

Asbestos Management Plan Issue 18

Document History				
Revision	Date	Amendments	Author	Authorised by
18	June 2020	Full annual review	Sarah Morris	Nigel Cooper
17	March 2018	Full annual review	Nick Bell	Nigel Cooper
16	October 2016	Full annual review	Nick Bell	Nigel Cooper
15	March 2014	Full annual review	Nick Bell	Nigel Cooper
14	July 2012	Review	Doug Smith	Nigel Cooper
13	May 2012	Review	Nick Bell	Nigel Cooper
12	March 2012	Full annual review	Nick Bell	Nigel Cooper
10	September 2011	Review	Nick Bell	Nigel Cooper
9	September 2011	Review	Nick Bell	Nigel Cooper
8	January 2011	Full annual review	Nick Bell	Nigel Cooper
7a	December 2008	Full annual review	Nick Bell	Nigel Cooper
7	August 2008	Full annual review	Nick Bell	Nigel Cooper

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1. Introduction

1.1

Asbestos is term used to describe a group of 6 naturally occurring fibrous silicates – Actinolite, Amosite, Anthophyllite, Chrysotile, Crocidolite and Tremolite. These fibres hold certain beneficial properties, including thermal and chemical resistance and tensile strength. These properties led to the fibres being utilised within many building materials, predominantly between the 1950's – to the mid 1990's. Due to the age of the University of the West of England (UWE) estate, Asbestos Containing Materials (ACMs) can be found within all but the newest buildings occupied or constructed by the University pre 2000.

Exposure to asbestos can cause several cancers and diseases, including mesothelioma and asbestosis. However if the ACMs remain in good condition and are not disturbed, asbestos fibres will not get into the air and pose a health danger. The ACMs therefore must be managed at the UWE to ensure that they remain in a good condition and undisturbed.

As a dutyholder the University has a duty to comply with the Control of Asbestos Regulations (CAR) 2012.

Where the University is not the dutyholder but where Staff and Students work, the University will request information to be provided regarding the management of asbestos to assure the safety and wellbeing of Staff and Students. This will be carried out by the Universities Health and Safety Team, as per the 'Safety at University Workplace Owned by Others' Guide.

In instances where the University are the dutyholder but do not occupy the property, tenants are requested to comply with the terms of any lease agreements.

1.2

The UWE Asbestos Management Standard – Health and Safety Standard HSS17 - 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 on how the UWE manages asbestos. 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).

The University does not directly employ staff to undertake any construction or maintenance 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 and procedures that they must follow (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.

It is also positive to note that in general good practices are being followed and there is a commitment by staff to ensure that asbestos is strictly managed and controlled. These processes however need to be better reflected in the AMP so that UWE procedures reflect the working practices.

1.3

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 - 2013) Managing and Working with Asbestos. The Approved Code of Practice
- HSG 227: A Comprehensive Guide to Managing Asbestos in Premises
- HSG 264: Asbestos: The survey guide
- HSG 247: Asbestos: The licensed contractors' guide
- HSG 248: Asbestos: The analysts' guide for sampling, analysis and clearance procedures
- 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>

1.4

This AMP is to be formally reviewed and updated annually by the Asbestos Coordinator. However quarterly reviews and updates where required will be made where necessary following quarterly asbestos management meetings with the Asbestos Management Group (AMG).

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

- Changes to the organisation or work practices that might affect the operation of the AMP
- The communication of the AMP to staff, including assessing the training needs analysis
- Storage of asbestos information
- Access to the asbestos register
- Incidents with ACMs and underlying flaws or failures of the AMP
- Progress against the action plan

2. Policy

2.1

The University recognises it's responsibility for compliance with the Control of Asbestos Regulations (2012) and wishes to promote a safe place of work.

This regulation places a specific legal duty on the University 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:

- To prevent, so far as is reasonable practicable, exposure to asbestos
- To provide and maintain an up to date asbestos register
- To implement an effective asbestos management plan based on risk assessment and recommendations which is reviewed and updated at least annually
- To provide suitable and sufficient access to asbestos information to those who require it
- To ensure that asbestos information is communicated to all relevant parties – including Contractors and others who may disturb the building fabric
- To develop an ongoing risk based strategic approach to asbestos remedial works
- To take the opportunity where possible to remove all ACMs during project-led refurbishment schemes
- To promote the awareness of the asbestos management plan and to integrate asbestos management into all other relevant processes and procedures
- To maintain the records of any asbestos incident
- Ensure that any damage to known ACMs are reported to Estates using the Facilities '222' Helpdesk number
- Only utilise appropriately trained personnel to undertake any work with ACMs, including reinspections, sampling, surveying and removal works
- To maintain the development of best practice
- Convene quarterly AMP meetings involving key stakeholders

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 Estates and Facilities	Chris Abbott	0117 328 1816	chris.abbott@uwe.ac.uk
Assistant Director of Estates – Maintenance and Operations	Nigel Cooper	0117 328 6517	Nigel.cooper@uwe.ac.uk
Assistant Director of Estates – Projects	Alistair Brooke	0117 328 3457	Alistair.brooke@uwe.ac.uk
Statutory Assurance Manager	Jeni Stevenson	0117 328 5528	Jeni.stevenson@uwe.ac.uk
Head of Facilities Technologies	Richard Kimber	0117 328 6649	Richard.kimber@uwe.ac.uk
Asbestos Coordinator	Sarah Morris	0117 328 6526	Sarah11.morris@uwe.ac.uk
Health and Safety Adviser	Paul Shehean	0117 32 81512	Paul.shehean@uwe.ac.uk

3.2

All Staff, Students, Contractors and Visitors have the responsibility to:

- Not damage or work on the fabric of the building without prior authorisation from Estates
- Share any necessary information regarding asbestos to those who require it
- Report to Estates and the Health and Safety Team (HST), via the Help Desk, any damage or disturbance of known or suspect ACMs
- Report to the Estates, via the Help Desk, any defects or concerns they may have relating to asbestos issues or remedial works
- Comply with the Asbestos Management Plan
- Attend asbestos awareness training when requested or required

The **specific** responsibilities of the following people and groups are:

3.2.1 Director of Estates and Facilities

- Ensuring that adequate resources are provided and allocated to carry out the AMP
- Ensuring that the implemented AMP is monitored so that the working arrangements and provision of financial, technical, human and other resources are suitable and sufficient to meet its requirements
- Reports to the University's Health and Safety Committee on the management of safety in the estate with special regard to ACMs
- Ensure AMP review meetings take place and attend as necessary
- Ensure that the Deputy Director of Estates and Facilities provides continuing cover for the Director of Facilities where required so far as it relates to this policy

3.2.2 Assistant Director of Estates – Maintenance and Operations

- Ensuring that adequate resources are provided and allocated to carry out the AMP
- Ensuring 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
- Commission 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

3.2.3 Assistant Director of Estates – Projects

- Ensuring that a suitable and sufficient assessment is carried out prior to the commencement of any project related works in relation to asbestos
- Ensuring that only University approved Licensed Asbestos Removal Contractors are used for asbestos removal and remediation works
- Ensuring that only University approved Asbestos Consultants are used for asbestos surveying and analytical works
- Ensuring that the Asbestos Coordinator is informed of any proposed asbestos remedial works and is engaged to provide advice
- Ensuring that all Project Team Members have all relevant and in date training with regards to asbestos, as per the Training Matrix

3.2.4 Statutory Assurance Manager

The Statutory Assurance Manager is the appointed responsible person for asbestos at the University, with coordination and technical support from the Asbestos Coordinator and the H&S Advisor.

- Assures requirements for the safe management of ACMs are fully identified and incorporated into any design or specification produced by the Estates and Facilities department
- Assures the University's continued compliance with Regulation 4 of the Control of Asbestos Regulations (2012)
- Ensuring that an asbestos register is in place and sufficient procedure is in place for the updating of the asbestos register
- Attendance at quarterly Asbestos Management Group meetings
- Monthly reporting of compliance to Estates Directors
- Attend annual reviews of the AMP or as required
- Reviewing and amending, where necessary, the standards detailed in the University's specification for work with ACMs
- Ensuring formal assessments are made of both Licensed Asbestos Removal Contractors (LARC) and Consultant (s) for the approved contractors list

3.2.5 Asbestos Coordinator

The Asbestos Coordinator is the appointed coordinator of all asbestos issues at the University, with technical support from the Statutory Assurance Manager, asbestos consultants and the H&S Advisor. The Asbestos Coordinator is responsible for:

- Developing and delivering a programme of undertaking asbestos reinspections
- Ensuring that identified ACM's are subjected to a formal risk assessment process
- Maintaining the asbestos register and updating it following re-inspections, surveys and remediation works
- Review the effect of room numbering changes by the Space Management Team on the asbestos register
- Provide professional advice to University wide projects and during emergency situations using specialist knowledge
- Develop the UWE Asbestos Management Policy and Plan and develop a plan for future management of asbestos at UWE in line with service strategy and plans, and review the AMP annually
- Manage the asbestos remediation budget, and report on expenditure
- Prioritise works within the allocated budget based on risk and urgency and implications as they arise
- Programme and schedule works to ensure statutory compliance and in line with business needs, the UWE Masterplan, and impact upon ongoing operational demands
- Produce reports, prepare and deliver toolbox talks, asbestos update presentations and training where required
- Chair the Asbestos Management Group quarterly meetings and generate and maintain formal Group meetings minutes and action trackers
- Developing the tenders for a new framework for Asbestos Contractors, Consultant and Laboratory
- Work closely with the Head of Facilities Technologies for the continued improvement of the asbestos register
- Ensuring the University's continued compliance with Regulation 4 of CAR 2012
- 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

