UWE Facilities
Asbestos Management Plan
Issue 16

UWE Bristol | University of the West of England

Review Date: October 2016

ASBESTOS MANAGEMENT PLAN

Contents

Section 1: Introduction

1.1 Asbestos containing materials (ACMs) can be found within all but the newest buildings occupied or constructed by the University pre 2000. ACMs can be found as a variety of types of materials and may not always be immediately obvious from their structure and finish. The presence of ACMs does not necessarily constitute a danger to health. However, it is known to be hazardous when disturbed or damaged, and must be treated accordingly.

Only licensed contractors are able to work with ACM apart from special circumstances (e.g. roof work) when specialists can be trained to undertake non notifiable – non licensed work (e.g. replacing damaged roof tiles, floor tiles etc. as per HSG210 Asbestos Essentials)

1.2 Asbestos Management Standard & Asbestos Management Plan (AMP)

The Asbestos Management Standard sets out how UWE will comply with the 'Duty to Manage' under the Control of Asbestos Regulations 2012. One of the key performance requirements of the standard, is the implementation of an Asbestos Management Plan (AMP).

This Asbestos Management Plan is a working document and it sets out University policies and procedures. It is also designed to manage and minimise asbestos-related health risks to all personnel working, visiting or occupying its premises to as low as can be reasonably practicable. This is in accordance with current legislation and is intended to ensure the University's compliance with *Regulation 4 of the Control of Asbestos Regulations 2012 (CAR 2012).*

UWE does not directly employ staff to undertake any construction work: These activities are performed by contractors. Consequently, the AMP is principally focussed upon UWE's duties in relation to how it manages asbestos in buildings: The *employer's* duties must be discharged by the contractors whose employees work with asbestos containing material. However, this AMP dictates certain standards that these contractors must meet (specifically, in how they deal with emergencies on UWE sites and the requirement for them to use a specific organisation to undertake air testing and clearance certificates). Finally, this AMP sets out UWE's approach for controlling and monitoring contractors who work with asbestos

1.2.1 The Health & Safety Executive (HSE) has published a number of advisory documents to explain and complement CAR 2012. The most applicable to this document are:

The Health & Safety Executive (HSE) has published a number of advisory documents to explain and complement CAR 2012. The most applicable to this document are:

- L143(2nd Edition) Managing and Working with Asbestos. The Approved Code of Practice
- HSG 227: A Comprehensive Guide to Managing Asbestos in Premises

1.2.2

- HSG 264: Asbestos: The survey guide
- HSG 248: Asbestos: The analysts' guide for sampling, analysis and clearance procedures
- HSG247: Asbestos: The licensed contractors guide
- Asbestos Essentials: Individual task manuals for building, maintenance and allied trades on how to safely carry out non-licensed work with asbestos.
- See also the HSE's asbestos web page at:

  http://www.hse.gov.uk/asbestos/information.htm

This AMP is to be formally reviewed quarterly by the Estates Duty Holder, H&S

Advisor - Construction Lead and the asbestos consultant (the frequency can be altered in light of demonstrable improvements). The keys findings from this review should be presented at the quarterly asbestos management group meetings.

The formal review will consider some or all of the following:

- Incidents with ACMs and any underlying flaws or failures of the AMP
- The communication of the AMP to Facilities staff (i.e. training needs analysis)
- Access to the register (by contractors and Facilities)
- Changes to the organisation or work practices that might affect the operation of the AMP
- Progress against the action plan

Section 2: Policy

2.1 The Facilities Department is tasked with the responsibility for the management of all building maintenance, alteration and refurbishment works in University Buildings. With regard to asbestos, the aim of this document is to ensure the University's compliance with the Duty to Manage under *Regulation 4 of CAR 2012.*

This regulation places a specific legal duty on every person to identify materials containing asbestos in any premises they own, occupy and manage, or for which they have a responsibility to assess the risk of those materials and to ensure that a management system is in place that responds correctly and appropriately to the materials present. The University accepts that it is the legal "duty holder" and has prepared a policy to meet its legal commitments.

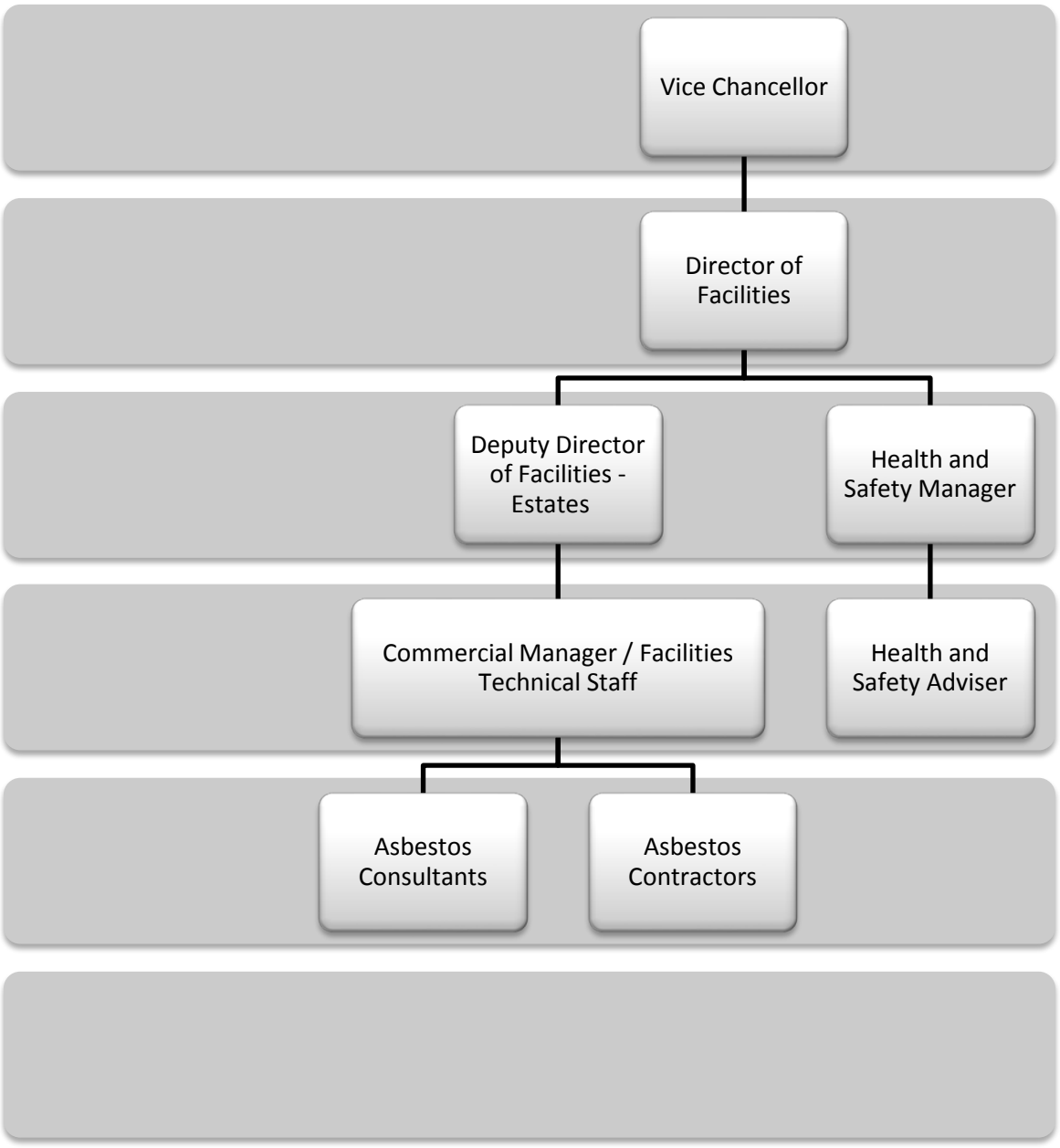
2.2 University Policy is:

Objective	**Activity**
Identify and risk assess ACMs	Undertake surveys in line with HSG 264 Maintain an up-to-date register (including re-inspections in line with HSG 264) Use of HSG 264 algorithms to assess risk
To take a planned and proactive approach to the management of ACMs	Use of AMP review meetings and risk assessments to develop a planned and prioritised approach to remedial works
Prevent exposure to the hazards associated with asbestos to the lowest reasonably practicable level	To safely remove ACM whenever reasonably practicable Use of licensed contractors to undertake all work on ACM (special exceptions are outlined later where) Mandatory UKATA training for all contractors and personnel who may be liable to disturb ACM's. Ensure asbestos information is communicated to all relevant parties - Contractors and others who may disturb the building fabric.
To ensure that this AMP is functioning correctly	Maintaining records of all incidents, Convene quarterly AMP meetings involving key stakeholders Annual audits of the AMP
Control works liable to affect ACM	Use of induction seminar and UKATA accredited training Use of the Estates approval to work system Close liaison with the measured term contractor Engage and monitor the work of licensed asbestos contractors The Facilities Department operates an open book policy on all safety issues and this will apply to all matters pertaining to the management of asbestos

Section 3: Organisation and Responsibilities

3.1 Key roles and contacts within the University for the implementation of the AMP are as follows:

Title	Name	Tel	Email
Vice Chancellor	Steve West		
Director of Facilities	Chris Abbott	0117 328 2595	chris.abbott@uwe.ac.uk
Deputy Director of Facilities Estates	Nick Loughlin	0117 328 6587	Nicholas.Loughlin@uwe.ac.uk
Health and Safety Manager	Mark Scott	0117 328 2076	Mark4.scott@uwe.ac.uk
Health and Safety Adviser	Paul Shehean	0117 328 6512	paul.shehean@uwe.ac.uk
Asbestos contractor and contract managers	Andy Hicken Cabot Thermals	07976245941/ 0117 9672449	andy@cabot-thermals.com
	Dean Humphries Shield	0117 3012 645/ 07766 013 582	deanhumphries@shieldenvironmental.co.uk
	OCS	0782 504 3969	Dave Jameson
Asbestos Consultant(s)	Enquin Environmental Ltd	029 2053 5090	uwe-asbestos@enquin.co.uk


