

DIRECTORATE OF ESTATES & FACILITIES
THE UNIVERSITY OF MANCHESTER
PROCEDURE AND INFORMATION MANUAL
EPM HS25 – Asbestos Management Plan

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Contents

Section		Page
1.0	Introduction	4
2.0	The University of Manchester Asbestos Policy	5
3.0	Table of Priority for Action / Timetable for Action	11
4.0	Roles and Responsibilities	13
4.1	Individual Responsibilities	13
4.2	Senior Management Roles within the Directorate of Estates	14
4.3	Other Roles within the Directorate of Estates	17
4.4	Roles outside of the Directorate of Estates	24
5.0	Asbestos Management	26
5.1	Overview of Asbestos Management	26
5.2	Locating Asbestos Containing Materials (ACMs)	30
5.2.1	Management Surveys	30
5.2.2	Refurbishment and Demolition Surveys	31
5.3	Asbestos Risk Assessments	32
5.4	Prioritising the Risk	32
5.5	Restricting Access to High Risk Areas	33
5.6	Remedial Works	33
5.6.1	Abatement Specifications	33
5.6.2	Removing ACMs	34
5.6.3	Grey Encapsulation	34
5.6.4	Blasting Method	35
5.6.5	Encapsulate	35
5.6.6	Repair	35
5.7	Working Close to ACMs	35
5.8	Permit to Work	36
5.9	Auditing	36
5.9.1	Auditing Asbestos Remedial Works	36
5.9.2	Auditing Asbestos Surveys and Clearances	36
5.10	Monitoring Progress	37
5.11	The Selection Process of LARCs and Asbestos Consultants	37
5.11.1	Asbestos Consultants / Laboratories	37
5.11.2	Licensed Asbestos Removal Contractors (LARCs)	38
5.12	Review of the Asbestos Management Plan and Asbestos Policy	39
6.0	The Asbestos Register	40
6.1	Content of the Asbestos Register	40
6.2	Format of the Asbestos Register	41
6.2.1	PDF Format	41
6.2.2	Asbestos Database	41
6.3	Updating the Asbestos Database / Register	41

6.4	Timescales for Asbestos Related Queries	42
7.0	Training	43
8.0	Emergency Procedures and Responsibilities	46
8.1	Responsibilities	46
8.2	Emergency Procedures	46
9.0	Works Involving Asbestos	48
9.1	Time, Planning and Communication	48
9.2	Procuring Refurbishment and Demolition Surveys	49
9.3	Procuring Asbestos Remedial Works	50
9.4	Re-Instatement Works	51
9.5	During Remedial Works	51
9.6	Job Completion	51
9.7	Asbestos Audits	52
9.8	Leaving Asbestos in situ	52
9.9	Asbestos in Soil	53
	9.9.1 Remediation of asbestos in Soil and C&D Material	53
9.10	Avoiding a Conflict of Interest	55
10.0	References	56
11.0	Glossary of Terms	57
Appendix 1	HSE Algorithms	63
Appendix 2	Asbestos Abatement Scoping Form	66
Appendix 3	Asbestos Audit Template	68
Appendix 4	Emergency Procedures Flow Chart	84
Appendix 5	Asbestos Incident Form	86
Appendix 6	Procurement of Asbestos Services Flow Chart	91
Appendix 7	Asbestos Survey Scoping Form	94
Appendix 8	Information Required by the Surveyor	99
Appendix 9	Contact Details – LARCS / Asbestos Consultants	101
Appendix 10	Training Matrix	104
Appendix 11	Standard Operating Procedure – Asbestos Surveying	
Appendix 12	Standard Operating Procedure – Asbestos Analysts	

1.0 Introduction

The Oxford English Dictionary defines Asbestos as "...A mineral of fibrous texture, capable of being woven into an incombustible fabric".

A more common understanding is that Asbestos is the name given to a group of naturally occurring fibrous minerals that were used extensively in industry in the UK until the year 1999.

Due to its range of natural properties such as being a good acoustic and thermal insulator and also having a high tensile strength whilst being cheap it was used throughout buildings constructed up to this date.

It was discovered that when materials containing asbestos are disturbed or damaged allowing asbestos fibres to be breathed in there is a significant risk to health.

"The Asbestos – related disease statistics in Great Britain, 2019" published on 30th October 2019. States "Over 5,000 Asbestos-related disease deaths per year currently, including mesothelioma, lung cancer and asbestosis". The latest statistics are for 2017.

Asbestos Related Disease	Number of Deaths in 2017
Mesothelioma	2,526
Asbestosis	517
Asbestos related lung cancer	2,500 (approximation)
Total	5,543

Asbestos is a Group 1 Carcinogen which means proven to cause cancer in humans. Those most at risk are the allied trades such as electricians, plumbers, maintenance staff, cable installers etc.