3.2.6 Head of Facilities Technologies

- To Ensure the continued integration of the Archibus asbestos register with facilities management software on the Intranet

3.2.7 Estates and Facilities Technical Staff

- Ensuring that a suitable and sufficient assessment is carried out prior to the commencement of any works in relation to asbestos
- Ensuring that no intrusive works to pre-2000 constructed UWE properties commence without a suitable and sufficient Refurbishment survey report and without the required asbestos removal works
- Ensuring that the Asbestos Coordinator is informed of any proposed asbestos remedial works and is engaged to provide advice
- Notifying the H&S Advisor and Asbestos Coordinator of any refurbishment/demolition projects

- Ensuring that only University approved Asbestos Consultants are used for asbestos surveying and analytical works
- Ensuring that only University approved Licensed Asbestos Removal Contractors are used for asbestos removal and remediation works
- Instructing Asbestos Consultant(s) with suitable time for surveys and reports. A full scope of works is to be provided to the Asbestos Consultant (s) with a site walk-around where necessary
- Ensuring that a detailed remediation specification is issued to tendering LARCs
- Instructing of UWE approved LARCs
- Day-to-day contract administration and facilitation of asbestos works
- Collating and reviewing all asbestos-related contract documentation where appropriate, including survey reports and plans of works
- Requesting specialist support and advice from the Asbestos Coordinator or external Asbestos Consultants
- 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 Coordinator or external Asbestos Consultants where required)
- Obtaining all required project completion information and providing this information to the Asbestos Coordinator
- Organising, where deemed appropriate, an asbestos contract pre-start meeting to agree the required works (generally attended by the H&S Advisor, Asbestos Coordinator, Asbestos Consultant(s) and Asbestos Contractor)
- Ensuring site works comply with relevant approval to work system (where necessary)
- Reporting incidents to the Estates Management Team
- Communicate with building users and other stakeholders as required regarding the safe reoccupation of an area affected

3.2.8 Health and Safety Advisor

- Attend the quarterly AMP review meetings
- Perform gap analysis and compliance audits on the AMP and provide the results of the audits to the AMG as well as the Health and Safety Team
- Collate and provide asbestos incident statistics to the Asbestos Coordinator
- Investigate asbestos incidents with assistance from the Asbestos Coordinator
- Provide specialist advice and guidance when requested
- Reviewing the Maintenance Contractors Safe System of Work (SSOW)
- Assure that the 'Safety at University Workplace Owned by Others' Guide has been followed with regards to asbestos

3.2.9 Space Management Team

- Inform the Asbestos Coordinator of any room numbering and layout changes following project works in a timely manner

3.2.10 Security Team

- Provide access to the asbestos register, when requested, to the Emergency Services out of hours
Contacting the emergency number if a suspected asbestos incident has occurred on site, out of hours

3.2.11 Maintenance Term Contractor

- 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)
- Ensuring that a suitable and sufficient assessment is carried out prior to the commencement of any works

- Ensuring that no intrusive works to pre-2000 constructed UWE properties commence without a suitable and sufficient Refurbishment survey report and without the required asbestos removal works
- Ensuring that no ACMs are disturbed during routine maintenance works
- Informing the Department of Estates if a new asbestos survey is required
- Informing the Department of Estates if removal works are required as part of maintenance works
- Ensure that all sub-contractors are informed of relevant procedures; in particular the location of ACMs within the project area
- Co-operate with all members of UWE Staff, including the Asbestos Coordinator, 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

3.2.12 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 all members of UWE Staff, including the Asbestos Coordinator, 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
- Ensuring that no intrusive works to pre-2000 constructed UWE properties commence without a suitable and sufficient Refurbishment survey report and without the required asbestos removal works
- Ensure that the asbestos register and any other reports have been reviewed prior to the commencement of works
- 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

3.2.13 Deans and Heads of Department (Academic and Non Academic)

- Co-operate with the Estates Department in their management of asbestos
- Ensuring that all requests for works to the building – intrusive and non-intrusive are put through as a Works Request or PIMS request via the Intranet and that procedures are adhered to
- Ensuring that a suitable and sufficient assessment is carried out prior to the commencement of any works – the Asbestos Coordinator is to be approached for assistance with this
- Ensuring that no intrusive works to pre-2000 constructed UWE properties commence without a suitable and sufficient Refurbishment survey report and without the required asbestos removal works – Deans and Heads of Department are to ensure specialist advice is obtained from the Asbestos Coordinator during the planning stage of any works
- Ensure that any survey requests are to go through the Department of Estates
- 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 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 and Asbestos Coordinator

4. Identification of ACM's

4.1 Introduction

In order to locate the presence of ACMs within a building and to create an asbestos register an asbestos survey is required. Asbestos surveys have been carried out on all UWE properties where we have an duty to manage under CAR 2012, and the asbestos register has been created from the findings of these surveys. Both the Frenchay and Bower Ashton Campuses were initially subjected to a Type 2 asbestos survey in 2000 by National Britannia. Glenside has been subjected to pre-acquisition Type 3 surveys, Type 2 and Management surveys. Bush House has recently been subjected to a new asbestos Management Survey. The data from these initial surveys forms the basis of the University's Archibus asbestos register, which over the years has been managed and updated by the University's appointed Asbestos Consultants. The asbestos register is now a combination of results from the original surveys and new management and refurbishment surveys as well as reinspection and remedial records. As of October 2019 the register is being updated directly by the University.

4.2 Survey Types

There are two types of survey referred to in HSG 264:

4.2.1 Management Survey

An asbestos management survey is the standard survey and its purpose is to locate, so far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. The survey will usually involve sampling and analysis to confirm to presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or just presuming. Any materials presumed to contain asbestos must also have their condition assessed. Where an area has not been surveyed, ACMs must be presumed to be present if the building was constructed before 2000.

4.2.2 Refurbishment and Demolition Survey (R&D)

A refurbishment and demolition survey is required before any refurbishment or demolition work is carried out – even if a management survey has been 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 will involve destructive inspection, as necessary, to gain access to all areas, including those that are difficult to reach. A refurbishment survey may also be required in other circumstances such as when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling. Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise risks to the public or employees on the premises. Ideally the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or part of the room where the work is small and room large. Under no circumstances should staff remain in rooms when intrusive sampling is performed. The areas should be shown as suitable for reoccupation before people move back in – either by visual inspection and if appropriate air testing if significant destruction has occurred.

A refurbishment and demolition 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.

5. Risk Assessment of ACM's

5.1

All ACMs identified within the Asbestos Register are objectively risk assessed by creating a combined material and priority score, regardless of the survey type that the ACM was identified within. Each identified ACM is scored by adding together a combined material and priority assessment score as per the University's Archibus system and in line with HSG 264. The ACM will be allocated a total score between 1 – 24.

5.1.1 The Material Risk Assessment

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

5.1.2 The Priority Risk Assessment

The priority assessment aspect considers the likelihood of the ACM actually being disturbed and exposing employees or others. For there to be a risk to health it is not enough for it to be damaged and friable, but it also needs to be disturb and get in to the air we breathe. The priority assessment therefore considers the normal occupant activity in the area, the likelihood of disturbance as well as maintenance activity and frequency. This score is then added to the material score to give a total risk score.

6. Management Options

6.1 Recommended Actions

The combined material and priority assessments produce the final overall risk score out of a total of 24 and is used to assist in the development of the action plan, with higher risks requiring more urgent attention than lower risks.

Following the risk assessment of the identified ACM and a review of the combined material and priority score a management action will be applied to the ACM and recorded on the asbestos register. Those with higher scores are likely to be allocated a management recommendation of remove or prohibit access. Those with lower scores are likely to be allocated a management recommendation of reinspect or encapsulate/ enclose ACM. Regardless of recommendation all identified ACMs are to be reinspected on a minimum of an annual basis. For ACMs where the recommended action is remove or prohibit access, the reinspection will be to check that the location remains sufficiently sealed off.

One of the following recommended actions will be applied on Archibus to all identified ACMs:

Recommended Action	Description
Reinspect	ACMs left in situ will be subject to an annual re-inspection regime. Only the Asbestos Coordinator may increase or decrease this frequency if required by the risk assessment. If the frequency is to be increased removal of the ACM will be considered. Reinspections are to only be carried out by a Competent Person
Encapsulate/ Enclose ACM	Where an ACM has been identified which is either raw, or partially raw but in good condition, encapsulating the ACM or enclosing the ACM will reduce the material score. Encapsulation or enclosing of the ACM may also be wished to be used during refurbishment works where there are ACMs trapped within the building within the area that cannot be removed. In these instances the material should be encapsulated or enclosed and suitable labelled. For example asbestos cement and insulating board ceiling shuttering.
Remove	Where an ACM has been found to be in poor condition removal should be the first option to be considered. Removal is the preferred option for ACMs with high risk scores. However, if circumstances mean that removal cannot immediately happen the location should be temporarily closed and access prohibited until remediation works can be programmed. The removal option must also be taken if an ACM has been identified as part of a refurbishment survey and is in the direct way or close vicinity of upcoming refurbishment works. These removal works should then be planned in and programmed accordingly. Partial removal of an ACM is to be avoided: It has the potential to cause confusion. Wherever possible all ACMs are to be removed from an area.
Prohibit Access into Location	Access should be prohibited into locations where high risk ACMs have been identified or are presumed to be present and cannot be immediately removed. This should be viewed as a temporary action until the high risk ACM can be removed. Access should be prohibited immediately into these locations and the entrance doors closed and locked, with UWE approved signaged placed. The signage should state who placed the signage there along with contact details, when access was prohibited and when the prohibition will be lifted. No personnel are

	to enter these locations apart from UWE approved Licensed Asbestos Removal Contractors and Asbestos Consultants.
Prohibit Access into ceiling void	Access should be prohibited into ceiling void areas where high risk ACMs have been identified or are presumed to be present but cannot be immediately removed. This should be viewed as a temporary action until the high risk ACM can be removed
Restrict Access into ceiling void	This recommendation should be used where access into the ceiling void is allowed, but restrictions apply. For example, the lifting of suspended ceiling tiles in areas immediately adjacent to asbestos insulating board shadow batens is not permitted. The areas will not be locked off and signage will not be in place. However the identified high risk ACM will be present on the asbestos register
Repair ACM	Repairing of an ACM should only be used where removal is not currently possible. Ideally however removal should be considered

6.2 Labelling of ACMs

Labelling and appropriate signage will only be applied to ACMs that are licensable or are considered to be a significant risk, or where deemed to prevent accidental damage for ACMs in unusual places. Labelling will only be applied in appropriate and suitable locations and where practical to do so. This therefore means that not all identified ACMs will be labelled, however other appropriate control measures will be in place. Where labels are to be applied they are to be of the standard 50mm x 25mm warning labels as per schedule 2 of L143 – see below.