Vice Chancellor
Director of Facilities
Deputy Director of Facilities - Estates
Health and Safety Manager
Commercial Manager / Facilities Technical Staff
Health and Safety Adviser
Asbestos Consultants
Asbestos Contractors

3.2 Responsibilities

The responsibilities of the following people/groups are as follows:

Director of Facilities

- Ensures adequate resources are provided and allocated to carry out the AMP
- Ensures that the implemented AMP is monitored so that working arrangements and provision of financial, technical, human and other resources are suitable and sufficient to meet its requirements
- Commissions an annual report (produced by Asbestos Consultant, H&S Adviser – Construction Lead, and Head of Estates), for the University Directorate where applicable
- Reports to the University's Health and Safety Committee on the management of safety in the estate with special regard to ACMs
- Attend the AMP review meetings once a year
- Ensure that the Deputy Director of Facilities provides continuing cover for the Director of Facilities where required so far as it relates to this policy

3.2.1 Deputy Director of Facilities - Estates

- Ensures adequate resources are provided and allocated to carry out the AMP
- Ensures that the implemented AMP is monitored so that working arrangements and provision of financial, technical, human and other resources are suitable and sufficient to meet its requirements
- Commissions an annual report for the University Directorate where applicable
- Reports to the University's Health and Safety Committee on the management of safety in the estate with special regard to ACMs
- Attend the quarterly AMP review meetings

3.2.2 Commercial Manager

The CM is the appointed coordinator of all asbestos issues at the University, with technical support from the asbestos consultants and the H&S Advisor - Construction Lead. Further responsibilities of the CM is the effective management of the Facilities Technical Staff, to ensure that project is administered properly to prevent unnecessary disturbance of ACMs:

3.2.2.1 Managing ACMs by:

- Ensure requirements for the safe management of ACMs are fully identified and incorporated into any design or specification produced by the Facilities Department
- Ensuring the University's continued compliance with Regulation 4 of CAR 2012
- Ensuring that identified ACMs are subjected to a formal risk assessment process
- Ensuring that a sufficient procedure is in place for the updating of the Asbestos Register where ACMs are removed or remain in situ under a monitoring regime
- Attend annual reviews of the AMP or as required
- Liaising with the Asbestos Consultant(s) to assess, review and

recommend management actions in light of inspection findings and changes in Statutory Regulations or current good practice
- Reviewing and amending, where necessary, the standards detailed in the University's specification for work with ACMs
- Ensuring formal assessment are made of asbestos licensed contractors and Consultant(s) for the approved contractors list
    - Chair the quarterly asbestos management group meetings
    - Monitoring Key performance Indicators as per the ACM Management Plan

3.2.2.2 Managing Remedial Works by:

- Ensuring that the asbestos consultants prepare the specification for licensed asbestos remedial works issued by the Facilities Technical Staff (FTS)
- Selecting framework asbestos consultant and contractors
- Informing appropriate staff of asbestos-related works where necessary, and promoting liaison between Facilities Technical Staff on asbestos projects
- Collating and reviewing standard or generic asbestos-related contract documentation
- Maintaining records of air monitoring and clearance certificates, HSE Notification Forms and disposal certificates
- Reporting incidents to the Deputy Director of Facilities Estates

3.2.2.3 Informing, Liaising and Educating by:

- Reviewing with the Facilities Management Team proposed regulatory changes and current standards of good practice (via regular safety briefings)
- Providing advice on ACMs and their treatment to those with responsibility under this AMP
- Participating in the organisation and delivery of the contractors safety seminar. Maintaining records of attendance by consultants, contractors and FTS
- Attending progress meetings and circulating reports on completed and forthcoming asbestos projects
- Maintaining regular dialogue with the Director of Facilities - Estates, including reporting on visits and actions by the HSE, local authority environmental health and similar bodies
- Providing the HSE and similar bodies with details of asbestos management procedures and projects where relevant
- Providing specialist reports as required to the Director of Facilities
- Notifying the Universities Health and Safety Team, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Ensuring an auditing/monitoring role is undertaken on representative projects, including aspects of the Asbestos Consultant(s), Asbestos Contractors and Analysts performance

- Ensuring that any breaches of compliance with the AMP are fully investigated

Technical and Estates

- Implementing emergency procedures
- Ensure compliance with the CDM Regulations (as detailed in other policies)
- Ensuring tenders and specifications comply with UWE policies
- Reviewing proposed regulatory changes and current standards of good practice
- Undertaking an auditing role on significant projects, including the performance of Facilities staff, contractors and consultants
- Ensure the H&S Advisor - Construction Lead is notified of refurbishment and demolition projects
- Ensuring breaches of the AMP are fully investigated.
- Attend the quarterly asbestos management group meetings
- Attend the quarterly AMP review meetings where required

3.2.4. Facilities Technical Staff (FTS)

The FTS primary responsibility is the effective management of any project, to ensure that controls and procedures are followed to prevent unnecessary disturbance of ACMs. Responsibilities extend to:

- Notify the H&S Advisor - Construction Lead and Asbestos Consultants of refurbishment/demolition projects
- Instructing Asbestos Consultant(s)/Surveyors with suitable time for surveys and reports. (See KPI's) including full scope of works
- Instructing asbestos removal contractors, with scope of works
- Project planning and development, with no works being allowed to commence without a final Asbestos Report
- Day-to-day contract administration
- Collating and reviewing all asbestos-related contract documentation (where appropriate). This includes plans of work etc.
- Ensuring CDM compliance (as detailed in other policies)
- Ensuring tender compliance with UWE policies (where appropriate)
- Producing preliminaries and specifications in adherence with UWE policies (with support from the asbestos consultants where required)
- Obtaining clearance certificates
- Making local arrangements with building users and service providers to facilitate the asbestos works where necessary
- Organising, where appropriate, an asbestos contract pre-start meeting to agree the Plan of Works (generally attended by the H&S Advisor - Construction Lead, Asbestos Consultant(s) and Asbestos Contractor)
- Ensuring site works comply with relevant approval to work system (where necessary)
- Reporting incidents to the Facilities Management Team (CM, DDFE and DF)
- Communicate with building users and other stakeholders as required regarding the safe reoccupation of an area affected

3.2.5 IT Systems Officer

- To Ensure the continued update of the asbestos register and its integration with

facilities management software on the Intranet

3.2.6 Asbestos Consultant(s)

A detailed specification for asbestos consultants and KPI's are contained in Appendix 8 and 2. In brief their role is to provide technical support to UWE which covers the following areas:

- Taking and analysing bulk samples as directed
- Re-inspection Surveys
- Management survey
- Refurbishment/demolition survey
- Emergency support following an ACM incident
- Consultancy: General Services
- Consultancy: Pre-construction support
- Consultancy: Procurement support
- Project management and monitoring of removal works including analysis

The consultants are also responsible for maintaining the current version of the asbestos register and managing a monthly upload to the Archibus system.

3.2.7 Asbestos Contractors (text taken from the Lot 2 specification) Appendix 8

The scope of the service covers the following activities at any UWE sites:

- Unlicensed work (including notifiable, non-licensed work)
- Licenced Asbestos Removal
- Remediation of an ACM hazard
- Decontamination Services
- Emergency (out of hours) response
- Disposal of asbestos waste.

- Building, validating, maintaining, decontaminating and removing full enclosures (including air locks and pumps) and to be in attendance when asbestos surveyors have to break through ACM during the conduct of a survey
- All associated analytical work will be performed by the UWE asbestos consultants
- In the event of an emergency, at least two operatives must be able to attend within 90 minutes at any time of the day or week. They will be instructed following the attendance of Enquin
- Ensure all operatives have a valid contractors pass
- Works to be conducted in compliance with best practice & statutory requirements:
  - Control of Asbestos Regulations 2012
  - HSG 247 – Licensed Contractors Guide
  - HSG 210 - Asbestos Essentials
  - HSG 189/2 – Working with Asbestos Cement
  - The Hazardous Waste Regulations 2005
  - Approved Code of Practice: Manging and Working with Asbestos L143
  - Approved Code of Practice: Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board L28
  - Construction (Design & Management) Regulations 2015 (CDM 2015)
  - Other Health & Safety at Work Regulations
  - UWE Contractors Safety Pack

- ARCA guidance
- Develop a plan of work that complies with the documents listed above
- Makes explicit reference to public protection measures in all plans of work
- Site set up plans must be included in the plan of work, to explain the overall management of the project
- Notify the HSE (where notification is required)
- Manage and supervise operatives performance
- Co-operate with the UWE asbestos consultants in the planning of the works and during the subsequent monitoring of site activities
- Do not commence works on asbestos until UWE Estates Department has issued you with an Approval to Work.
- If you are performing enabling works in connection to a project that is notifiable under CDM 2015 you are to act as the Principal Contractor
- Ensure waste is stored securely and removed from site as early as possible
- Ensure waste transfer notes are included in the end-of-project documentation
- Provision of any other information/documentation requested by the UWE asbestos consultants to enable them to perform their duties on behalf of UWE
- Co-operate, free of charge, with an annual audit to verify your competency
- Perform health monitoring of operatives as required by legislation. Medical records are to be made available for inspection by UWE or their consultants
- Apart from waste disposal no element of this work may be subcontracted without the express permission of the UWE Contract Administrator
- Notify UWE of any alterations, renewals or revocations to your licences to work with or supervise work with asbestos
- Maintain records of all work carried out at UWE for the duration of the contract
- Ensure all operatives working for UWE have standard DBS checks
- Procedure Manuals to be made available to UWE asbestos consultants during the annual audit and to be provided if any significant changes are made to it

3.2.9 Other External Contractors

- Comply with University rules regarding asbestos management (as outlined in the UWE Contractors Safety Pack which all framework contractors are required to sign up to)
- Ensure that all sub-contractors are informed of relevant procedures; in particular the location of ACMs within the project area
- Co-operate with the Projects Manager and H&S Advisor - Construction Lead, Asbestos Consultant(s) and any asbestos contractors or associated contractors working within or adjacent to the known or intended project area
- Ensure UWE emergency procedures are followed in the event of discovery of or damage to ACM