There are six types of asbestos, but 3 main types were the most widely used commercially:

Crocidolite (blue)

Grunerite - formerly known as Amosite (brown)

Chrysotile (white)

Detailed legislation has been issued around the methods needed to manage asbestos materials located within buildings, and this document describes how the University of Manchester Directorate of Facilities and Estates Department is achieving this compliance in line with the Control of Asbestos Regulations 2012.

The University of Manchester Asbestos Management Plan is available on The University of Manchester Estates Web page or on the following link:

<https://www.estates.manchester.ac.uk/media/services/estatesandfacilities/policiesandprocedures/EPM%20HS25%20-%20Asbestos%20Management%20Plan.pdf>

2.0 The University of Manchester Asbestos Policy

The University of Manchester Asbestos Policy (below) sets out the aims of the University to meet the Control of Asbestos Regulations 2012. The policy is also available on the University of Manchester website and on the following link:

<https://www.estates.manchester.ac.uk/media/services/estatesandfacilities/policiesandprocedures/EPM%20HS25%20-%20Asbestos%20Management%20Plan.pdf>



The University of Manchester Asbestos Policy

If you are reading a printed version of this document, you should check

<https://www.estates.manchester.ac.uk/media/services/estatesandfacilities/policiesandprocedures/EPM%20HS25%20-%20Asbestos%20Management%20Plan.pdf> to ensure you have the most up to date version.

1. Introduction and Purpose

1.1 This policy aims to set out The University of Manchester Asbestos Policy for Estates, for ensuring as far as reasonably practicable, the prevention of exposure to asbestos fibres of staff, students, contractors and any third parties on University of Manchester sites, while ensuring this is achieved in line with the Control of Regulations 2012 and supporting documentation and guidance.

1.2 The purpose of this policy is to ensure The University of Manchester fulfills its legal and regulatory requirements set out in the Control of Asbestos Regulations 2012.

The Control of Asbestos Regulations 2012 are relevant to all activities carried out on the University of Manchester campus and University of Manchester controlled and/or owned sites, where asbestos containing materials might be disturbed. The regulations set minimum standards for the protection of individuals from risks related to potential exposure to asbestos fibres.

2. Scope and definitions

2.1 This policy is applicable to all staff, students, contractors and visitors to The University of Manchester campus and other University of Manchester controlled sites.

2.2 Definitions

- **Asbestos**
This is the commercial name given to a naturally occurring fibrous silicate mineral commonly used in construction materials and other products because of its high heat resistance, strength and durability.
- **ACM**
Asbestos Containing Material
- **Asbestos Management Plan**
The Asbestos Management Plan sets out details of how the Asbestos at the University is being managed, stating roles and responsibilities and working procedures.
- **Asbestos Policy**
The Asbestos Policy sets out the commitment by the University of Manchester to provide a safe and secure environment for students, staff, visitors and the public in regard to asbestos containing materials.
- **Asbestos Register**
A collation of all known asbestos containing items across the University, illustrating asbestos type, locality, condition and any recommendations.
- **Control of Asbestos Regulation (2012)**
Asbestos legislation written and controlled by the HSE
- **HSE**
The Health and Safety Executive
- **LARCs**
Licensed Asbestos Removal Contractors
- **Licensable Work**
This is work that requires 14 days notification to the HSE.
- **Management Survey**
This is a standard sampling, identification and assessment survey. This level of survey is used to compile the asbestos register at the University.
- **Method Statement**
A detailed description of how a specific job or program of work is to be carried out
- **Non Licensed Work**
An ACM which does not need to be notified to the HSE, but still requires removal by a licensed asbestos removal contractor (LARC) on the University Framework
- **Notifiable Non-Licensed Work (NNLW)**

This is when an ACM that is normally non-notifiable and non-licensed becomes Notifiable Non-Licensed Work (NNLW). This is determined by factors such as the type of work you are planning to do, the asbestos type and the material's condition.

- **Permit to Work**
Is a document which should be requested at least 7 days in advance prior to work in asbestos areas commencing.
- **Plan of Work**
Sometimes referred to as a method statement – please see Method Statement
- **Risk Assessment**
This is the process which the contractor must carry out to identify all the risks to and from the activities he is carrying out on site, whilst assessing the potential impact of each risk.
- **Refurbishment and Demolition Survey**
This is a full access sampling and identification survey which is carried out prior to refurbishment works or demolition works.

3. Roles and Responsibilities

3.1 The University of Manchester Asbestos Management Plan provides a detailed section on roles and responsibilities. Below gives an overview of the main roles and responsibilities.

The Director of Compliance & Risk and Head of Safety Services responsibilities are set out in the 'Statement of Health and Safety Policy', in brief this entails providing and maintaining a safe and healthy working environment by encouraging managers to show leadership and commitment in managing health and safety.