Labels are to be applied annually at the time of reinspection for already identified ACMs and within 10 working days following the issue of new survey reports for newly identified ACMs. Labels will only be applied where deemed appropriate. Where ACMs remain within an area following asbestos remediation works, the appointed UWE Approved Analyst is to carry out the labelling prior to reoccupation certification being issued.

Historically, red food dye has been utilised to identify some asbestos fibre breaks, pipe lagging and AIB residue to walls and bitumen cable wrap. These products and colourings are largely still in situ throughout the ceiling voids of the Frenchay Campus & basement areas at Glenside Campus. However this has not been an ongoing exercise and should not be relied upon to identify ACMs.

6.3 Ceiling void access

6.3.1 Asbestos Insulating Board Shadow Batens

Asbestos Insulating Board shadow batens are present within B, C, D & E Blocks at the Frenchay Campus.

In locations where shadow batens are present, suspended ceiling tiles immediately adjacent must not be lifted. The shadow batens within ceiling void spaces are predominantly raw, and the lifting of ceiling tiles that are immediately adjacent could cause disturbance of the ACM.

6.3.2 Debris

Access into ceiling void spaces where debris is present is prohibited. Details of identified debris can be found on the asbestos register.

6.4 Glenside Basements

Asbestos Insulation has historically been used within the Glenside basement areas. Areas include plant and boiler areas as well as service routes. Although these locations have been subjected to repeated cleaning exercises in accessible areas, there are some locations which have not been decontaminated and locations where residues could still be present beneath remaining encapsulant.

Locations will be sealed off utilising a self-supporting material and appropriately labelled where insulation residues are inaccessible to clean, such as in confined space and undercroft areas. These locations will be inspected annually to confirm that the barriers are still sufficient and in place. Access into these locations is prohibited.

Locations where insulation residues are present to surfaces beneath encapsulant will be subjected to a 6 monthly inspection schedule and an air monitoring regime. Due to the repeated damp cycle repeated cleaning exercises may be required.

Access can only be gained into the Glenside Basement area by holders having a valid pass which has been activated to allow specific access within. No works whatsoever are to be undertaken within the Glenside Basement area without prior approval from the Asbestos Coordinator.

7. Recording of Asbestos Information

7.1 Asbestos Register Content

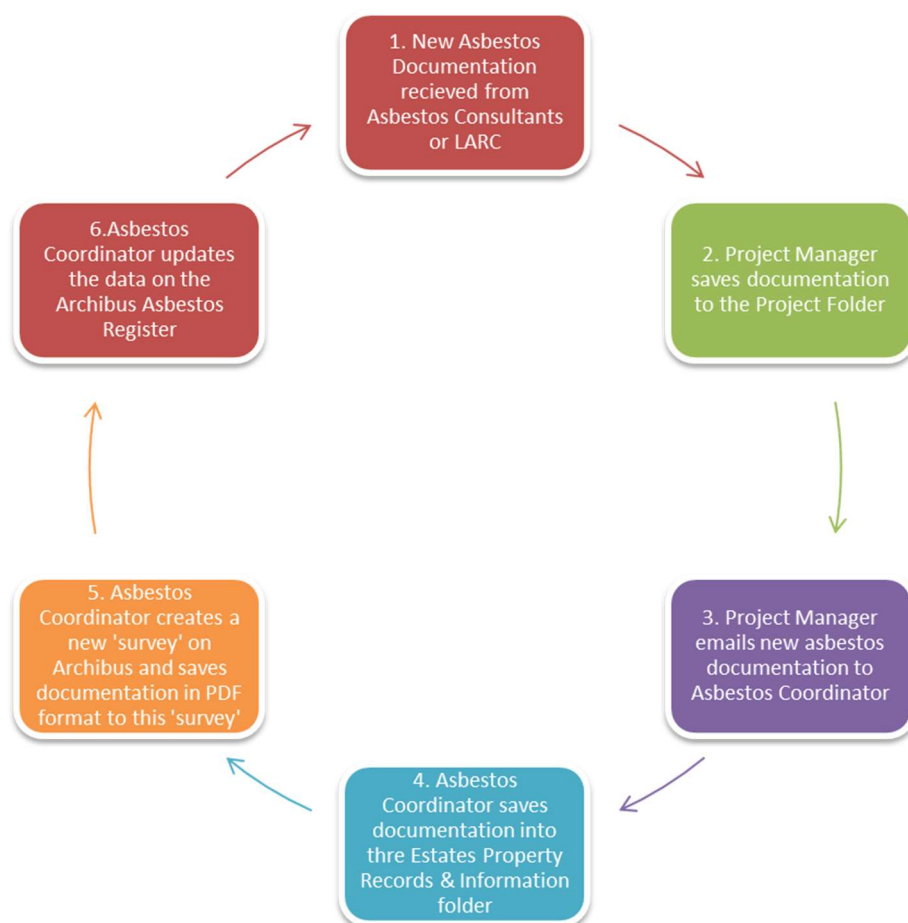
The Asbestos Register is a record of known ACMs throughout the University's Campuses, and information is held on the Archibus 'Asbestos Masster' database. This is a 'live' database that is to only be updated by the Asbestos Coordinator. The database is largely based on the original Type 2 survey data, however also data identified during additional refurbishment survey reports carried out prior to project works, additional management surveys, ad-hoc bulk sampling exercises and remediation records. One database is held for all campuses and associated satellite sites for which the University is the dutyholder. It contains the following information for identified or suspected ACMs:

- Location utilising a unique space reference system
- Extent
- Material assessment
- Priority assessment
- Management actions
- Where ACMs have subsequently been removed
- Information about removal companies and dates
- Inspection history

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

Where no records are present for a particular space reference an automatic warning will display to indicate that no data is present for that location. In these instances the Estates Department must be contacted prior to any works. The University is currently undergoing a desktop review exercise to identify these locations, locate sufficient survey reports (either Management or a sufficient Refurbishment report) and populate 'NULL' space references. Where no suitable and sufficient report is available a new Management survey will be instructed.

7.2 Updating of the Asbestos Register



The Asbestos Coordinator will update the asbestos database at the earliest opportunity upon receipt of any new survey or remediation certificates on the 'live' version of the Archibus 'Asbestos Masster' database. A copy of the PDF report or remediation certification will also be saved to Archibus and linked to the data upload for traceability of the records. Where remediation works have been completed the Asbestos Consultants will be requested to populate and issue the 'Post Remedials Completion Form', as well as issuing any remedial certification to allow for the Asbestos Coordinator to correctly update the Archibus Register. A whole new copy of the Asbestos Register will be downloaded and saved to the Estates S Drive in Excel format on a monthly basis by the Asbestos Coordinator. In addition the University backs up its electronic data daily. All new asbestos survey reports and air monitoring certifications are to be forwarded on via email to the Asbestos Coordinator upon receipt. The Asbestos Consultants and Asbestos Contractors are to provide copies of survey reports, air monitoring certification, completion packs and waste consignment notes as per their agreed contractual SLA's.

Copies of all survey reports and monitoring records will be held for a minimum of 40 years.

8. Provision of Asbestos Information

The University has a duty to provide asbestos information to its Staff, Contractors and Emergency Services, and it will be provided via the following 3 main ways:



8.1 Asbestos Register

The register is a suitable source of information if activities do not involve damage or disturbance to the fabric of the buildings and is suitable for normal occupation only. In these instances an asbestos refurbishment and demolition survey report will be required – this can be requested by contacting the Estates Department.

A copy of the complete asbestos register is held on the UWE Estates Intranet Information pages and it is accessible to everyone with a UWE login. This includes all University Staff, the University's Maintenance Term Contractor and some selected other regular service providers. The Asbestos register is web based which therefore means it is accessible 24/7, remotely and via PDA. Access can be given to those without a UWE login out of hours via Security in the East Reception at Frenchay or in the Porters Lodge's at Bower Ashton and Glenside.

A printable version is also available to those with a UWE login via an Excel download. For those without a UWE login a printable version can be provided by the UWE member of Staff instructing the works. The printable version however does not identify locations that have not been surveyed, whereas the online version does.

Access to the asbestos register will be given to the Emergency Services out of hours by Security via the East Reception.

