control of the situation. Work must cease immediately. No effort should be made to clean up.
2. The Site Manager should, as soon as practicable, inform the E&F Help Desk (0118 378 7000), or the Security Control Room (0118 378 6300) if the incident is out of normal working hours. They will immediately notify the AC and relevant SO.
3. The Site Manager should arrange to clear the immediate area of all personnel. Personnel who may have been exposed to asbestos fibres on their clothing should be held at the perimeter of the area to allow an assessment of the extent of potential contamination on clothing in accordance with Figure 7.
4. The AC or SO will attend with a supply of disposable RPE/PPE to support this assessment. These are available in an emergency from the E&F maintenance stores department in building W050.
5. As soon as practicable the Site Manager must advise the Building Manager, or in their absence the Departmental Secretary, Senior Technician, Area Health and Safety Co-ordinator, and other key occupants where appropriate.
6. After potentially contaminated staff have been satisfactorily decontaminated and removed, the AC or a designated Asbestos Consultant will access the affected area with appropriate personal protective equipment and assess the situation. Where the AC is unable to confirm or dismiss the presence of damaged ACMs samples will be taken for analysis.
7. The material shall be presumed to be an ACM and the area should be adequately sealed until such time as results to the contrary are received.
8. At the direction of the AC the asbestos consultant will run air tests within the suspected area of contamination and in strategic locations in surrounding areas.
9. If ACMs are confirmed the AC will develop and instigate remedial action plan in accordance with this AMP. No access will be permitted into the area to non-specialist asbestos personnel until all work is complete and confirmed by the AC.
10. The AC will investigate the incident and provide a report on his findings to the Health and Safety Services Director. The report will include recommendations on whether the incident should be classed as a "dangerous occurrence". If it is, it should be notified by Health and Safety Services to the Health and Safety Executive under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995.
11. The AC must make arrangements to inform all persons who might have been exposed to the uncontrolled release of asbestos of their potential exposure. Where these are University staff, advice will be made available from Occupational Health.

Following any incident of uncontrolled release of asbestos fibres this AMP will be reviewed by the AC.



Figure 7 – Asbestos Management Plan for accidental disturbance of suspect materials