The Director of Estates is ultimately responsible for the implementation of this Policy, insofar as it relates to University buildings, and any related arrangements, instructions and guidance owned and operated by Estates staff and for ensuring that the necessary resources are available.

Heads of School are responsible for the implementation of this Policy within their respective Departments and for its communication to their staff and students as appropriate. Heads of Schools are responsible for ensuring no alterations to existing

buildings are made without the permission of the Director of Estates nominated deputy. Heads of Schools are also responsible for ensuring that risk assessments carried out in their departments identify, consider and address the presence of asbestos in any assets or equipment owned or operated by their staff.

All staff and students within departments must comply with this Policy and the associated arrangements, instructions and guidance on asbestos safety, such as the Asbestos Management Plan and the Asbestos in Equipment Guidance Document.

The University of Manchester Principle Asbestos Manager is responsible for supporting both the Director of Estates and the Heads of Faculty with their respective responsibilities, as set out in this policy and the Asbestos Management Plan, and for the maintenance of the detailed arrangements, instructions and guidance, such as The Asbestos Register, The Asbestos Management Plan and the Shine Asbestos Database. The Principal Asbestos Manager also acts as the nominated competent person for the University on asbestos related issues.

4. General Principles

This Asbestos Policy aims to:

- Prevent, as far as is reasonably practicable, the exposure of employees, contractors, and any other persons, to asbestos fibres, while on the University of Manchester campus or University of Manchester controlled sites.
- Carry out periodic assessments of the ACMs present within all buildings and to determine their condition via Asbestos Surveys and Asbestos Re-inspections Surveys, which include regular condition inspections.
- Record all information accurately and regularly update changes. This is done through the Shine Asbestos Database where all asbestos survey and re-inspection information is kept.
- Ensure that the information is disseminated successfully to those who may be affected or are potentially at risk and to freely provide information upon request.
- Implement an Asbestos Management Plan which aims to control the risk from ACMs through remedial works.

- Treat all asbestos equally, ensuring that **NO** ACMs are removed or worked on by University personnel, including non-licensable materials (N.B. With the only exceptions being for medical or defense research purposes where the School have undertaken the relevant risk assessment and have full safety measures in place, which are in line with the Control of Asbestos Regulations 2012, and under Regulation 29 (of said regulations) an Exception Certificate is in place).
- Encourage all staff to work towards a positive asbestos culture where everybody recognises and understands their responsibilities.
- Carry out annual asbestos awareness training sessions, as required under the Control of Asbestos Regulations 2012, Regulation 10 Information, instruction and training. Through various formats such as e-learning packages or class room based training, promoting asbestos awareness especially for those who legally require the training.
- To regularly review the Asbestos Management Plan (at least annually or when new changes to the regulations are introduced).

All information has been sourced from current HSE Legislation including the Control of Asbestos Regulations 2012, HSG227 – A comprehensive guide to Managing Asbestos in premises, L143 – Managing and working with Asbestos.

The Asbestos Management Plan aims to:

- Provide a working document detailing how the University of Manchester aims to manage its asbestos
- Clearly outline the roles and responsibilities of University personnel
- Outline how the asbestos register is derived, maintained and communicated through the Shine Asbestos Database
- Detail how to access and use the Shine Asbestos Database for finding information on asbestos within buildings
- Describe emergency procedures
- Provide guidelines for projects

It is the responsibility of all personnel to be familiar with the procedures contained within the Asbestos Management Plan, to comply with these procedures, current legislation, official guidance and good practice.

5. Monitoring Compliance

The Asbestos Permit to work system means no asbestos removal or remedial work can take place without a permit. Work on Asbestos containing materials where an asbestos permit is not in place will result in an investigation being undertaken by the Asbestos Team.

The results of the investigation will then be passed to the Estates Health and Safety Team to assess if it requires referral to the Safety Services Team, who will make a decision (possibly in conjunction with HR) on the on the relevant action to take based on the investigations findings.

The University of Manchester Asbestos Team also undertake regular audits on a percentage of all asbestos removal and remedial work, asbestos surveys and asbestos air monitoring and clearances.

If the audits identify the work is not being completed to the required standard this may result in action being taken by the university. More details on the level of action is identified in the Asbestos Management Plan, but the extreme would be suspension or removal from the framework.

6. Policy Content

[Insert policy content here]Version amendment history		
Version	Date	Reason for change
1	05/01/21	To make this policy a standalone document

Document control box	
Policy / Procedure title:	University of Manchester - Asbestos Policy
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Version:	1
Supersedes:	No previous standalone document
Previous review dates:	N/A
Next review date:	05/01/22
Equality impact outcome:	N/A
Related Statutes, Ordinances, General Regulations:	Control of Asbestos Regulations 2012
Related policies/procedures/guidance etc	EPM HS25 Asbestos Management Plan
Policy owner:	Mark Henry – Principal Asbestos Manager
Lead contact:	Mark Henry – Principal Asbestos Manager

3.0 Table of Priority for Action / Timetable for Action

The asbestos action plan outlines all current and ongoing activities which the asbestos team are responsible for. The priorities and the timetable have been formulated following HSE publicised guidance.