8.2 Survey Reports

Survey reports will typically be provided prior to any proposed refurbishment and demolition works. Staff and Contractors are to request new survey reports by contacting the Estates Department. A new refurbishment survey report must be commissioned prior to any intrusive works in buildings that are of pre-2000 construction. Where Refurbishment surveys (or bulk sampling exercises) have been carried out of localised areas, a copy of the asbestos register must also be provided – a localised Refurbishment survey or sampling exercise will not necessarily identify other ACMs historically identified as part of Management or Type 2 surveys.

8.3 Works Request System

Asbestos data from the register is accessible via the works request system.

9. Monitoring and Review

9.1 Asbestos Management Group

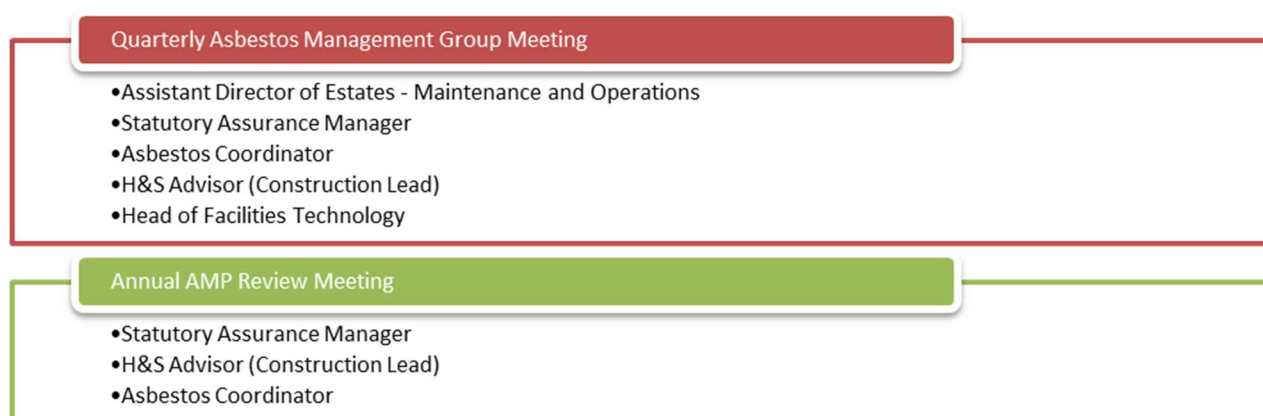
The Asbestos Management Group are jointly responsible for the monitoring and review of the Asbestos Management Plan and meet quarterly to formally monitor the performance of the AMP. The Group assess the effectiveness of the AMP and identify improvements to be made. Planned improvements are logged on the Asbestos Action Plan which is monitored quarterly. A copy of the Asbestos Action Plan can be found in Appendix 1.

9.1.1 Personnel

The Asbestos Management Group comprise of the following personnel:



9.1.2 Meeting Schedule



9.1.3 Meeting Standard Agenda

The Standard Agenda for Quarterly Asbestos Management Group will be as follows:

1. Introductions
2. Minutes from previous meetings
3. Incidents and deviations from the AMP
4. Implementation and communication of the AMP
5. Training requirements and issues
6. Performance of asbestos contractors and consultants
7. Asbestos register
8. Reinspection data
9. Alterations to the AMP
10. AMP Action Plan
11. KPI review
12. Current and forthcoming projects that may affect asbestos
13. AOB
14. Next meeting

Copies of the agendas and minutes of the meetings are held on the Estates S Drive.

9.2 Auditing

An annual audit will be carried out of the Asbestos Management Plan by the H&S Advisor, the findings of which shall be circulated to the Asbestos Management Group. During the annual audit the following key points will be considered:

- Policy and Organisational Arrangements
- Management of Risk
- Competence, Training and Awareness
- Operational Control
- Performance Measurement and Monitoring
- Arrangements for dealing with Emergencies

As part of this audit, certain groups of personnel, including the Maintenance Term Contractor, Security and Project Team members will be consulted to assess the effectiveness and implementation of the AMP.

10. Control of Contractors

10.1 Contractors Passes and Training

Any contractor working on any of the University campuses must carry a UWE Contractors Pass. The Contractors Pass will only be issued upon successful submission of an in-date UKATA or IATP Asbestos Awareness Certificate and CSCS card, and following the successful completion of the UWE specific Contractors Induction. The contractor induction provides an introduction to the University, explores some site specific hazards and procedures, including asbestos that may be faced on site and explains the key safety rules for working at UWE Bristol. The induction consists of three videos, followed by a short questionnaire. All Contractors Passes are valid for 24 months only after which a new pass needs to be applied for.

11. Works and Projects

11.1 Introduction

All works on University property must be subjected to a review process. The review should be carried out by the person within the University instructing the works, or by the Principal Designer where applicable. All works must be reviewed regardless of the scale and size and must be applied to both intrusive and non-intrusive works. The purpose of the review is to ensure that proper consideration has been given to the scope of the proposed works, to establish the extent of the potential risks involved and to ensure that proper consideration has been given to the legal provisions that apply. Assistance will be given to the review process by the Asbestos Coordinator upon request.

11.2 Review Process

The process for the review can be split into the following 2 categories:

11.2.1 Maintenance Activities by Maintenance Term Contractor

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. Reviews are to be carried out as per Appendix 2. Assistance will be provided by the Asbestos Coordinator where requested. Reviews must be carried out prior to the commencement of ANY works.

11.2.2 Project Works

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.

Project works will include, but is not limited to:

- Capital Maintenance project works managed by the Estates Project Teams
- Maintenance Project works
- IT upgrades and installations

- Security Upgrades and improvements
- Departmental works (both academic and non-academic)

The review must initially be carried out by the Project Manager responsible for the works. Assistance will be provided from the Asbestos Coordinator when requested. The review must be carried out at the earliest opportunity to allow for sufficient time for projected implications of ACMs to be assessed and dealt with appropriately. The review must be re-assessed at the key stages of the design process by both the Project Manager and the Contractor undertaking the works. Reviews are to be carried out as per Appendix 3.

12. Instructing a new Survey

Only UWE approved Asbestos Consultants may undertake asbestos survey works, and all surveying works must be carried out in accordance with HSG264. UWE Approved Asbestos Consultants will hold the relevant UKAS Accreditation for the service for which they are being instructed to undertake, hold the relevant insurance cover plus relevant required memberships, as per the project management process. Contact details can be found in Section 16.

Sufficient time and planning MUST be allowed for the completion and turnaround of asbestos survey reports

12. 1 Pre-survey information

The below will need to be considered, and information provided to the Asbestos Consultant who is undertaking the survey. The majority of the below is applicable to both Management and Refurbishment surveys:

- Existing building plans with Archibus allocated Space References
- Proposed building plans – including demolition plans where applicable
- Detailed scope of works
- Cable and service route plans – it is likely new routes will be ran through areas outside of the Refurbishment remit
- Height restrictions and specialist access equipment
- Asbestos register extracts in Excel format
- Dates and times when the survey can be undertaken. For Refurbishment surveys areas need to be vacated – this must be considered
- Contact details of who to report to. Where possible a job walk through should be undertaken with the Project Manager and the Asbestos Consultant
- Any other access arrangement details
- Details of specialists trades required – such as electricians and lift engineers
- Details of live services or any potential access issues to be currently excluded from the survey
- Discuss levels of making good

Where reasonably possible to do so, whole locations are to be surveyed (rather than part) regardless of survey type to ensure that asbestos information for the whole area is gathered. The only exception is where works are extremely low-scale and limited to one specific location only.

12.2 Post-survey information

Upon completion of the survey and issuing of the report the Project Manager is responsible for:

- Checking the survey has been carried out per the instruction
- Identifying and areas of limited and of no access – these will need to be surveyed prior to commencement of any works. This will include, but may not be limited to: any locked rooms where no key was available, live equipment such as electrical and mechanical equipment affected by works, areas with specific access requirements – such as high level fixed scaffolding.
- Ensuring that any changes of scope of works (such as inclusion of additional areas and new cable routes) are subjected to the same review process as outlined in Appendix 3 and additional surveying works undertaken
- Saving copies of the survey reports to the relevant project folder
- Emailing copies of survey reports in a timely manner to the Asbestos Coordinator for uploads onto Archibus

- Ensuring all relevant parties (such as contractors) are provided with a copy of the asbestos survey report

13. Asbestos Remediation works

The term 'remediation' refers to asbestos removal works plus works on an ACM, including making good of, plus fixing to/ removing from.