3.2.10 Deans and Heads of Department

- Co-operate with the Facilities Department in their management of asbestos (e.g. making reasonable provision for surveyors to undertake their surveys, or relocating staff where required for the duration of remediation works)
- Ensure that when Faculty/Departmental Staff generate works requests, that they communicate any known hazard information for the area. This may include presence of harmful substances (the works request system enables asbestos information to be readily obtained).
- Ensure that the activities of their Faculties and Services do not risk asbestos exposure – *e.g. their staff or contractors do not work on the building's structure and fabric unless authorised by Facilities*
- Ensure that 'historical' samples/materials do not include ACM
- Ensure any contractors engaged by the Faculty or Department hold a valid UWE Contractors Pass. Note that all contractors who are working on or are liable to disturb the fabric or structure of a building or installed services must have adequate and up to date asbestos awareness training, in accordance with CAR 2012 (please note minimum standards for training are discussed later)
- Ensure equipment or apparatus erected, installed, purchased or gifted on behalf of the department is free of asbestos material
- Where asbestos is known or suspected to be present and could be at risk of disturbance from Faculty operations, the faculty should report this to the Facilities Estates Team using 222 who will then seek advice from the H&S Advisor - Construction Lead

3.2.11 Staff, Students and Visitors

- Do not damage or work on the fabric of the building
- Report to Estates and the HST, via the Help Desk, any damage or disturbance of known ACMs
- Report to the Estates, via the Help Desk, any defects or concerns they may have relating to asbestos issues or remedial works
- Attend asbestos awareness training when requested or required

Section 4: Managing the Asbestos Register

4.1 Identification of ACMs

4.1.1 Introduction

Asbestos surveys have been carried out on all UWE properties. A major survey by National Britannia in 2000 surveyed the bulk of the University Estate. The results form the basis of the original **Asbestos Register**. The ongoing development of the Asbestos Register is undertaken by the UWE Asbestos Consultants.

Additional surveys have been carried out for specific projects and the findings are incorporated into the Asbestos Register on a weekly basis by the asbestos consultants.

All inspection bodies must have and retain accreditation to ISO 17020 (UKAS) and undertake their inspections in line with HSG 264.

4.1.2 There are two types of survey referred to in HSG 264. UWE has agreed a standard report template with the asbestos consultants to ensure consistency.

4.1.2.1 Management Survey

Surveyors will inspect materials within a building and will generally take samples of suspect ACMs in order to determine if they do or do not contain asbestos. Where necessary they can presume material to be ACM – *but this is not UWE preference.* Surveyors must also determine the condition and surface treatment of the material and the potential for exposure based on its location and activities liable to disturb it (using HSG 264 and 227 algorithms). Where an area has not been surveyed, ACMs must be presumed to be present if the building was constructed before 2000. However, HSG 264 emphasises the need to access as much of a building as far as is reasonably practicable, which will involve careful planning with building occupiers.

4.1.2.2 Refurbishment and Demolition Surveys (R&D)

This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the building and may involve destructive (intrusive) inspection. A full sampling programme is undertaken to identify possible ACMs and an estimate of the volume and surface area of ACMs made. The survey is designed to be used as a basis for tendering the removal of ACMs from the building prior to demolition or major refurbishment or to assist the management of the project to prevent damage to ACM. UWE requires that the same risk assessment algorithms are used to rate these ACM. Areas/rooms should not be occupied while an R&D survey is underway. R&D surveys must be followed by a reassurance air test if they have revealed any ACM.

4.2 Risk Assessment of ACMs

All ACMs noted within the Asbestos Register are objectively scored using a formal numerical assessment scheme as detailed in HSG 264 and HSG 227.

4.2.1 The Material Risk Assessment

The material assessment looks at the type, condition and surface treatment of the ACM (to determine the likelihood of fibre release if disturbed).

4.2.2 The Priority Assessment

The priority assessment aspect considers the likelihood that persons may be exposed to asbestos fibre based on the location of ACM and activities being performed in the area. This risk assessment combines the Material Risk Assessment above, together with locations and probability of causing harm to others. This is completed by the H&S Advisor - Construction Lead in conjunction with the Asbestos Consultant(s)/Surveyors and the Head of Estates.

The combined assessments produce the final overall risk score and assist in the development of the action plan (higher risks obviously requiring more urgent attention than lower risks).

4.2.3 In order to manage the assessment process in a logical manner, different room functions will be given generic priority risk assessment scores. These can be found as an appendix. If the Asbestos Consultants believe that the Priority Assessment has changed or that the generic score does not apply they shall discuss the matter with the H&S Advisor - Construction Lead and reassess risk accordingly (thereafter altering the register).

4.3 Using the Register to create a management plan

4.3.1 The HOE and the H&S Advisor - Construction Lead, in conjunction with the Asbestos Consultant(s), will review the register and details of incidents quarterly in order to prepare an **Action Plan** (see Appendix 9) and plan forthcoming re-inspections. Where required or instructed targeted surveys could be completed in lieu of re-inspections.

4.3.2 The Action Plan will contain priorities and timetables/targets to manage risks.

4.3.2.1 The action plan will be presented to the asbestos management group who will initiate a project(s). Timetables will be based on:

- Risk from ACMs
- Building occupation constraints
- Financial resources
- Other planned building works

4.3.2.1 The Action Plan will be retained as an archive documents by the HOE and the H&S Advisor - Construction Lead

4.4 Management Options following surveys or re-inspections

4.4.1 Manage in situ

ACMs left in situ will be subject to an annual re-inspection regime. The HOE and H&S Advisor - Construction Lead may increase or decrease this frequency if required by the risk assessment but in this case removal should be considered.

To help identify ACM and prevent accidental damage, UWE will employ labelling using standard *'asbestos warning*' labels (or colour coding in specific circumstances e.g. contaminated basement areas). Historically, red food dye has been utilised to identify asbestos fibrebreaks, pipe lagging and AIB residue to walls and bitumen cable wrap. These products are largely still in situ throughout the ceiling voids of Frenchay Campus & basement areas at Glenside Campus.

Labelling should be undertaken primarily on licensable notifiable ACM's or those that are unusual or as specified by UWE. Labels should be positioned in noticeable locations and at regular intervals on the relevant ACM'S and should not be hidden or obscured. In specific circumstances e.g. contaminated basement areas In firebreaks etc labels will be used on both sides to prevent mistakes or confusion.

Labels must be applied within 5 working days of discovering that material contains asbestos.

There will be circumstances when it is not practical to label (e.g. floor tiles).

4.4.2 Repairing, Sealing or Removing ACMs

For those ACMs with a higher risk assessment, remedial or removal works is the preferred option. Partial removal of ACM is to be avoided: It has the potential to cause confusion. Wherever possible all ACMs are to be removed from an area.

4.5 Management of Textured Coatings in Carroll Court

At the Carroll Court accommodation complex textured coating has been sampled at various points between 2000 to present day and the majority have been found to contain Chrysotile (White) asbestos.
Rather than undertaking a full Management Survey of each accommodation unit, it is instead UWE policy to presume all textured coating ceilings throughout the Carroll Court complex contain asbestos, unless the register explicitly states that a ceiling does not.

For the purposes of undertaking works which may affect the ceilings, and where no testing has been undertaken, a representative sample will be obtained from each. All areas containing asbestos will only be worked upon by a Licensed Contractor and as Notifiable Non-Licensed Work.

4.6 Recording Information

4.6.1 Asbestos Register Content

The Asbestos Register is a record of known ACMs throughout the University's Campuses. There will be one register for each of the main campuses (and associated satellite sites). It contains the following information for identified or suspected ACMs:

- Location
- Extent
- Condition (including any damage or provision of sealant or physical barrier)
- Where ACMs have subsequently been removed
- Room type and generic priority assessment for the location
- Information about removal companies and dates
- Rooms with no asbestos to be identified and recorded

Information is also included on areas where no asbestos has been detected and also on potentially suspect material that have been sampled and found to be non ACM.

4.6.2 The Register also records area that have not been accessed

Updating the Asbestos register

4.6.5 The UWE asbestos consultants will work on the 'live' version of the database and supply a copy of this database to the UWE H&S Advisor - Construction Lead at the end of each calendar month if required. The Register will be named in order to show its last issue date. Any changes to the UWE asbestos register **must** only be made on the consultants' live copy of the register to prevent duplicate copies coming into existence. The University backs up its electronic data daily.

4.6.6 Update of the Asbestos Register to the FM (Archibus) software package

On a monthly basis if required the H&S Advisor - Construction Lead will work with the Information Systems Officer to upload the current version of the Asbestos Register and will randomly sample 5% of items to ensure this has been successful.

4.6.7 Upload to Internet

A copy of the complete Register will be held on the Estates Intranet information pages. The Facilities information officer is responsible for doing this on instruction from the H&S Advisor - Construction Lead.

The asbestos consultant shall retain a complete, current copy of the UWE asbestos register and archive old versions.

4.7 Providing Information

Information about the location of asbestos will be provided by 4 main methods:

- **Provision of survey reports:** This will typically be done when refurbishment and demolition surveys have been completed.
- **Works request (WR):** WR draw off information about asbestos in a specific room. These will be automatically issued to contractors when a WR is generated.
- **Via the works request system:** It is possible to interrogate asbestos information by floor or room inside the works request system.
- **Use of the register:** The register is available online and is a suitable source of information if activities do not involve damage or disturbance to the fabric of the building and require operatives to work in a number of locations. Examples: UWE term and cabling contractors.

Asbestos is discussed/reviewed at pre-start meetings between Project Manager and contractors and during the approval to work process.

4.7.1 **Access to data out of hours** During out-of-hours periods access to the Asbestos Register information will be available via the East Reception. This method is also to be used by emergency services during out-of-hours periods.

4.8 Meeting Schedule

Task	Period	Attendees
Asbestos Management Group	Quarterly	Deputy Director of Facilities - Estates Commercial Manager H&S Advisor - Construction Lead Asbestos Consultant(s) ITS Support Officer
AMP Review Meeting	Annually	H&S Advisor – Commercial Manager and asbestos consultant

5: Asbestos Management Procedures

5.1 Introduction

Damage of asbestos containing material can lead to exposure to asbestos fibres. This can result in the development of asbestos-related diseases, depending on the level, duration and frequency of exposure. This can arise from minor work such as installing a new light fitting, through to any major refurbishment of demolition work. This can also put others at risk in the building.