The overall aim is to ensure that all ACMs, through inspections, re-inspections, training, and remedial works, are effectively managed and the risk reduced to its lowest practical level.

Action	Estimated Start / Completion Date	Status	Notes	Priority
Residences and Sports Buildings				
2020 Asbestos re-inspection Surveys	Start – June 2020 Completion – January 2021	Ongoing	To be completed by internal staff	Medium
Remedial works associated with 2019 re-inspection surveys	Start – March 2020 Completion – July 2021	Ongoing	Specifications currently being produced	High
Academic Buildings				
2020 Asbestos re-inspection surveys	Start – June 2020 Completion – January 2021	Ongoing	To be carried out with internal staff and external consultants	High
Remedial works identified from the 2019 re-inspection surveys	Start – September 2019 Completion July 2021	Ongoing	70% complete	Low
Other Surveys				
Asbestos surveys identified from the lease properties questionnaire	Start – 2017 Completion – January 2021	Ongoing	90% complete	Medium

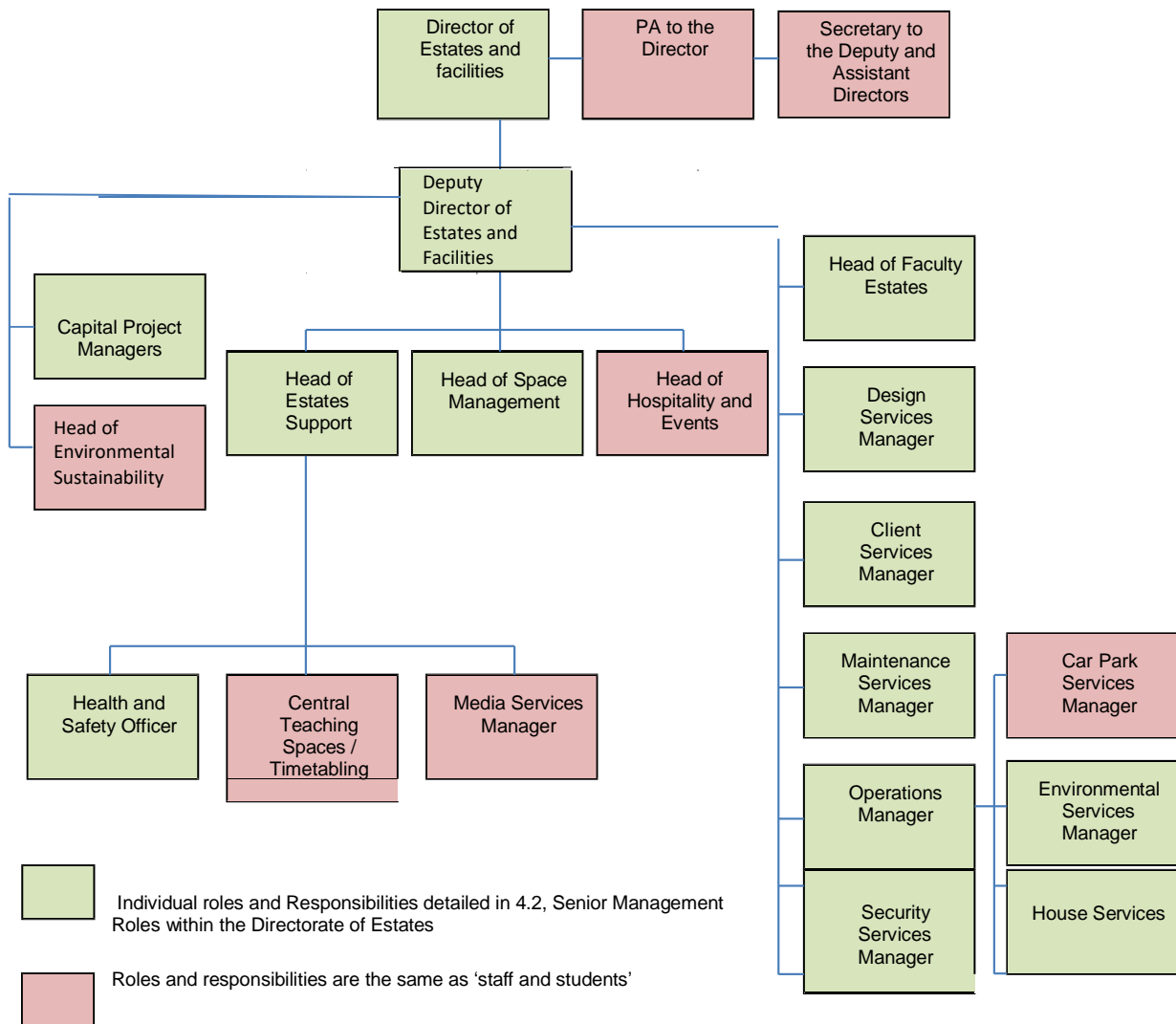
Asbestos Management				
Annual update of the Asbestos Management Plan	Completion – January 2021	Complete	Complete. Next due January 2022	Low
Annual Asbestos refresher training – Department of Estates & Facilities 2019 / 2020	Start – September 2019 Completion – January 2020	Complete	To be carried out via e-learning for 2020/2021	Medium
Annual Asbestos Refresher Training – Department of Estates & Facilities 2020 / 2021	Start September 2020 Completion March 2021	Ongoing	Completed via e-learning	High
Roll out of the Shine Asbestos Database	Start – May 2019 Completion – January 2021	95% Complete	All Asbestos Consultancies using database for surveys. All DSU, CSU, FET's and Capital Project teams have completed training.	High
Renewal of the Asbestos Consultancy asbestos framework	Start – May 2020 Completion – July 2021	Ongoing		High
Routine Compliance Tasks				
Internal Audits of UoM Framework LARCs	Dependent on the availability of jobs on site			Medium
Internal Audits of UoM Asbestos Consultant	Dependent on the availability of jobs on site			Medium
External Auditing of Asbestos Removal Works	3 audits per year			Medium
Monthly LARCs Meeting	Monthly			Low
Monthly Asbestos Consultants Meeting	Monthly			Low
Quarterly KPI Meetings with Framework Consultants and LARCS	Quarterly			High