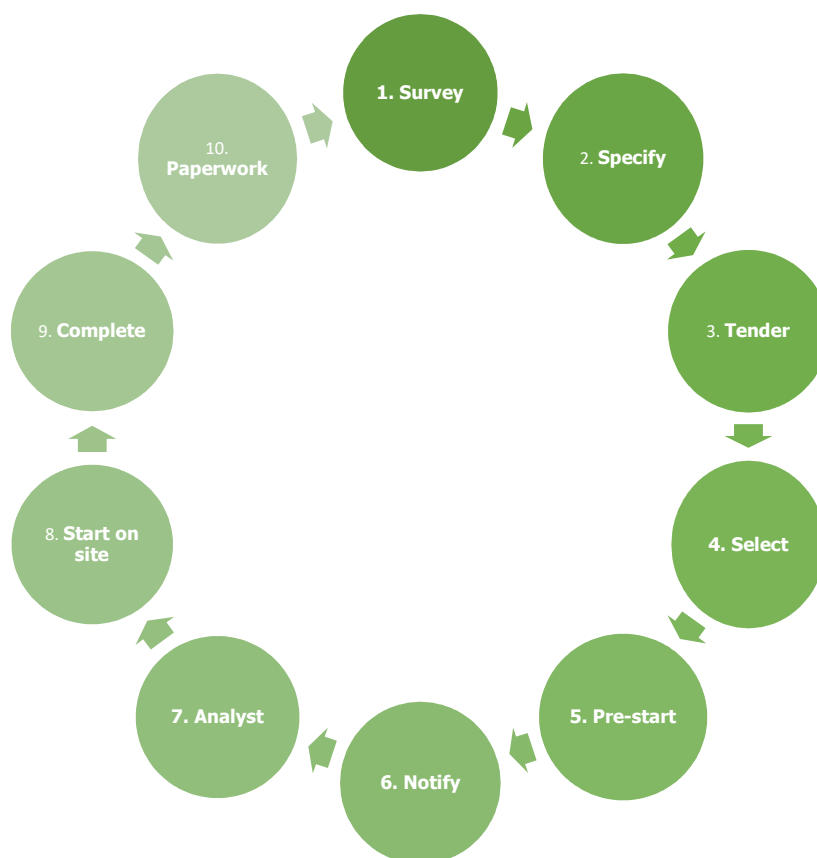
Asbestos remediation works are likely to be due to the following reasons:

Project led works	• Removal works to enable refurbishment works
Remediation list works	• Risk and Management Action based remediation works
Reactive remediation	• Urgent remediation due to unforeseen circumstance

Only Licensed Asbestos Removal Contractors who are on the UWE approved contractor list are able to work with ACMs. All Licensed Asbestos Removal Contractors must hold a 3 year license from the HSE to remove ACMs and comply with all other UWE standard requirements. There may be exceptional circumstances (e.g. roofing works) when specialists who hold the relevant industry standard training can undertake non notifiable – non licensed work (e.g. replacing damaged roof tiles, floor tiles etc. as per HSG210 Asbestos Essentials). However, in such circumstances prior written approval must be given by the UWE Estates Department following consultation with the Asbestos Coordinator and H&S Advisor. Advice can be sought from the Asbestos Coordinator as to whether a licensed contractor is required.

13.1 Process

Prior to any asbestos remediation works the following must be followed:



1. **Survey** - Ensure there is a sufficient asbestos survey report is available for the areas affected by proposed remediation works. A copy of this report will need to be issued to the LARC to assist with costing purposes and in order for them to assess their own risks and completion of the ASB5 and Plan of Works
2. **Specify** - A detailed written technical specification will need to be written. This is to be written either by the internal UWE Asbestos Coordinator or external approved UWE Asbestos Consultants. The technical specification will need to be reviewed by the Project Manager instructing the works and the Asbestos Coordinator (when written by external Consultants)
3. **Tender** - Issue the technical specification to UWE approved LARCs via email along with suitable and sufficient asbestos survey information and building plans. The number of tender returns will be dependent on the proposed value of works. As part of the tender process a site visit should be held with all tendering LARCs
4. **Select** – Select and appoint a LARC
5. **Pre-start** – A pre-start meeting is to be held at least 21 days prior to the proposed commencement of works. This will allow for the exchange of information between the Project Manager, LARC, Faculty and any other necessary personnel. The Asbestos Coordinator is to be invited to these meetings. The following must be considered: DCU and skip location,

- enclosure location, enabling works, isolations, reinstatements, transit routes, hoarding off of areas, stakeholder liaison, affect to site operations
6. **Notify** – Only once all of the above has been agreed the LARCs RAMS are to be written and works notified to the HSE. Copies of the LARC's RAMS and ASB5 are to be sent to the Project Manager, Asbestos Coordinator and Asbestos Consultants for review 14 days prior to commencement
 7. **Analyst** - Inform the appointed Analyst of the proposed works. Full analytical attendance will be required from the Asbestos Consultants for notifiable licensed works in occupied buildings
 8. **Start on site** – issue Approval to work and any required Permits on Day 1, prior to commencement. During Notifiable Licensed Asbestos Remediation works an audit must be undertaken – either by the Asbestos Coordinator or the Asbestos Consultant, as per the 'Asbestos Remediation Audit Form' in Appendix 4
 9. **Complete** – upon completion of works ensure Approval to works and Permits are handed back
 10. **Paperwork** – ensure all paperwork including all air monitoring paperwork and certificates of reoccupation are received. **NO WORKS** are to recommence within the affected areas until the certificates have been received. Paperwork to be emailed to the Asbestos Coordinator in order for the Asbestos Register to be updated in a timely manner

13.2 Air monitoring works during asbestos remediation works

All analytical works in association with asbestos remediation will be provided by a UWE approved Asbestos Consultant who hold the relevant UKAS Accreditation, skills and experience.

Dependent on the nature, location and scale of asbestos remediation works there will be different requirements for the need for air monitoring works by an Analyst. The requirements are listed as per the below:

13.2.1 Notifiable Licensable Asbestos Remediation Works

During all notifiable, licensed works a UWE approved Asbestos Consultant must be appointed to carry out full time asbestos analytical works for the duration from when the enclosure is live, as a minimum. This monitoring regime can only be reduced in agreement with the Asbestos Coordinator. Such occasions where this may be reduced is in vacant buildings where there is no occupancy, or within Glenside Basement areas with immediate adjoining areas inaccessible and not occupied, and where transit and waste routes are away from occupied locations.

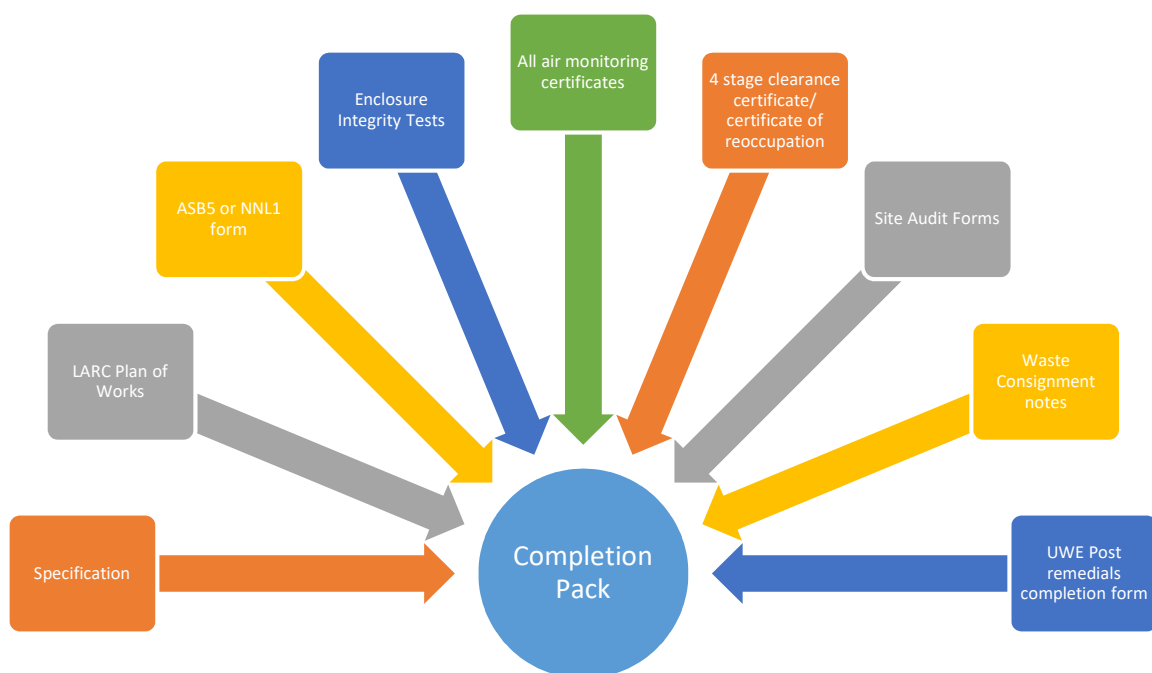
The Analyst is to be instructed to carry out the following services during Notifiable Licensable Asbestos Remediation Works:

- Documented RAMS and ASB5 reviews for all asbestos works in relation to the scheme
- Documented pre-start contractor checks
- Documented contractor checks in line with the UWE Asbestos Remediation Works Audit Form – as per Appendix 4
- Background, Leak, Personal and reassurance air testing
- Documented enclosure integrity check/ witnessing of smoke test
- 4 Stage Clearance and issuing of the Certificate of Reoccupation
- Updating and issuing of the UWE 'Post Remediation Completion Form' – as per Appendix 5
- Issuing of full completion pack
- Labelling of remaining ACMs from within the enclosure area
- Ensuring works have been carried out as per the written specification
- Attendance at progress meetings where required

Following completion of notifiable asbestos remediation works no access is to be gained into the areas until the certificate of reoccupation has been issued to the Project Manager, Asbestos Coordinator and any other relevant personnel – project depending. Certification to be issued immediately upon completion of the works.

During Notifiable Licensed Asbestos Remediation works an audit must be undertaken – either by the Asbestos Coordinator or the Asbestos Consultant, as per the 'Asbestos Remediation Audit Form' in Appendix 4

The following documentation must be obtained in order to form the completion pack:



13.2.2 Notifiable, Non-Licensed Works (NNLW)

During NNLW a UWE approved Asbestos Consultant must be appointed to carry out both initial air testing both before and after works commence (background, leak and personal air testing), to inspect site set up and to carry out final reassurance air testing and an independent NNLW visual inspection as a minimum. The scale of the air monitoring regime will depend on the works' location and duration. The Asbestos Coordinator is to be informed of proposed NNLW so a suitable and sufficient monitoring regime can be decided and implemented. Generally, however, the same requirements will be applied to NNLW works as notifiable licensed works.