This section contains the procedures for the management of asbestos on all University premises. It is designed as a guide for all Facilities Technical Staff (FTS) who may come into contact with asbestos containing materials (ACMs) during their day-to-day working activities.

5.2 Contractors Passes and Training

All persons working for Facilities on any of the University campuses must carry a Contractors pass this is issued after attendance on the safety seminar incorporating UKATA accredited asbestos awareness training (which must include material bespoke to UWE)

The purpose and syllabus of this training syllabus is outlined in the ACoP to CAR 2012.

FTS will undertake bi-annual refresher training. Training records maintained and held by Head of Estates.

The H&S Advisor - Construction Lead, and Head of Estates need to have the P405 training.

5.3 Safe Systems of Work

A number of safe systems of work have been developed by the asbestos consultant and Health & Safety Adviser – construction lead, in order to provide guidance on procedures to adopt when working in areas which contain asbestos. These systems are conmtained in an appendix and include:

Acces into ceiling voids
Packers in wall voids (Frenchay Campus A_E Block)
Accessing plant rooms

5.4 Training for asbestos Contractors & Allied Trades

Chapter 4 of HSG247 Asbestos: The licensed contractors' guide sets out the detailed content of the asbestos training modules for trades/roles involved in licensable work.

For licensable work, copies of the respective training records should be provided for each individual Training records will be reviewed at the start of all licensed jobs by the asbestos consultants and this will also form part of the annual audit of contractors.

5.5 Reviewing asbestos information on maintenance tasks

During planned and reactive maintenance tasks, it is the responsibility of the contractor to review asbestos information contained within the works request and/or the register to determine if works could have an impact on ACM.

5.6 Reviewing asbestos information on projects

All works within the University which have the potential to alter or damage the fabric of the building must be reviewed to determine if they could damage asbestos.

The review must be carried out by the FTS responsible for the works, at the earliest opportunity. This is done to allow sufficient time for projected implications of ACMs to be assessed and dealt with appropriately and must be reviewed at key stages of the design process. The stages of the review are:

- Complete the construction project planning and monitoring(PM doc 1.1.5) sheet
- Review known ACM information in the Asbestos Register
- If the Asbestos register shows that asbestos is present and there is any suspicion or doubt about whether it could be disturbed, visit site in order to gain a more informed picture of the project requirements. The asbestos consultants can be asked to participate.
- During the site walk, conduct a visual site audit of existing Asbestos Register contents
- Decide if a management or R&D survey is required (discussed next).
- Where an R&D survey is required the area should not be occupied
- Arrange with Department Heads for the survey to be carried out to proposed works area.

5.7 Requesting a Survey

To ensure a survey is carried out safely, efficiently and without undue disturbance to UWE activities, the following steps should be taken:

  - Request an initial meeting with the asbestos consultants (email uwe-asbestos@enquin.co.uk or speak in person to a surveyor on site, followed by an email)
  - Walk-through the job with the Asbestos Consultant and supply them with building plans, existing asbestos information and specifications for the forthcoming works (so they can start to assess the resource requirements of the survey and the potential impact of the project on the building and ACM)
  - Identify any potential access issues for the survey proper and potential risks to surveyors and third parties

- The asbestos consultants will then supply a budget figure for the survey
- The FTS are to raise a purchase order (using the project code) and a works request order
- On very large jobs, hold a pre-survey meeting with the Asbestos Consultant(s) and appropriate members of UWE site staff.

  The following items will be covered:

  - Access requirements and timings (e.g. keys, need for escorts etc.)
  - Site hazards in area (e.g. substances, processes etc.)
  - Duration of closure of rooms/areas

There may be times when it is genuinely impractical to access a void/area (e.g. it may be impossible to check a gasket without dismantling a section of functioning pipework). In these instances notify the H&S Adviser – Construction Lead or Head of Estates: Arrangements will need to be put into place to either overcome the obstacles or to arrange access and possible remediation work during the course of the project (which may require project contingency funds and 'flex' in the programme).

5.8 Additional Considerations for CDM Notifiable Projects

The FTS and the Asbestos Consultant(s) shall comply with CDM 2015 regulations, starting in the earliest design stages. A strategy should then be developed on how to control the risks from the asbestos during the project. This is likely to involve survey work etc. as detailed above. At this stage, it is not always possible to involve the Principal Contractor and if this is the case, some of these considerations need to be addressed at a later date when the Principal Contractor has been appointed.

Factors to be considered at the design stage include:

- Whether asbestos will be interfered with during the project
- Whether the Designer can "design out" the risk by avoiding disturbing asbestos
- Whether additional protection measures will be necessary
- Whether it will be necessary to remove the asbestos prior to construction work
- Whether there is a risk of the work interfering with the fabric of the building
- Whether, therefore, an R&D survey is required
- Whether the project provides the opportunity to remove asbestos in the area, even if it is not interfering with the work (this is UWE's preferred approach).
- How emergencies will be dealt with, such as inadvertent exposure to asbestos

Having taken these factors into account, any residual risks (and relevant survey reports) from asbestos must be included in the Pre-Construction Information compiled by the principal designer. The Construction Phase Plan is then developed by the Principal Contractor, who is responsible for setting up a control system to control the risk from asbestos and any other risk to health and safety during the construction phase. The client/designer should then determine whether the proposed controls are satisfactory.

During the construction phase, the Principal Contractor is responsible for controlling the risks from asbestos. This Contractor should continue to liaise with the University and the principal designer.

If the situation changes during the construction phase, for example, if any contract variations result in further disturbance of asbestos, all parties previously mentioned are to review any changes before works are to commence.

If removal/remediation works are occurring during the main construction phase, the licensed contractors should work as sub-contractors to the principal contractor, but the independent asbestos consultants will still perform a monitoring role.

5.9 Asbestos Removal Work

Where asbestos removal is required the following procedure is to be adopted.

5.9.1 Asbestos Removal for Licensed Work (under CAR 2012)

a) The FTS must ensure that a written, technical specification is prepared for the remediation works (this could be done by or in consultation with the Asbestos Consultants). A template for this purpose is included as an appendix.

b) Technical specification to be reviewed by the FTS.

c) FTS to commission the Asbestos Consultant(s) to undertake a monitoring role for the proposed asbestos removal project. The scope of this role is set out in the consultants specification (see appendix).

- **Value under £5000:** FTS to invite a quote for the removal works from both Cabot Thermals, Shield Environmental and OCS. Unless in exceptional circumstances.

- **Value £5000+:** FTS incorporates the technical specification and the UWE generic asbestos preliminaries into the standard University tender document and sends to all three framework contractors.

- When all the quotes have been received, they are to be evaluated in accordance with UWE standard procedures.

- Once the tenders have been reviewed and an Asbestos Removal Contractor selected, the FTS should set up a pre-start meeting at least 21 days before the start date of the project. This will allow the exchange of information between the FTS, the Asbestos Removal Contractor and the University Department/Faculty Representative(s) (if applicable) and notification to be sent to the HSE. The meetings aims are to:

  a) Discuss logistical arrangements, such as parking for decontamination units (DCUs), office space for an analyst, etc.
  b) Establish how unauthorised access to the work area will be prevented, including management of corridor closures etc.
  c) Arranging any necessary services isolation or enabling works, for example, electrical connections, M&E shutdowns etc.
  d) Site familiarisation
  e) Liaison with key stakeholders (e.g. invite relevant faculty staff and provide a copy of the programme)
  f) Particular attention to co-operation and co-ordination will be needed where non-Asbestos licensed contractors are used for enabling works prior to asbestos remedial works
  g) Enable sufficient information to be collected to allow notification to the HSE

- Project plans must allow for at least 7 days for the plan of work to be developed and approved by the asbestos consultant. This is followed by a 14 continuous days statutory notification period prior to start of works. The ASB notification and plans of work to be issued to the independent asbestos consultant.

Waiver

UWE will only permit the use of waivers (i.e. an application to the HSE to waive the usual 14 days notification period) in extreme circumstances. Note that the HSE is likely to pay close attention to projects which apply for waivers (and may wish to attend site) and they will quite rightly want to know why such an emergency could not have been prevented by effective forward planning. Applications for Waivers will only be allowed with the acceptance of the Deputy Director of Estates or Operations Manager.

CDM Notifiable Project

Where asbestos removal project exceeds 30 continuous days or 500 man days, the project is notifiable under the CDM Regulations and the project should progress accordingly (appoint a CDM co-ordinator etc.). Separate guidance deals with this.

5.10.2 Monitoring Asbestos Removal Works

Non-notifiable, non-Licensed work

Works in low occupancy areas (WC, plant rooms, cleaners cupboards, basements, roof voids/attics) do not need monitoring (due to the use of competent, licensed contractors who can self-certify).

Notifiable, Non-Licensed work

The asbestos consultant should monitor site set up and undertake reassurance air tests. Prevent access by the general public until this has been done.

Licensed work

The asbestos consultant must be commissioned by FTS to monitor site set up, attend daily to monitor works and produce certificate of reoccupation. The full scope of their services is included in Appendix 8.

5.10.3 Reoccupation and handover following Licensed Notifiable works

- No access is permitted to the area until the certificate of reoccupation has been issued by the Asbestos Consultant
- The 'Area Safe to Reoccupy' sign is to be fixed to the door(s) by the asbestos consultant (see Appendix). These should remain in place for between 2-5 days.
- Department Heads or other nominated Faculty persons to be advised via email and verbally that the area is safe for reoccupation. The asbestos consultant can do this in person but should generally go through FTS.
- Certificates of reoccupation will form part of project handover files. These files are issued to the H&S Advisor - Construction Lead and FTS project lead. To be stored on the project file.
- The asbestos consultant will update the register within 5 working days (this does not apply to major projects where this will not be achievable).