4.0 Roles and Responsibilities

All staff and students at the University have either duties or obligations in regard to asbestos. If these duties and obligations are adhered to, the University will be able to develop a successful management plan in regard to asbestos which will significantly reduce the risk of asbestos exposure for everybody.

4.1 Individual Responsibilities:

The level of responsibility each person has is largely dependent on their job role and how involved with asbestos their job role is. Naturally this means that those who work within the Directorate of Estates and Facilities are likely to have greater involvement and more duties, obligations and responsibilities. The organisational structure of the senior management within the Directorate of Estates is detailed below. The responsibilities of each job role are then detailed in full from section 4.2



4.2 Senior Management Roles within the Directorate of Estates

Director of Estates and Facilities - Diana Hampson – Duty Holder

Responsibilities:

- To ensure the Principle Asbestos Manager is fulfilling their duties and responsibilities.
- To ensure that the Deputy Director and Assistant Director of Estates are aware of their responsibilities with regards to the Asbestos Management Plan
- To ensure compliance with the Asbestos Policy and Asbestos Management Plan
- Supporting anticipated resource allocation for high priority asbestos remedial works so far as is reasonably practicable
- To ensure provision of adequate resource for the management of asbestos at the University

Assistant Director of Estates and Facilities / Head of Capital Projects – Steve Jordan

Responsibilities:

- To ensure that all Unit Managers and Heads of Faculty of Estates are aware of their responsibilities within the Asbestos Management Plan.
- To appreciate, encourage and support the advantage of time and resource planning within all Units with regards to asbestos in projects.
- To ensure provision of adequate resource for the management of asbestos at the University
- To support the importance of asbestos awareness training

Capital Project Managers – John Concannon, Stuart Lockwood, Sam Johnson, Ryan Lewis, Steven Mawhinney, Daniel Stinton, Russell Dyson

Responsibilities:

- To ensure that this document has been read and fully considered.
- To ensure their Asbestos Awareness Training provided by the University of Manchester is in date.
- To ensure they have undertaken the Shine Asbestos Database training and have the relevant level of access to the Shine Asbestos Database.
- To ensure that asbestos has been thoroughly considered prior to carrying out any projects. Primary information can be sourced from the Shine Asbestos Database and asbestos register from which a desk top study must be compiled.
- To ensure that the appropriate type of survey (refurbishment / demolition) has been carried out for the works involved.
- To ensure that sufficient time is allocated for the completion of the asbestos survey process (including scoping phase, survey and the issuing of reports), and any associated asbestos remedial works (including the specification works, the notification period and the remedial works) prior to the main project works commencing.
- To carry out any asbestos remedial works in line with current Asbestos Regulations and in accordance with the University policies and procedures.
- To outline any proposed works or requests to the asbestos team and to keep them updated and informed at all times. All start dates should be passed onto

the Asbestos Team as soon as possible.