13.2.3 Non-notifiable, Non-Licensed Works

During non-notifiable, non-licensed works the requirement for an asbestos analyst will be dependent on scale. For works where an ACM is being disturbed – such as floor tile removal, an analyst will be appointed to carry out background and final reassurance air testing with a visual inspection and completion of the UWE Post Remediation Completion Form – as per Appendix XXX. For very minor

works such as gasket collection (or within a flange as part of a whole unit) where there has been no disturbance in its removal, self-certification by the LARC plus provision of the waste consignment notes will be deemed satisfactory. The Asbestos Coordinator is to be informed of proposed non-notifiable non-licensable works so a suitable and sufficient monitoring regime can be decided and implemented.

13.3 Waste Management

Waste Consignment notes are to be provided by the LARC following the removal of any ACM from a UWE site. The Waste Consignment notes are to be saved in the relevant project folder by the Project Manager, and emailed to the Asbestos Coordinator to save on Archibus. The Asbestos Coordinator is to send all Waste Consignment notes to the on an annual basis to the UWE Waste Team.

14. Training and Communication

Through training and communication, the university aims to promote a positive asbestos culture where employees and contractors have a positive approach to asbestos. Training and communication will be carried out dependent on individual needs and requirements. The training needs assessment is reviewed quarterly at the Asbestos Management Group Meetings. ALL Staff and Contractors, regardless of role, undertake the UWE Safety Induction.

The following different levels of training have been identified:

	UWE Safety Seminar	UKATA or IATP Asbestos Awareness – initial	Internal UWE Briefing on the AMP	CSCS	Approval to work training	BOHS P402	BOHS P405
<i>Frequency</i>	<i>Every 2 years</i>	<i>Initial asbestos awareness followed by refresher every 2 years</i>	<i>Every 2 years</i>	<i>Every 5 years. In date card required</i>	<i>Every 2 years</i>	<i>N/A</i>	<i>N/A</i>
Statutory Assurance Manager	✓	✓	✓	✓	✓		✓
Asbestos Coordinator	✓	✓	✓	✓	✓	✓	✓
Technical Estates & Facilities Staff	✓	✓	✓	✓	✓		
ITS Staff	✓	✓	✓				
Department al Leads	✓		✓				
Maintenance Term Contractor	✓	✓	✓	✓			
All other Contractors	✓	✓		✓			

15. Emergency Procedures and Incident Reporting

15.1 Uncovering of a suspect ACM

If any asbestos or suspect asbestos containing material has been uncovered, but not disturbed or damaged, the procedure within Appendix 6 must be followed.

15.2 Disturbance of a suspect ACM

If any asbestos or suspect asbestos containing material has been disturbed or damaged, the procedure within Appendix 7 must be followed.

Dependent on the level of severity of the incident, as assessed by either the Statutory Assurance Manager, Asbestos Coordinator or external Asbestos Consultants, the level of response will be decided. In the case of damaged or disturbed ACMs remedial works by a Licensed Asbestos removal Contractor will be required.

15.3 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.

If a case arises both the Asbestos Coordinator and H&S Advisor MUST be contacted, and their advice followed.

15.4 Release of fibres from an asbestos enclosure

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 breach or collapse
- Emergency access due to the collapse of an asbestos removal operative

Since the UAE requires an Analyst to have daily attendances during removal works, any elevated release of asbestos fibres will be detected at an early stage. Upon detection of elevated asbestos fibres outside of the enclosure area the following process must be followed:

- All works within the enclosure are to stop but NPUs will be left running, unless there is a good reason not to do so
- Project Manager, Asbestos Coordinator and H&S Advisor to be immediately informed
- Personnel and occupants directly outside of the enclosure will be evacuated
- Investigations will be carried out by the LARC and the analyst as to where the leak is from
- The location of the breach will be sealed up
- Areas outside of the enclosure will be decontaminated to the satisfaction of the analyst
- Surrounding areas will be re-air tested
- H&S Advisor to write incident report and investigate with assistance from the Asbestos Coordinator and Project Manager

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 carried out by the Health and Safety Advisor with assistance from the Asbestos Coordinator.

Where the incident area is under the control of a Contractor or Principal Contractor the reporting requirement is part of his or hers 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.

16. Useful contacts

Facilities Helpdesk	0117 328 1222
East Gatehouse (Frenchay Campus)	0117 328 2552
Asbestos Coordinator	0117 328 6526
Enquin (Asbestos Consultant)	0292 053 5090
Shield Environmental (LARC)	0117 960 6366
Cabot Thermals (LARC)	0117 967 2449

17. Glossary of Terms

ACM	Asbestos Containing Material
AMG	Asbestos Management Group
AMP	Asbestos Management Plan
CAR 2012	Control of Asbestos Regulations 2012
DCU	Decontamination Unit
HSE	Health and Safety Executive
LARC	Licensed Asbestos Removal Contractor
NPU	Negative Pressure Unit
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
UKAS	United Kingdom Accreditation Service

Appendix 1 – Asbestos Action Plan

Appendix 1: Asbestos Action Plan

High Priority	Exercise should be commenced immediately and completed within 3-6 months. Due to the size and scale some High Priority actions will be ongoing
Medium Priority	Exercise should be commenced within 3 months and completed within a year. Due to the size and scale some Medium Priority actions will be ongoing
Low Priority	Exercise should be commenced within 6 months and completed within 18 months. Due to the size and scale some Low Priority actions will be ongoing

Priority	Task	Action for	Target date	Date achieved	Comments
High	Complete reinspection of all ACMs	Asbestos Coordinator	July 2020		
Medium	Label all ACMs where appropriate – as per the AMP	Asbestos Coordinator	July 2020		
High	Complete all missing priority scores for all ACMs on the register	Asbestos Coordinator	October 2020		
High	Allocate recommendation options to Archibus, as per the new AMP and apply to all ACMs	Asbestos Coordinator	October 2020		
High	Rectify link issue between Archibus and the register to only display the most recent inspection record for an ACM	Head of Information Technologies	November 2020		
Low	Add photos onto Archibus of all ACMs	Asbestos Coordinator	July 2021		
High	Perform gap analysis of Type 2/ management survey reports for all sites and action any required surveys	Asbestos Coordinator	July 2020		
Medium	Reduce 'NULL' space reference locations as per Archibus	Asbestos Coordinator	October 2020		

Medium	Upload data onto Archibus for Bush House, following completion of the new Management survey	Asbestos Coordinator	July 2020		
Medium	Upload data onto Archibus for the Hollies	Asbestos Coordinator	July 2020		
Medium	Upload data onto Archibus for EP1 following the completion of the property wide Refurbishment survey	Asbestos Coordinator	July 2020		
High	Complete and upload data for the new Management survey of Glenside H Block basements	Asbestos Coordinator	July 2020		
Medium	Procure new Consultancy fixed term contract	Asbestos Coordinator	July 2020		
Medium	Procure new LARC framework	Asbestos Coordinator	July 2020		
High	Arrange online asbestos awareness training for those overdue following cancellation of March 2020 session	Asbestos Coordinator	July 2020		
High	Training to be given to the relevant personnel following the issue of Rev 18 of the Asbestos Management Plan	Asbestos Coordinator	October 2020		
Medium	Develop a system for a simplified way to add in external entries for all buildings	Asbestos Coordinator/ Head of Information Technologies	December 2020		
High	Develop a downloadable spreadsheet which will display asbestos code and asbestos auto ID information in one row for each item for the most recent record only	Head of Information Technologies	October 2020		
High	Add in a field to Archibus for material extent	Head of Information Technologies	July 2020		

Appendix 2 – Maintenance Works Review Flowchart

Project Review Process - Maintenance works

Work order or job recieved

Contact the Estates Dept – an assessment is required by the Asbestos Coordinator or Consultants prior to commencement of ANY works. Inspections only allowed without specialist assessment. The register must be checked prior to entry into any Glenside Basement area for inspection works

Is the property of post 2000 construction? The date of construction of every UWE maintained property is displayed on the Asbestos Register

No further asbestos assessment required – works can proceed

Yes

Contact the Estates Department for confirmation

?

Are the works within Glenside Basement Areas?

Yes

No

Check the online asbestos register

Has the location been previously surveyed?

No

Contact the Estates Department – a new survey will be required

Yes

Are there known Asbestos Containing Materials or areas of no access?

No

Contact the Estates Department – a new survey will be required

Yes

Will your works disturb the building fabric this includes (but not limited to) drilling, lifting of floor coverings, lifting of floor ducts and covers, removal of service inspection hatches and internal areas of plant and machinery?