Handover file

ASB5 notification (contractor)
Asbestos consultants daily audit sheet(asbestos consultant)
Air test results(asbestos consultant)
Waste Consignment notes(contractor)
Certificate of reoccupation(asbestos consultant)

5.10.4 Waste Management

Non-asbestos waste should be disposed of in normal waste bags and using a normal skip: It should not be disposed of as hazardous waste.

Asbestos waste is to be disposed of by the licenced removal contractor. Waste Consignment notes must be submitted to the asbestos consultants. Further copies should be sent to the Sustainability Team and the relevant Waste Manager.

It is the duty of all to ensure this happens (e.g. UWE to make adequate space available for an additional skip, consultants to ensure that this is covered in the plan of work and contractors to develop and implement a suitable plan of work).

5.11 Emergency Procedures

CAR 2012 requires employers to take action in the case of escape of asbestos fibres into the workplace. The University has formulated an emergency plan in order to deal with an asbestos emergency.

5.11.1 What Constitutes an Emergency?

Emergency situations can relate to situations where:

- Suspect ACMs are encountered – See Flowchart 1
- Known or suspected ACMs are damaged or discovered in a damaged state – See Flowchart 2
- Remedial works result in release of elevated airborne fibre levels

The H&S Advisor - Construction Lead or Head of Estates should be contacted immediately and an incident report opened at the earliest practical time.

Incident reports

In the event of an Asbestos Emergency, the FTS will:

- Immediately raise an Incident Log (see appendix)
- Ensure Incident Log is updated as incident and investigation progresses
- Incident report to cross refer to air test or sample numbers for future reference
- When an area is proven to be safe for reoccupation, remove posters etc, and liaise with faculty representative.
- Copy of incident log to be kept on project file and a copy retained by H&S Advisor - Construction Lead

5.11.2 Emergencies during Construction and Refurbishment Projects

The same process applies but the Site Manager should be fully involved in the process.

If asbestos is discovered and needs to be removed an inevitable delay in project works in the affected area is likely to ensue, *possibly* up to 4 weeks depending on the scope of the remedial works required.

5.11.3 Urgent Access to an Asbestos Work Area

In the case of an emergency (medical, services, safety, etc.) only those who have received training, that are properly protected, and are under the guidance of the Asbestos Consultant(s) or Licensed Asbestos Contractor will be allowed entry into an asbestos enclosure.

Where immediate access is required, access will be via normal access point (three-stage airlock or a “Bag Lock”) where possible. In all other cases the enclosure will be split with a knife and access gained.

5.11.4 An Emergency Situation Resulting in a Release of Elevated Airborne Fibre Levels Outside the Asbestos Work Area

An asbestos fibre release may occur for a number of reasons, for example:

- Fire within or outside the enclosure
- Loss of negative pressure (Negative Pressure Unit(s) failing)
- Enclosure rupture/collapse
- Emergency access due to the collapse of an asbestos removal operative

Personnel outside the enclosure will be cleared prior to this event, and an area of exclusion created ***within which respirators will be required to be worn at all times***. This will typically be more than 5 metres from the work area.

Air tests will be deployed as soon as is reasonably practicable (the asbestos consultants have a 90 minute response time in emergencies) and until such time as the area has been made safe. This will hopefully provide reassurance and evidence that no significant levels of fibres are present outside the Asbestos Work Area.

Negative Pressure Units (NPUs) will be left running where possible to provide some defence against airborne fibre spread.

If access is required, contact the H&S Adviser – Construction Lead or Head of Estates and the Asbestos Consultant(s) and ensure that their advice is followed.

5.12 Managing Accidental Asbestos Exposure

5.12.1 Information to be obtained and provided

"Exposure" will be taken to mean exposure to a level that exceeds the current Control Limits set out in CAR 2012 (as measured by air testing or in the absence of an air test an informed judgement should be made and the basis of that judgement recorded on the Incident Report Log).

Where an employee may have been exposed it is recommended that the following be supplied to the Director of Human Resources and noted within the Occupational Health records:

- Employee name
- Date and time of incident
- Nature of exposure (damage or work to ACM, uncontrolled release of asbestos fibre from asbestos removal enclosure, etc.)
- Location of incident
- Type of asbestos fibre/asbestos material
- Duration and level of exposure
- Copies of any associated analytical records
- Details of advice etc given to individual (health risks of asbestos, etc.)

This information is to be stored by the University for at least 40 years. A copy of the above is to be supplied to the employee with the recommendation that it be kept indefinitely.

Where the exposure relates to non-employees, the H&S Advisor - Construction Lead or Head of Estates in his absence will record known details and these will be kept within the Facilities Department. A copy should be provided to their employer so as to assist with health surveillance etc. of the person(s) involved.

5.12.2 Release of Information about personal exposure

Requests for information relating to personal exposure should be managed by the H&S Advisor - Construction Lead or Head of Estates in his absence. Where personal, sensitive data relates to an identifiable individual then the provisions of the Data Protection Act 1998 apply. Such data will generally only be issued to the named individuals to which the data relates although may need to be disclosed to UWE insurers.

5.12.3 Record of Exposure

Copies of Incident Reports generated by site contractors are to go to the H&S Advisor - Construction Lead or Head of Estates in his absence.

5.12.4 RIDDOR Notification

Where exposure occurs to a member of staff or student above the Control Limits, reporting of the incident to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be assessed and generally carried out by the Health and Safety Advisor – Construction Lead.

Where the incident area is under the control of a Contractor or Principal Contractor the reporting requirement is part of his responsibilities. Copies of such notification will be required to be submitted to the appropriate statutory bodies and the University Facilities Department via the H&S Advisor - Construction Lead.

5.12.5 Insurance

UWE became a university in 1992. Prior to that it was a polytechnic run by Avon County Council who were responsible for insurance.

In 2005, almost all public liability insurance policies were changed to exclude asbestos claims. UMAL then introduced a £1m public liability cover from 01/08/10.

6.0 Monitoring and Review

6.1 Mechanisms to monitor and review the operation of the AMP

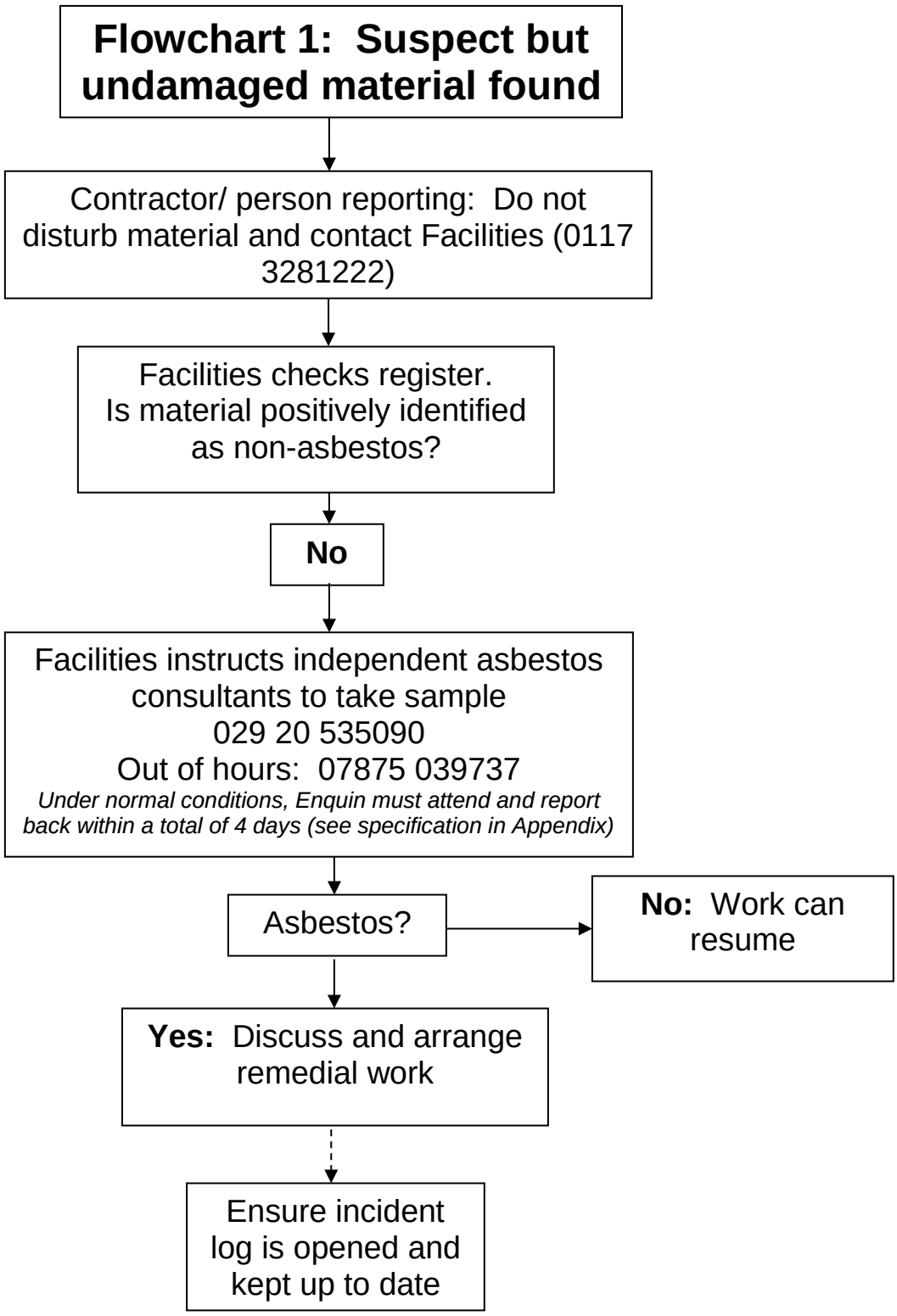
The operation of the AMP will be monitored through the following mechanisms:

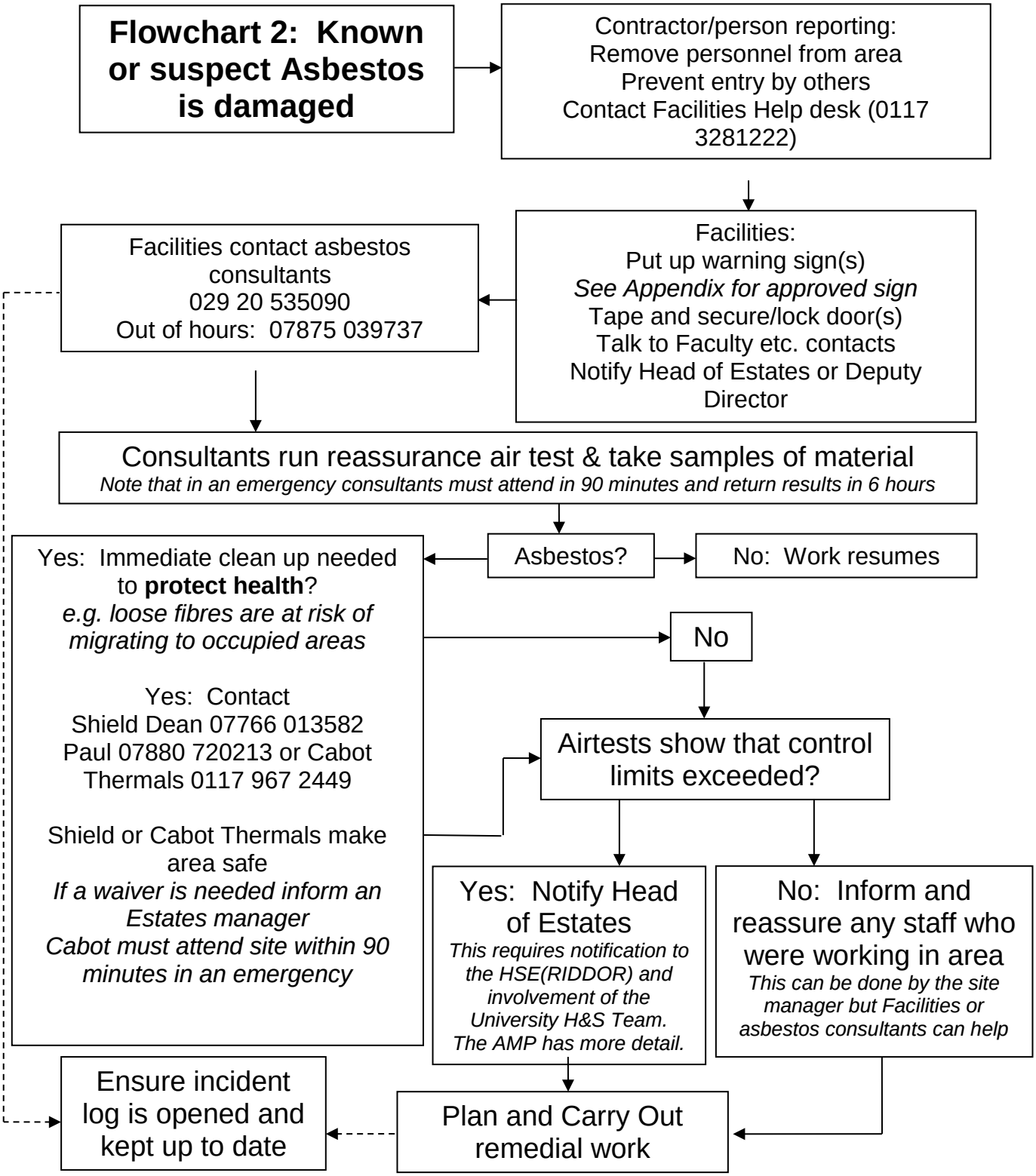
- Review at the Asbestos Management Meetings
- Site monitoring by Asbestos Consultants
- 6-monthly Contract reviews with the Asbestos Consultants
- Incident reporting arrangements
- Use of red, yellow, green notices issued by Facilities staff (which are tracked by the H&S Advisor - Construction Lead)

6.2 Key Performance Indicators

The following KPI will be used to track the performance of the AMP:

- % items re-inspected during the previous quarter (against a target of 25% of all ACM to be re-inspected each quarter)
- % site monitoring audit scores for asbestos contractors (as produced by the independent asbestos consultants, 90% minimum)
- No. of incidents (decreasing to a target of 0)
- No. of known items of debris (target 0)
- No. of Facilities technical staff with asbestos awareness training (or better) in the past 2 years (target 90%)
- No. of Facilities technical staff attending AMP briefing in the past 2 years (target 90%)


Flowchart 1: Suspect but undamaged material found
Contractor/ person reporting: Do not disturb material and contact Facilities (0117 3281222)
Facilities checks register. Is material positively identified as non-asbestos?
No
Facilities instructs independent asbestos consultants to take sample
029 20 535090
Out of hours: 07875 039737
Under normal conditions, Enquin must attend and report back within a total of 4 days (see specification in Appendix)
Asbestos?
No: Work can resume
Yes: Discuss and arrange remedial work
Ensure incident log is opened and kept up to date


Flowchart 2: Known or suspect Asbestos is damaged
Contractor/person reporting:
Remove personnel from area
Prevent entry by others
Contact Facilities Help desk (0117 3281222)
Facilities:
Put up warning sign(s)
See Appendix for approved sign
Tape and secure/lock door(s)
Talk to Faculty etc. contacts
Notify Head of Estates or Deputy Director
Facilities contact asbestos consultants
029 20 535090
Out of hours: 07875 039737
Consultants run reassurance air test & take samples of material
Note that in an emergency consultants must attend in 90 minutes and return results in 6 hours
Asbestos?
No: Work resumes
Yes: Immediate clean up needed to protect health?
e.g. loose fibres are at risk of migrating to occupied areas
Yes: Contact
Shield Dean 07766 013582
Paul 07880 720213 or Cabot Thermals 0117 967 2449
Shield or Cabot Thermals make area safe
If a waiver is needed inform an Estates manager
Cabot must attend site within 90 minutes in an emergency
No
Airtests show that control limits exceeded?
Yes: Notify Head of Estates
This requires notification to the HSE(RIDDOR) and involvement of the University H&S Team.
The AMP has more detail.
No: Inform and reassure any staff who were working in area
This can be done by the site manager but Facilities or asbestos consultants can help
Plan and Carry Out remedial work
Ensure incident log is opened and kept up to date

Appendix 1: Generic Priority Scores

Room Type	Normal occupant activity	Likelihood of disturbance				Human Exposure Potential				Maintenance Activity			
	Main activity (0-3)	Location (0-3)	Accessibility (0-3)	Extent/ Amount (0-3)*	Average	Number of occupants (0-3)	Frequency of use (0-3)	Average time area in use (0-3)	Average	Type of maintenance activity (0-3)	Frequency of maintenance (0-3)	Average	Total
Plant rooms** (Comms/ electrical/ ,main server)	**1**	**2**	**1**	**3**	**2**	**0**	**3**	**1**	**1**	**2**	**3**	**3**	**7**
Circulation (corridors/ stairwells/ lobbies)	1	2	0	3	2	3	3	3	3	1	1	1	**6**
Cafe/ restaurant	1	2	0	2	1	3	3	3	3	1	1	1	**6**
Teaching room	1	2	0	2	1	3	3	2	3	1	1	1	**6**
PC Lab	1	2	0	2	1	3	3	3	3	1	1	1	**6**
Laboratory	1	2	0	2	1	3	3	2	3	1	1	1	**6**
Offices (meeting rooms)	1	2	0	2	1	2	3	3	3	1	1	1	**6**
Kitchen (industrial)	1	2	0	2	1	2	3	3	3	1	1	1	**6**
Lecture theatre	1	1	0	2	1	3	3	2	3	1	1	1	**6**
Event Space	1	1	0	3	1	3	2	3	2	1	3	2	**6**
Open Learning Space	1	2	0	2	1	3	3	3	3	1	1	1	**6**
Library	1	1	0	3	1	3	3	3	3	1	1	1	**6**
Voids	0	3	1	3	2	0	1	0	1	2	2	2	**5**
Shops	1	2	0	2	1	3	3	3	3	1	1	1	**6**
Sleeping accommodation	1	2	0	2	1	1	3	3	2	1	1	1	**5**
Kitchen (domestic/ tea bays)	1	2	0	2	1	1	3	2	2	1	1	1	**5**
Post Room	1	2	0	2	1	1	3	3	2	1	1	1	**5**
Reception	1	2	0	2	1	1	3	3	2	1	1	1	**5**
Staff Common Room	1	2	0	2	1	3	3	1	2	1	1	1	**5**

Ducts (vertical penetration)	0	3	1	2	2	0	1	0	1	2	2	2	**5**
Loading Bays	1	1	1	2	1	1	3	1	2	1	1	1	**5**
WC	1	2	0	2	1	0	3	1	1	1	1	1	**4**
Storerooms (archive stores)	1	2	0	2	1	0	3	0	1	1	1	1	**4**
Cleaners cupboards	1	2	0	1	1	0	3	0	1	1	1	1	**4**
Roof Space	0	3	0	2	2	0	0	0	0	1	2	2	**4**
Roofs	0	0	0	2	1	0	0	0	0	1	1	1	**2**
Lift Shafts	0	3	0	1	1	0	0	0	0	2	2	2	**3**

* Based on ‘worst case’ scenario of AIB shadow batten or artex ceilings
** Based on daily plant checks, filter changes etc.

Appendix 2: Asbestos Consultancy KPI

Service	Standard
Taking bulk samples as directed (under normal conditions)	Attend site 72 hours from request Results 96 hours from the first day on site, and each subsequent day
Management of R&D survey (longer timescales negotiable dependent on site)	Attend site 72 hours from request Results within 96 hours from the first day on site. A verbal review over the telephone with the requestor of the survey as part of the delivery of the report.
Taking bulk samples (in an emergency)	Attend site 90 minutes Results 6 hours
Number of ACM items re-inspected per annum	100% of total (where safe to access – no access areas will be agreed in advance of reinspections programme)
Daily attendance and completion of site inspections for notifiable projects	Daily
Provision of acceptable completion files (notifiable projects)	2 working days of completion on site
Annual audit of asbestos contractors	Annual
Update register following a survey or remediation works	5 working days from completion of survey
Maintain UKAS accreditation to ISO 17020 and 17025	Provide certificates on anniversary of appointment
RICE reports	Provide quarterly. Minimum acceptable score of B but must be accompanied by an improvement plan

Note: Failure to meet an early KPI does not mean future KPI's could be failed.