- To consider and accept guidance and recommendations given by the asbestos team. Deviation from guidance and recommendations shall be referred to senior management in the Directorate of Estates.
- To ensure all Faculty Estates Teams are kept informed about any asbestos works including dates, the site of the decontamination facility and waste skips etc.
- To ensure that only the asbestos remedial contractors on the University asbestos framework are used for remedial works, including works managed by external consultants.
- To ensure that only the asbestos consultants on the University Asbestos Framework are used for all monitoring and surveying purposes. The order should be raised separately to that of the asbestos removal contractor.
- To advise contractors, sub-contractors and consultants of the whereabouts of any known asbestos identified within the working area.
- To ensure that any asbestos information is disseminated down to all levels of responsibility within the project, especially those carrying out site works.
- To ensure that the asbestos team receives concise documentation regarding asbestos items remaining in situ.

Head of Project Team – Stuart Lockwood

Head of Building Engineering & Management –

Brent Wills

Responsibilities:

- To maintain regular contact with the Principal Asbestos Manager with regards to asbestos related problems within projects.
- To disseminate any asbestos information, survey programmes or updates etc. from the Principal Asbestos Manager to all Unit personnel.
- To raise with the Principal Asbestos Manager, any asbestos training needs for new members of staff or refresher training of existing policies.
- To ensure all members of staff within their units (who are identified in this document) have in date Asbestos Awareness Training.
- To ensure all members of staff within their units (who are identified in this document as requiring it) have undertaken the Shine Asbestos Database training and have access to the Shine Asbestos Database.
- To ensure that all members of their team accept their responsibilities with regards to asbestos.
- To ensure that all members of the unit consider asbestos as a high priority for any new project and to include asbestos as an item in all project meetings.
- To ensure that all staff allocate sufficient funds within the project cost plan and also allocate sufficient time for any asbestos remedial works to be carried out.
- To fully appreciate the timescales involved with asbestos investigation and remedial works and to support their teams when a project requires a tight timeline which may be unachievable.
- To support the importance of asbestos awareness training

Heads of Faculty of Estates: Russell Dyson, Mike Billington, Michelle Harper

Responsibilities:

- To ensure that Heads of School are aware of their responsibilities within the asbestos policy and asbestos management plan.

- To facilitate any asbestos remedial works or surveys within buildings occupied by their particular faculty / schools
- To keep Heads of School informed of any asbestos remedial works or surveys which are to be carried out within buildings occupied by their particular faculty / schools
- To ensure that Heads of School are aware that any minor works, including the fixing or dismantling of any fixtures and the fixing of notice boards etc., are to be carried out via the Maintenance Services Unit.
- To report any asbestos related problems to the Principal Asbestos Manager as soon as possible.
- To ensure their staff have in date Asbestos Awareness Training provide by the University of Manchester.
- To ensure their staff have undertaken the Shine Asbestos Database training and have the relevant level of access to the Shine Asbestos Database.

Head of Security – Gary Rowe

Operations and House Services Manager – Phil Lord

Head of Estates Support – John Ashley

Head of Estate and Space Management – John Lumbert

Responsibilities:

- To disseminate any asbestos information, survey programmes or updates etc. from the Principal Asbestos Manager to all staff.
- To raise any asbestos training needs for new members of staff or refresher training of existing policies.
- To ensure that all members of the unit accept their responsibilities with regards to asbestos.
- To support the importance of asbestos awareness training

Environmental Services Manager – Paul Shaw

Deputy House Services Manager – Angela Chant

Responsibilities:

- To disseminate any asbestos information, survey programmes or updates etc. from the Asbestos Manager to all staff.
- To ensure that all members of the unit accept their responsibilities with regards to asbestos.
- To support the importance of asbestos awareness training

Principal Estates Health and Safety Manager – Martin Blake

Responsibilities:

- Offering advice to the Principal Asbestos Manager with regards to Health and Safety, policy, procedures and compliance.
- With the Principal Asbestos Manager, investigating breaches in the Asbestos Policy or any other asbestos related Health and Safety issues.
- Assessing Asbestos Incident Investigation Reports produced by the Asbestos Team, and where / if required forwarding them to the Safety Services Team for further action.
- Determining whether an asbestos incident is reportable as a dangerous occurrence to the HSE's Incident Contact Centre.
- To support the importance of asbestos awareness training.

- As and when required completing audits on the Asbestos Team to assess the robustness of the Asbestos Procedures in place and to ensure the systems set out within the Asbestos Policy and Asbestos Management Plan are being followed.
- To ensure the Estates Health and Safety Team have in date Asbestos Awareness Training provide by the University of Manchester.

Senior Estates Health and Safety Officer – Hannah Hoang

Responsibilities:

- Offering advice to the Principal Asbestos Manager with regards to Health and Safety, policy, procedures and compliance.
- With the Principal Asbestos Manager, investigating breaches in the Asbestos Policy or any other asbestos related Health and Safety issues.
- Assessing Asbestos Incident Investigation Reports produced by the Asbestos Team, and where / if required forwarding them to the Safety Services Team for further action.
- Determining whether an asbestos incident is reportable as a dangerous occurrence to the HSE's Incident Contact Centre.
- To support the importance of asbestos awareness training.
- As and when required completing audits on the Asbestos Team to assess the robustness of the Asbestos Procedures in place and to ensure the systems set out within the Asbestos Policy and Asbestos Management Plan are being followed.
- To ensure they have in date Asbestos Awareness Training.