No

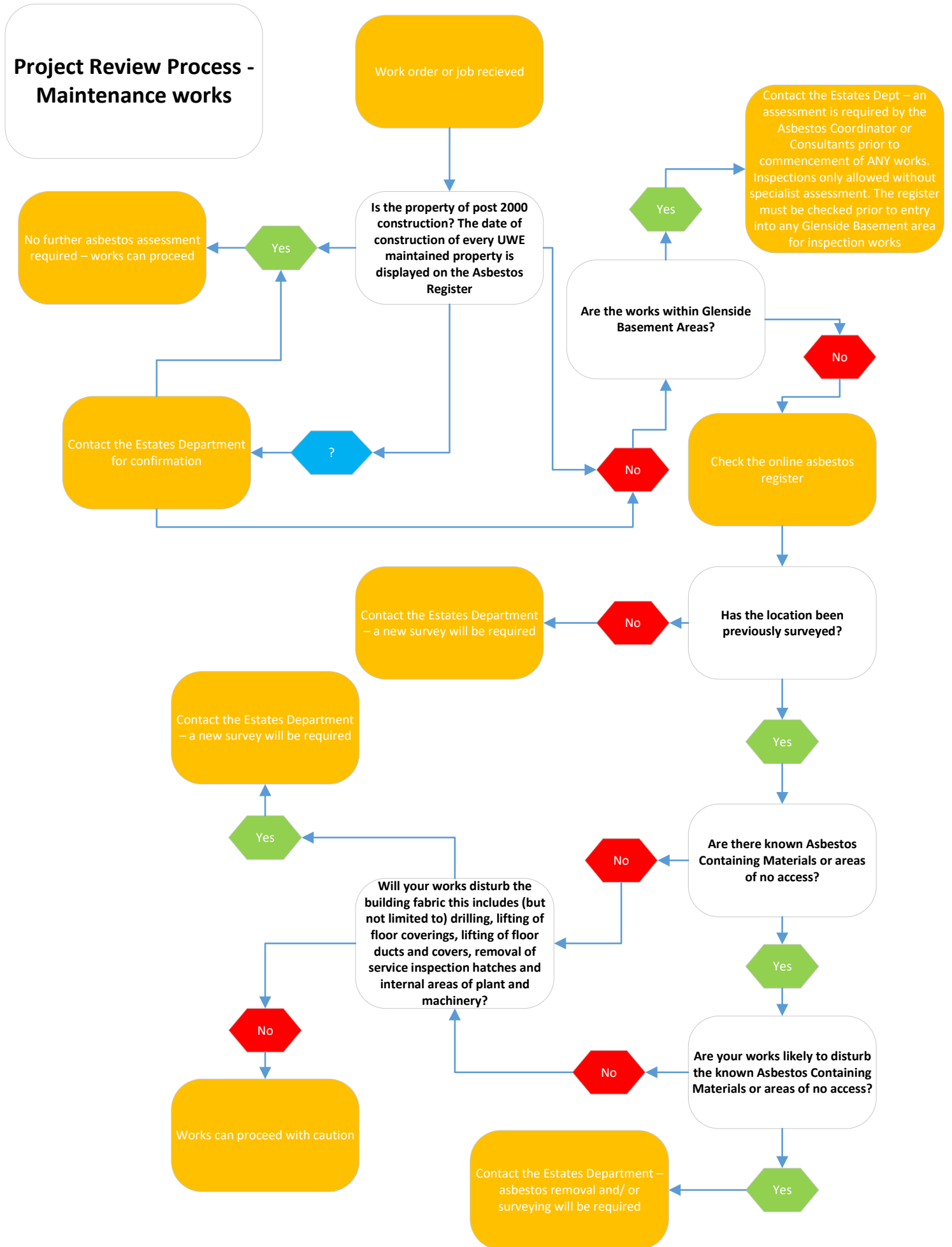
Works can proceed with caution

Are your works likely to disturb the known Asbestos Containing Materials or areas of no access?

No

Contact the Estates Department – asbestos removal and/ or surveying will be required

Yes



Appendix 3 – Project Works Review Flowchart

Project Works Review Process

New project to be requested on PIMS by the relevant Department via the Intranet

Project allocated to Project Manager. Project Manager to carry out the asbestos assessment with assistance from the Asbestos Coordinator and external Asbestos Consultants

Is the property of post 2000 construction?

Continue with project planning – no new asbestos survey is required, no asbestos removal works required

Review the survey report. Ensure survey covers all instructed areas. Are there any areas of no access or limited access within the survey report?

Instruct a new asbestos Refurbishment survey to be carried out once the full scope of works have been confirmed. Review the online asbestos register for a 'heads up' as to potential asbestos issues. Issue a copy of the asbestos register to the surveying company. Allow 2 weeks from site completion for receipt of report. Engage the Asbestos Coordinator for any required advice

Are the works within Glenside basement areas?

Contact the Asbestos Coordinator. Any further assessments must be carried out by the Asbestos Coordinator or external Asbestos Consultants

Ensure all areas of limited and no access are surveyed prior to commencement of works

Will your works disturb the building fabric this includes (but not limited to) drilling, lifting of floor coverings, lifting of floor ducts and covers, removal of service inspection hatches and internal areas of plant and machinery?

Have any ACM's been uncovered

Works can proceed with caution. If there are any changes in the scope of works a reassessment must be carried out

Check the online asbestos register

Has the location been previously surveyed?

Instruct the Asbestos Coordinator or Asbestos Consultants to write a remediation specification. Issue to UWE approved LARCs, hold site visits

Have any ACM's been uncovered

Ensure all areas of limited and no access are surveyed prior to commencement of works

Instruct a new asbestos Refurbishment survey to be carried out once the full scope of works have been confirmed. Issue a copy of the asbestos register to the surveying company. Allow 2 weeks from site completion for receipt of report. Engage the Asbestos Coordinator for any required advice

Appoint a UWE Approved LARC to undertake the works. Programme in. Appoint a UWE approved Analyst. Issue a copy of the report, register, LARCs RAMs and Post Remedials Completion form to the Analyst

Issue all completion paperwork to the Asbestos Coordinator

Asbestos Coordinator to save all documentation and to update the Archibus Register. Waste Consignment notes to be sent to the Waste Team

Works can proceed with caution. If there are any changes in the scope a reassessment must be carried out

Are there known Asbestos Containing Materials or areas of no access?

Appendix 4 – Asbestos Remediation Audit Form

Asbestos Remediation Audit Form Revision 1

Section 1: Preliminary information

1.1	Date	
1.2	Auditor	
1.3	Campus, Block and Location/s	
1.4	Project Manager and scheme	
1.5	Principal Contractor	
1.6	Licensed Asbestos Removal Contractor	
1.7	Site Supervisor	
1.8	Analytical Company	
1.9	Analyst	
1.10	Brief description of works	
1.11	Are there any other known high risks associated with the works - such as confined space, live electrics or hot working	

Section 2: UWE specific requirements		
2.1	Do all contractors hold a UWE Pass	
2.2	Does the Analyst hold a UWE Pass	
2.3	Has the Approval to Work form been issued	
2.4	Are any permits required, and have these been issued - please detail	
2.5	Have the relevant permits been issued	
2.6	Has the Analyst been appointed on a full time basis	
2.7	Has the Analyst a copy of their Permit to Work for use of a vaporiser within a UWE building	
2.8	Is there a full time outside person for the enclosure	
2.9	Has a specification been written for the works and provided to the LARC and analyst	
2.10	Who is the LARC appointed to	
2.11	Who is the Analyst appointed to	
2.12	Name of Principal Contractor - if applicable	
Section 3: LARC Documentation		

3.1	Is a copy of the ASB5 or NNLW1 present on site and is it correct	
3.2	Is a copy of the contractors RAMS present on site	
3.3	Is a copy of the LARCs license on site and is it in date	
3.4	Are copies of insurance certificates on site and are they in date	
3.5	Has the Supervisor maintained a Daily Site Log	
3.6	Have there been any amendments to the LARCS RAMS	
Section 4: Notification of works to enforcing authority (ASB5 & NNLW1)		
4.1	Have the correct ACM's been notified, and do they match the RAMS, Specification and Register	
4.2	Are the dates and working pattern correct	
4.3	Is the Site Supervisors name and number correct, and does this match the RAMS	
4.4	Are the correct number of people on site and does this match the RAMS	
4.5	Have the works been notified to the correct Authority	
4.6	Are there any other License Holders involved with the works - please detail	
Section 5: LARC's Supervisors and Operatives paperwork		

	Name	Orinasal Face Fit	Full Face Fit	In date medical certificate	In date training certificate	Clean shaven
Supervisor:						
Operative:						
Operative:						
Operative:						
Operative:						
Operative:						
Operative:						
Operative:						
Operative:						
Operative:						

Section 6: Work Area/ Enclosure

6.1	Is the enclosure robust	
6.2	Is the correct signage in place and is it sufficient	
6.3	Have the enclosure and associated route been suitably segregated from other areas	

6.4	Has an integrity inspection and smoke test been undertaken and was it satisfactory	
6.5	Have daily checks been undertaken and is this documented	
6.6	Are airlocks and baglocks sufficient for the works being undertaken	
6.7	Is sufficient lighting present within the enclosure	
6.8	Are sufficient vacuums and evidence of dust suppression present	
6.9	Is sufficient access equipment in place	
6. 10	Are sufficient vision panels and/ or CCTV system in place	
6.11	Is the work area and transit route clean and tidy	
6.12	Do the vacuums hold in date DOP testing and PAT testing certification	

Section 7: NPU

7.1	Is the NPU sited correctly and as per the LARCs RAMS	
7.2	Is the NPU operational and working efficiently	
7.3	Is the NPU giving a minimum of 8 air changes per hour, and as per RAMS	
7.4	Has the NPU been vented externally. Where NO please comment as to why	
7.5	Is the NPU's DOP test in date	

7.6	Is the NPU's PAT test in date	
7.7	Have daily air tests been ran in the exhaust area and are the results <0.01 f/ml	
Section 8: Decontamination Facilities		
8.1	Is the DCU fully operational and in full working order	
8.2	Is the DCU earthed	
8.3	Is the water filtered and ran into a foul drain	
8.4	Is the DCU sited correctly and as per the RAMS	
8.5	Is a clearance certificate available from the last site	
8.6	Are all required certifications - such as gas, electrical and DOP testing present and correct	
8.7	Has the DCU been sufficiently hoarded ff	
8.8	Is the DCU secured and with correct signage	
8.9	Is the transit route clean and tidy with suitable signage in place	
Section 9: PPE		
9.1	Are coveralls being worn as per the correct standards	