Appendix 3: Standard Agenda for Quarterly Asbestos Management Group

a) Introductions
b) Minutes from previous meetings
c) Incidents and deviations from AMP
d) Implementation and communication of AMP
e) Training issues/requirements
f) Performance of asbestos contractors
g) Re-inspection data
h) Alterations to the AMP
i) AMP action plan
j) KPI review
k) Current and forthcoming projects that may affect asbestos
l) AOB
m) Next meeting

Appendix 4: Works completion poster

Asbestos works completed in the following room(s)/area(s):

Date works completed:

Clearance certificate issued by (company):

(Copy available from Estates Department Services on 0117 3281222)

Clearance certificate and project reference unique reference number:

Name/signature of analyst:

This area is safe to reoccupy

Appendix 5: Scope of management or refurbishment/ demolition survey

Client
University of the West of England

Location

Existing survey report refs:
UWE excel asbestos register

Scope of works (include details of any plans/drawing refs)

Access/isolation arrangements

Comments/additional instructions

Signatory sheet.
By signing below, each representative agrees and fully understands the scope of the specification detailed within this document.

Enquin representative
Name (Print).....
Name (Signed)……
Date……

UWE representative
Name (Print).....
Name (Signed)……
Date.....

Appendix 6: Asbestos removal specification – verification form

Client University of the West of England
Location

Existing survey report refs:

Description of products and type/condition of asbestos within work location

Scope of works (include details of any plans/drawing refs)
Items/material to be removed

Asbestos products to remain in situ in area (please explain why they are not being removed and any remediation needed e.g. encapsulation)

Access routes

Room use (detail of number of tenants and hours)

Available locations of DCU

Any access issues (working hours, security, swipe card access, master key access)

Any isolations that may be required during works (e.g. air handling plant) and who is responsible for organising this

Comments/additional instructions
Any risks other than asbestos present (for example working at heights)

Signatory sheet.
By signing below, each representative agrees and fully understands the scope of the removal specification detailed within this document.

Enquin representative
Name (Print).....
Name (Signed)……
Date……

UWE representative
Name (Print).....
Name (Signed)……
Date.....

Appendix 7: Record of a reported incident involving asbestos

Accident Form Reference: allocated on submission	
Section A: **Personal Information**	Please supply information about person harmed/nearly harmed
☐ I am filling this on behalf of someone else	
ABOUT THE PERSON HARMED/NEARLY HARMED:	☐ Member of staff ☐ Undergraduate student ☐ Postgraduate student ☐ Visitor
First name:	
Last name:	
Email address:	
Contact Telephone Number:	Student Id No:
Please supply home/term-time postal address:	
Faculty/Service:	Organisational unit:
Name of Line Manager or Member of staff in charge of work activity at time of incident:	

Section B:
Details of Accident

Accident type:

- ☐ Personal Injury
- ☐ Ill-health
- ☐ Near-miss

Date of injury or onset of illness:	Campus/Site:
Time: (24 hours)	Location: *(ie. Kitchen, workshop, laboratory, office)*
	Room Number/Area: *(ie. Room 2P03, Car Park 20)*

Description:
Description of events leading up to and culminating in the accident (what was being done and what happened?)

☐ Please tick if the accident was witnessed

The accident was witnessed by:

Name of Witness:	Address of Witness:	Telephone Number of Witness:

Section C:
Outcome of Accident

Outcome of Accident:
Nature of any injury or ill health condition and the part of the body affected. If a near miss, indicate the potential for harm.

Injury Treatment:

- ☐ None
- ☐ Hospital
- ☐ GP
- ☐ First-aid
- ☐ Self

Please tick all that apply and ensure at least one option is selected

Section D: **Person Reporting Details**	
DETAILS OF PERSON REPORTING ON BEHALF OF PERSON HARMED	
First name:	Faculty/Service:
Last name:	Student id:
Email address:	Staff Post held:
	Other contact details (i.e. room number, tel. ext, mobile):
SIGNATURE OF PERSON HARMED OR PERSON REPORTING	
	Date:
I understand that by signing this form I am declaring that the information stated on this form is accurate and that I agree to the University processing my personal data. The personal information collected on this form will be processed by the University in accordance with the terms and conditions of the 1998 Data Protection Act. We will hold your data securely and not make it available to any third party unless permitted or required to do so by law. The information will be used for accident reporting and monitoring; for the purpose of meeting the University's statutory, legal and insurance requirements; and will be retained in accordance with the University's record retention schedule. **Now send to the Health and Safety Unit who will assign a manager responsible for the investigation.** **Please take a copy of the form for yourself.**	

No Unauthorised Access

Only contractors authorised by the Estates Office will be allowed to enter

Room/Area:

Reason: ----------

Date/time entry was prohibited: ----------

Date/time prohibition <u>may</u> be lifted: ----------

Phone: ----------

in Estates for more information, or contact the Facilities helpdesk:
External line: 0117 3281222 Internal line: 222

For out of hours enquiries please contact the UWE gatehouse:
External line: 0117 3282552 Internal line: 82552

Appendix 8: Specification for Asbestos Consultants

General notes

Any additions or alterations required to the UWE asbestos register arising from surveys or construction work should be made within 5 working days.

Taking and analysing bulk samples as directed

This will typically arise when suspect material not previously or clearly identified in the register has been revealed.

- Attend and take bulk samples of materials as directed, in compliance with HSG264
- Perform analysis of the samples to confirm the presence and type of asbestos in accordance with HSG 248
- Attendance on site required normally within 72 hours of instruction and initial reporting of first results within 24 hours thereafter (i.e. the result of samples to be returned within 4 days of the instruction). The results should be reported by email to the person who instructed the work and also verbally in the case of an emergency attendance
- Emergency attendance may be required if there has been potential exposure of persons to suspect materials. Attendance should be within 90 minutes and the result of analysis should be returned within 6 hours
- In the event of suspected disturbance or damage of asbestos, a reassurance air test will also be required

Re-inspection Surveys

- Arrange access into rooms/areas where Asbestos Containing Materials (ACMs) are located through direct liaison with relevant persons in the University
- Verify the condition of ACMs (in accordance with HSG264)
- The cost and specification for analysis of samples taken will be as given for 'taking and analysing bulk samples as directed'
- Advise the H&S Advisor - Construction Lead immediately of dangerous deterioration/damage to ACM
- Apply/reapply labels to ACM that remain in situ unless instructed not to do so
- Notify the H&S Advisor - Construction Lead of any inaccuracies or anomalies in the register
- Re-inspect 100% of all known ACM per annum
- Findings to be reviewed at the quarterly asbestos management meeting

Management survey (previously known as Type 2 surveys)

As the Estate has already been subject to Type 2 surveys, such surveys will only be required for previously un-accessed areas or rooms

- The purpose of the survey is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building and assess their condition.
- Attend a site meeting, where necessary, to confirm the scope of the survey
- The survey should be carried out in accordance with HSG 248
- Leave the area in a tidy and clean state
- The cost and specification for the analysis of samples will be as given for 'taking and analysing bulk samples as directed'

- Attendance on site is normally planned in advance, but should there be a specific need, then if required then attend within 72 hours of instruction and initial reporting of first results within 24 hours thereafter (i.e. the result of samples to be returned within 4 days of the instruction being given). The full report should be provided to the person who commissioned it in a further 72 hours (i.e. 7 days after it has been requested)
- Full report to be provided to the person who commissioned it as 1 no. hard copy and 1 no. pdf format (file naming protocol to be agreed) and include marked up drawings showing sample points and the location and extent of any identified ACMs
- The report should include clear recommendations for the management of ACM
- Where required, meet with the UWE Contract Administrator and/or Design Team to discuss findings and any limitations of the report.

Refurbishment/demolition survey (previously known as Type 3 surveys)

The purpose of the survey is to locate and describe, as far as reasonably practical, all ACMs in the work area or building. The specification is as for management surveys with the following amendments:

- The survey will be destructive in nature and all necessary areas should be accessed as part of the work
- Obtain an Approval to Work from the UWE Estates Office before commencing
- Making good to damaged areas is not required but any ACMs disturbed as part of the survey must be made safe including cleaning up *any* debris arising from the work
- Any caveats in the report must be agreed with the H&S Advisor - Construction Lead before the report is issued (in accordance with HSG264, caveats should be avoided)
- If any asbestos was identified, undertake a reassurance air test (results to be appended to the survey report unless they exceed control limits and therefore necessitate immediate remedial action)
- Where asbestos contractors need to be in attendance, notify UWE at the earliest opportunity

General Consultancy Services

The Lot 1 Consultant will be expected to provide a range of general consultancy services. Below is an indicative list:

- Answer general queries regarding asbestos management/register entries etc. Calls under 5 minutes in duration should be provided free of charge. Provision for this is to be made in your tender.
- Chair quarterly asbestos management meetings (including preparation and distribution of agendas and minutes). Minutes to be issued within 2 weeks
- In consultation with the H&S Advisor - Construction Lead, review the University Asbestos Management Plan on an annual basis and following any significant incidents
- Support the University in the practical management of incidents
- Participate in investigation of incidents
- Where appropriate, write investigation reports
- Audit asbestos contractors annually (the scope is to be agreed but, as a minimum, will cover medical surveillance, training, equipment etc.). The audit should generate a % compliance score and recommendations for remedial action where required
- Undertake an annual audit of the overall management of asbestos by UWE
- Participate in induction training for new staff
- Attend Estates team meetings as directed
- Audit asbestos awareness training being provided through the University and work with providers to make improvements
- Provide (where possible) or help source training for UWE staff

- As a minimum, be present on site for half a day each week on the same day to fulfil these duties and provide a consistent presence

Consultancy: Pre-construction support

This is a typical example of services that may be requested ahead of refurbishment or demolition projects.