Estates Health and Safety Officer – James Crawley

Responsibilities:

- Supporting the Estates Health and Safety Manager and Senior Estates Health and Safety Officer in carrying out their duties under the Asbestos Policy and Asbestos Management Plan.
- Where and when required deputising for the Manager and / or Senior Estates Health and Safety Officer, fulfilling the roles outlined for both above.
- To ensure they have in date Asbestos Awareness Training.

4.3 Other Roles within the Directorate of Estates

Due to the multiple roles within the Directorate of Estates, including internal and external projects managers, maintenance staff and campus cleansing staff etc., it is not possible to name each member of staff individually.

Client Representative (internal and external PM) – All within: The Project Team and Faculty of Estates.

For this purpose, a Project Manager is defined as somebody who directly or indirectly procures, facilitates, or co-ordinates projects of **any size or value** for or on behalf of the University.

Responsibilities:

- To ensure that this document has been read and fully considered.
- To ensure that asbestos has been thoroughly considered prior to carrying out any projects. Primary information can be sourced from the Shine Asbestos Database where all previous surveys, re-inspections and the asbestos register

are kept, from which a desk top study must be compiled.

- To ensure that the appropriate type of survey (refurbishment / demolition) has been carried out for the works involved.
- To ensure that sufficient time is allocated for the completion of the asbestos survey process (including scoping phase, survey and the issuing of reports), and any associated asbestos remedial works (including the specification works, the notification period and the remedial works) prior to the main project works commencing.
- To carry out any asbestos remedial works in line with current Asbestos Regulations and in accordance with the University policies and procedures.
- To outline any proposed works or requests to the asbestos team and to keep them updated and informed at all times. All start dates should be passed onto the asbestos team as soon as possible.
- To consider and accept guidance and recommendations given by the asbestos team. Deviation from guidance and recommendations shall be referred to senior management in the Directorate of Estates.
- To ensure all Faculty Estates Teams are kept informed about any asbestos works including dates, the site of the decontamination facility and waste skips etc.
- To ensure that only the asbestos remedial contractors on the University asbestos framework are used for remedial works, including works managed by external consultants.
- To ensure that only the asbestos consultants on the University asbestos framework are used for all monitoring and surveying purposes. The order should be raised separately to that of the asbestos removal contractor.
- To advise contractors, sub-contractors and consultants of the whereabouts of any known asbestos identified within the working area.
- To ensure that any asbestos information is disseminated down to all levels of responsibility within the project, especially those carrying out site works.
- To ensure that the asbestos team receives concise documentation regarding asbestos items remaining in situ.
- To ensure an Asbestos Permit has been raised prior to any asbestos removal or remediation work taking place.
- To ensure their Asbestos Awareness Training provided by the University of Manchester is in date.
- To ensure they have undertaken the Shine Asbestos Database training and have the relevant level of access to the Shine Asbestos Database.

Principal Compliance Manager
(Asbestos) – Mark Henry

Responsibilities:

- To manage and update The Asbestos Policy Statement.
- To update and maintain the Asbestos Management Plan and ensure the Asbestos Management Plan is put into effect.
- To manage and update the University Asbestos Register.
- To manage the programme for asbestos management surveys and asbestos re inspection surveys.

- To ensure that all of the recommendations from the asbestos surveys and re inspection surveys are acted upon and a programme of remedial works devised.
- To ensure the Asbestos Management Plan is updated every 12 months as a minimum. To prioritise in year amendments as and when required.
- To ensure that the Project Manager responsible for the project management of the asbestos team's remedial works is provided with full job specifications / concise project briefs for all remedial works.
- To instruct and directly liaise with all asbestos consultants and LARCs.
- To ensure that contractor audits are carried out on a proportion of asbestos remedial works across all projects.
- To ensure an appropriate response to all asbestos queries, legislative advice, project advice and emergency requirements.
- To liaise regularly with the Estates Health and Safety Team.
- To encourage, support and when required complete asbestos investigations.
- To work closely with all members of Estates and to ensure standards of good working practice in regard to the management of asbestos.
- Help to compile the asbestos framework agreements and to ensure that all contractors comply with the agreement.
- Work closely with Procurement to ensure both quality and value for money is achieved during the procurement process for Asbestos Consultants and Licensed Asbestos Removal Contractors.
- To carry out or provide appropriate asbestos awareness training and asbestos refresher training for Estates personnel who require it (as defined in Regulation 10 of CAR 2012).
- To ensure that all Estates personnel accept their responsibilities with regards to asbestos.
- To assess the appropriate level of analytical support and attendance for all remedial projects.
- Maintaining individual building files detailing any asbestos projects which have been carried out within them, including asbestos surveys and remedial works.
- Ensure the maintenance and upkeep of the Shine Asbestos Database, making sure the information is as accurate and as up to date as possible.
- Promote the use of the Shine Asbestos Database and the asbestos@manchester.ac.uk email address for all staff at the university to use when requiring information on asbestos.
- To submit quarterly waste returns to the Sustainability Team.
- Managing the asbestos operational budget.
- To carry out training on how to use the Shine Asbestos Database, and provide access to those who require it once they have completed the training.