9.2	Are coverall colours as per the RAMS	
9.3	Are respirators as per the RAMS and Face Fit Certificates	
9.4	Are mask check forms present and correct	
9.5	Are other PPE requirements being adhered to	
9.6	Has the RPE been selected correctly for the works	
Section 10: Analytical		
10.1	Is an analyst present on site	
10.2	Are daily analytical attendances being made	
10.3	Was a documented integrity inspection and smoke test witnessed by the analyst	
10.4	Have all air tests outside of the enclosure been <0.01 f/ml	
10.5	Were background air tests taken prior to commencement of works	
10.6	Have daily leak tests been undertaken in all immediate surrounding areas	
10.7	Have daily leak tests been undertaken adjacent to the airlocks, baglocks and at the NPU exhaust	
10.8	Has personal air monitoring been undertaken inside the work area and satisfactory	
10.9	Has the Analyst been undertaking independent daily checks	

Section 11: Waste		
11.1	Has the skip been set up as described in the RAMS	
11.2	Where a van is being used, is there a suitable sealed separate container in which asbestos waste is to be transported	
11.3	Is the skip locked	
11.4	Is all the required signage present on the skip	
11.5	Is the skip suitable hoarded off	
11.6	Is the waste route clear and clean	
Section 12: Further comments and observations		
Section 13: Recommended actions		

Section 14: Signatures		
14.1	Auditors Name	
14.2	Auditors Signature	
14.3	Company of Auditor	
14.4	LARC Supervisors Name	
14.5	LARC Supervisors Signature	
14.6	Analysts Name	
14.7	Analysts Signature	
14.8	Time of completion	
<p>All recommended actions to be rectified and evidence provided . Results of the audit are to be shared with the Supervisor and Analyst. Works must be halted if the Auditor deems any actions raised to be critical - in this case the UWE Project Manager and Asbestos Coordinator informed straight away and</p>		

either an Amber or Red Card raised by UWE. A copy of the Audit form must be saved to both the relevant Project Folder and emailed to the Asbestos Coordinator.

Section 15: Corrective action close-outs

Written evidence of corrective actions to be described below

Appendix 5 – Post Remediation Completion Form

Post remedials completion form - Removed Items

Completed By	
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Date

[illegible]

Post remedials completion form - New Items

Completed By

	<i>Date</i>
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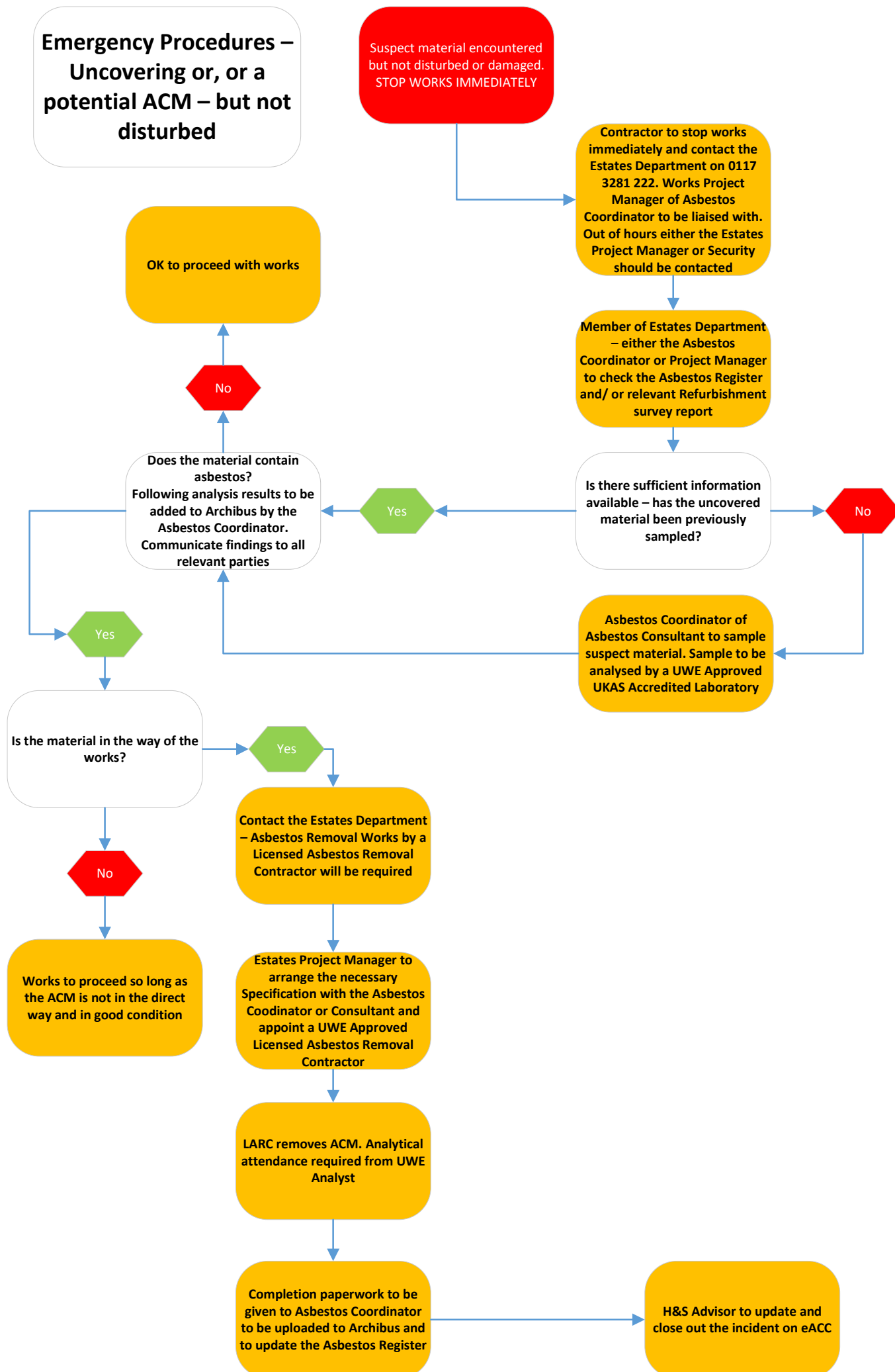
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[illegible]

<i>Removed Items</i>	<p>This is to be used following asbestos removal works in addition to issuing removal certification. It is used to allow for the register to be updated correctly by the UWE against the correct Archibus allocated Asbestos Code. The Licensed Asbestos Removal Contractors (LARCs) POW reference as well as the Analytical Company's final air monitoring certificate reference must be inputted for traceability purposes</p>
<i>New Items</i>	<p>This is to be utilised for any remaining ACMs that are not on the existing register but identified following removal works. Such Items may include where textured coating panels have been removed - this Item would go on the 'Removed Items' list, but paint residues are left on steelwork - this would go on the 'New Items' list. Another example would be where insulation debris has been removed from walls and the area environmentally cleaned - this Item would go on the 'Removed Items' list, but if there is a potential for trace fibres to remain beneath paintwork - this would go on the 'New Items' list. All scores are to be inputted as per HSG 264</p>

Appendix 6 – Uncovering a Suspect ACM Flowchart

**Emergency Procedures –
Uncovering or, or a
potential ACM – but not
disturbed**



Appendix 7 – Disturbance of a Suspect ACM Flowchart

Emergency Procedures – Potential Asbestos Disturbance

ACM or suspect ACM disturbed
– STOP WORKS IMMEDIATELY

Stop access into the area using suitable barriers. Avoid spread of potential asbestos fibres by closing doors and windows. All tools and equipment to remain in the area

Do you have dust and/ or debris on you?

No

Yes

Remove your contaminated clothing and decontaminate yourself. Washing will be required. Ensure wash facilities are barriered off afterwards. Clothing must be left in the area and later disposed of as asbestos waste by a LARC

Contact the Estates Department on 0117 3281 222. Estates Department to isolate any ventilation systems immediately. Door/s to be locked, signage to be put in place as per Appendix 8. Out of hours either the Project Manager or Security should be contacted

Member of Estates Department – either the Asbestos Coordinator or Project Manager to check the Asbestos Register and/ or relevant Refurbishment survey report

Is there sufficient information available?

No

Yes

Does the material contain asbestos? If sufficient information is not immediately available, and likely to be an ACM presume this to be a disturbance until testing confirms otherwise

Yes

No

Communicate findings to all parties – asbestos register to be updated with new samples and results

H&S Advisor to update and close out the incident on eACC

Emergency sampling exercise to be undertaken by Asbestos Consultant along with emergency air testing

Emergency attendance by the Asbestos Consultant. Air testing to be taken, plus any required investigations – such as air testing, sampling and surveying. Area to remain barriered off. Investigation to be carried out by the H&S Advisor in conjunction with the Asbestos Coordinator and Consultants. If the Control Limit has been (or thought to have been) exceeded the incident must be reported as a RIDDOR incident to the HSE. Incident to be logged on the eACC system

Is an immediate clean up required to make the area and surrounding areas safe?

No

Yes

Contact a UAE approved LARC to carry out an emergency attendance. The Analyst is to remain on site until these works are completed. If a waiver is required inform the Asbestos Coordinator and H&S Advisor in order to prepare letter to the HSE

Are further asbestos removal works required in order to facilitate the required works?

Yes

Remaining removal works to be planned and carried out

No

Communicate findings to all parties – asbestos register to be updated with new samples, results and certifications by the Asbestos Coordinator. H&S Advisor to update and close out incident on eACC

Appendix 8 – Emergency Signage



No Unauthorised Access

**Only those authorised by the Estates
Office will be allowed to enter**

Room/Area:

Reason:

Date/time entry was prohibited:

Date/time prohibition may 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