- Establish the scope of works
- Advise on the need for and scope of additional surveys
- Clairfy where asbestos is in relation to the planned scope of works
- Advise the UWE contract administer of the likelihood of asbestos being disturbed and the remedial action required to mitigate these risks
- Advise on methods of work to prevent damage to ACM remaining in situ
- Obtain costs, duration and programme of asbestos abatement work
- Advise whether abatement work is likely to be notifiable
- Attend pre-start meetings.

Consultancy: Procurement support

- Prepare detailed specification and drawings for the necessary asbestos removal or remediation work.
- Escort prospective tenderers around the site to clarify the works/specification.
- Analyse tenders received with respect to programme, cost and proposed plan of work and prepare a tender report with appointment recommendations and submit to the UWE Contract Administrator.

Consultancy: Monitoring works and analysis

Provide monitoring and analytical support for the various stages of notifiable asbestos abatement works (and on non-notifiable projects if requested). Assume one half day attendance for each full day of the project.

Monitoring duties will include

- Review the plan of work and where necessary assist the contractor in the development of a plan of work which complies with statutory, industry best practice and UWE requirements
- Approving the plan of work prior to notification to the Health and Safety Executive
- Ensuring that the contractor has notified the HSE of the project in accordance with the Control of Asbestos Regulations 2012
- Ensuring UWE has issued an Approval to Work, that public protection measures are in place and that the enclosure is adequate before permitting works to start
- To achieve this, be in attendance during initial site set up
- Examine the contractors daily log and site documents (including medical and training records, PPE/RPE records etc.)
- Reviewing the contractor's performance against the specification, plan of work and programme
- Monitoring whether works with asbestos containing materials complies with best industry practice and statutory requirement (including L143)
- Monitoring general site safety practices (e.g. work at height)
- Record your findings each day in the form of a site inspection and provide a % compliance score
- Reporting progress to the UWE Contract Administrator
- Halting work or instructing remedial action where you believe that there is an immediate risk of harm and notify the UWE Contract Administrator
- Reviewing waste disposal documents

- Attending meetings as required
- Provide a completion file for the Project (in hard copy and electronic formats. The exact contents are to be agreed).
- Note that the consultant is not expected to enter the enclosure during the performance of these supervisory duties

Analytical duties include

- 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 and report any incident where a certificate cannot be issued upon the first attempt.

Appendix 9: The Asbestos Action Plan

Priority	Task	Details	Cost	Date achieved
HIGH	REVIEW AND UPDATE AMP	ASBESTOS MANAGEMENT MEETING TO REVIEW THE AMP/SLA/KPI OF ASBESTOS MANAGEMENT CONTRACTOR	0	31 OCTOBER 2016
MEDIUM	REVIEW TRAINING LEVELS FOR ESTATES STAFF	REVIEW P405 AND OTHER TRAINING DEEMED NECESSARY FOR ESTATES STAFF	TBC	31 OCTOBER 2016
High	Notify supply chain of need to access asbestos register via UWE web site	THIS IS COVERED IN SAFETY PACK AND ALL CONTRACTORS REMINDED IN H&S SAFETY INDUCTION AND ASBESTOS AWARENESS TRAINING	0	7/11/16
Medium	Meet with cabling and electrical contractors to notify them of disciplinary action to be taken if they damage asbestos	THIS IS COVERED IN SAFETY PACK AND ALL CONTRACTORS REMINDED IN H&S SAFETY INDUCTION AND ASBESTOS AWARENESS TRAINING	0	7/11/16
High	Add two columns to the register to record room type and generic priority score	ROOM TYPE AND PRIORITY SCORE IS AVAILABLE IN THE REGISTER	0	7/11/16

Appendix 10: Safe Systems of Work

Entry into External Wall Voids

Hazards and risks

- General dust and debris (irritation to eyes or being breathed in).
- Release of asbestos fibres from rough cut insulating board packers located within external wall void.
- Release of asbestos fibres from debris fallen into external wall void from damaged insulating board shadow batten and closure panels situated above in ceiling void.
- Release of asbestos fibres from damaged textured coating fire barriers situated above in ceiling void.
- Fibreglass insulation products (fibres can cause irritation to skin, eyes, respiratory tract etc.).
- Exposed electrical conductors.

Restrictions and protocol

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- Asbestos containing insulating board packers are to be presumed present in external wall voids throughout A to E Blocks of Frenchay Campus, unless determined otherwise by previous destructive investigative works.
- To prevent any accidental disturbance of Asbestos Containing Materials (ACM's) therefore we would restrict access into all external wall voids throughout the areas detailed above. Access is also restricted to removing fixtures from the external walls that may expose the wall voids, i.e skirting boards etc.
- The preferred method of refurbishing rooms in this area (A-E Blocks) will be to overboard the walls and hence effectively seal any potential ACM's in the external wall cavity. This will also provide a safe surface to fix into.
- It should be noted the identification of asbestos insulating board packers throughout A to E Blocks of the Frenchay Campus has been at a relatively low frequency and their use in the building construction is not regarded as systematic.

- Should the above method not be suitable for the works/project then an assessment is to be made on an individual case by case basis applying the following considerations or following either of the methods recorded below for Project or Reactive works:

    - Obtain a copy of the asbestos register or an extract from the register for the room(s) being worked on.
    - Any work to access the external wall cavity is to be only undertaken by a Licensed Asbestos Removal Contractor (LARC), licensed to carry out works by the Health and Safety Executive under the Health and Safety at Work etc Act 1974 and the Control of Asbestos Regulations 2012.
    - The identification and removal of the products should be co-ordinated together with part of a larger building project incorporating asbestos removal in the same area where possible. The LARC should submit their ASB5 form 14 days prior to the proposed start date for the removal of Licensed Asbestos Materials. They should be listed on the ASB5 as a specific item to be removed.
    - Where there has been damage to shadow batten and closure panels within the ceiling void above the locality of the external wall, debris should also presumed to be present in the external wall voids below.

PPE, RPE and Equipment Required

- The LARC will utilise all equipment deemed necessary to satisfy and comply with the Control of Asbestos Regulations 2012 and Asbestos:The Licensed Contractors Guide.
- Barriers and signs.
- Appropriate access equipment (e.g. suitable step ladder, podium steps or mobile tower scaffold). Your own risk assessments should tell you what equipment is suitable.
- Suitable light source (e.g. torch).
- Category 5/6 coveralls, and an FFP3 Orinasal face masks.
- Eye protection.
- Mandatory PPE for all work at UWE: High-visibility top and protective boots.

Method for project related works

- Obtain a copy of the asbestos register or an extract from the register for the room(s) being worked on.
- Set up barriers and signs to prevent staff/students entering areas that might be affected by falling objects, trip hazards etc.
- The LARC will erect a suitably sized enclosure to carry out the removal of all other identified asbestos containing materials detailed within the scope of works.
- The Asbestos Consultant (AC) will carry out Background air monitoring outside the enclosure prior to any breaking of the plasterboard forming the internal lining to the external wall cavity, or the removal of any other asbestos materials within the enclosed area.
- Operatives from the AC and LARC will enter the enclosure wearing Category 5/6 coveralls, and an FFP3 Orinasal face mask.
- The AC will commence Reassurance air monitoring outside the enclosure and possibly personal air monitoring within the enclosure.
- Sections of the plasterboard internal wall lining from beneath the level of the suspended ceiling down to floor level will be carefully removed one at a time, starting furthest away from the airlock and working towards it. The AC and LARC Operatives will take care not to disturb any other asbestos containing materials in the enclosure including shadow batten or closure panels level with the suspended ceiling.
- The removed sections of plasterboard will be placed against the internal wall furthest away from the three stage airlock.
- An inspection for suspected asbestos containing materials will be carried out to the timber studwork and areas beneath windows as they become exposed. Any identified will be immediately sprayed and damped down to supress the release of any potential asbestos fibres.
- There will be no bulk samples taken for suspected asbestos containing materials identified, they will be classified and presumed to contain asbestos on the basis of products listed above and known to be homogenous throughout A to E Blocks.
- Where suspected ACM's have been identified an assessment of potential contamination to the plasterboard wall lining will also be made and also removed as asbestos waste if necessary, together with the packers and any other contamination present in the wall void.
- The Operatives will vacate the area observing correct procedures for removing all PPE and leaving disposable items in the dirty end of the three stage airlock.
- The Asbestos Removal Contractor will commence in full with the removal of all identified and presumed asbestos products.

Method for works of a reactive nature

- Obtain a copy of the asbestos register or an extract from the register for the room(s) being worked on
- Set up barriers and signs to prevent staff/students entering areas that might be affected by falling objects, trip hazards etc.
- The LARC will erect a suitably sized enclosure with one stage airlock to carry out an inspection to the external wall void area in question for suspected asbestos containing materials
- The AC will carry out Background air monitoring outside the enclosure prior to any breaking of the plasterboard forming the internal lining to the external wall cavity by the LARC.
- The AC will enter the enclosure wearing Category 5/6 coveralls, and an FFP3 Orinasal face mask
- The AC will commence Reassurance air monitoring outside the enclosure and possibly personal air monitoring within the enclosure.
- An aperture will be created in the section of the plasterboard internal wall lining to the area in question. The AC will take care not to disturb any asbestos insulating board shadow batten or closure panels level with the suspended ceiling.
- An inspection for suspected ACM's will be carried out to the external wall void area. Any identified will be immediately sprayed and damped down to supress the release of any potential asbestos fibres.
- A representative sample will be taken from the suspected ACM's and it subjected to analysis based on an appropriate timescale to satisfy the urgency of the reactive works.
- The AC and LARC will make good the aperture created and seal with 1000 gauge polythene and tape.
- The AC and LARC will vacate the area observing correct procedures for removing all PPE and leaving in the airlock.
- The LARC will enter the enclosure and carry out a thorough clean of the wall and floor areas ensuring they are free from dust and debris.
- Should suspected ACM's be found to contain asbestos they will be programmed for removal by a LARC.
- Where there have been no suspected asbestos containing materials identified in the external cavity then the proposed reactive works may continue as planned.