Assistant Compliance Manager (Asbestos) – Paul Lyons

Responsibilities:

- To Manage and update the University Asbestos Register and the Shine Asbestos Database.
- To assist the Principal Asbestos Manager in ensuring that all of the recommendations from the asbestos management surveys and re inspections are acted upon and a programme of remedial works devised.
- To update the Shine Asbestos Database when Asbestos Containing Materials have been removed, ensuring evidence of the removal (clearance certificates etc.)

are uploaded to Shine.

- To assist the Principal Asbestos Manager in ensuring that the Client Representative / Project Manager responsible for the project management of the asbestos teams' remedial works is provided with full job specifications for all remedial works.
- To assist the Principal Asbestos Manager with instructing and liaising with all asbestos consultants and LARCs.
- To ensure that audits are carried out to a proportion of asbestos remedial works and to disseminate the information accordingly.
- To assist the Principal Asbestos Manager in ensuring a quick response to all asbestos register queries, legislative advice, project advice and emergency requirements.
- Responsible for responding to all enquiries to the Asbestos Inbox, asbestos@manchester.ac.uk within 48 hours.
- To work closely with all members of Estates and to ensure standards of good working practice.
- To assist the Principal Asbestos Manager with the asbestos training and asbestos refresher training for Estates personnel who require it.
- Maintaining individual building files detailing any asbestos projects which have been carried out within it, including asbestos surveys and remedial works, and updating the Shine Asbestos Database to reflect this.
- To ensure the asbestos register is kept up to date and maintaining the Shine Asbestos database.
- To work closely with the Principal Asbestos Manager.

Building Engineering and Management Staff (excluding the Asbestos Manager, Assistant Asbestos Manager and the Head of Building, Engineering and Maintenance)

Responsibilities:

- To maintain regular contact with the Principal Asbestos Manager with regards to asbestos related problems within projects.
- To disseminate any asbestos information, survey programmes or updates etc. from the Principal Asbestos Manager to all Unit personnel.
- To raise with the Principal Asbestos Manager, any asbestos training needs for new members of staff or refresher training of existing policies, and ensure their own Asbestos Awareness training is in date.
- To fully appreciate the timescales involved with asbestos investigation and remedial works and to support this when a project requires a tight timeline which may be unachievable.
- To ensure they have undertaken the Shine Asbestos Database training and have the relevant level of access to the Shine Asbestos Database.

Assistant Maintenance Services Managers

Responsibilities:

- To ensure that asbestos has been thoroughly considered prior to carrying out any projects. Primary information can be sourced from the Shine Asbestos Database or by emailing the Asbestos team on asbestos@manchester.ac.uk
- To ensure that the appropriate type of survey has been carried out for the works involved.
- To carry out any asbestos remedial works in line with current Asbestos

Regulations and to keep the Principal Asbestos Manager updated and informed at all times. All start dates should be passed onto the asbestos team as soon as possible.

- To consider and accept guidance and recommendations given by the Principal Asbestos Manager or the Assistant Asbestos Manager. Deviation from guidance and recommendations shall be referred to senior management in the Directorate of Estates.
- To ensure that only the asbestos remedial contractors on the asbestos framework are used for remedial works, including works managed by external consultants.
- To ensure the asbestos consultants on the University Asbestos Framework are used for all monitoring and surveying purposes. The order should be raised separately to that of the asbestos removal contractor.
- To advise contractors and consultants of the location of any known ACMs present within the working area.
- To ensure that all external consultants disseminate any asbestos information down to all levels of responsibility within the project.
- To ensure that the asbestos team receives a copy of any test certificates and survey reports.
- To ensure that all Area Supervisors, DLO Technicians, Control Technicians, ELV Team Members and Locksmiths are aware of their responsibilities.
- To ensure that asbestos has been considered and the Shine Asbestos Database or asbestos register are consulted prior to assigning works to DLO technicians, Control technicians, the ELV team or Locksmiths.
- To ensure they have undertaken the Shine Asbestos Database training and have the relevant level of access to the Shine Asbestos Database.
- To ensure their and their staffs Asbestos Awareness Training provided by the University of Manchester is in date.

Area Supervisors and Specialist Services Supervisors

Responsibilities:

- Ensure that all staff under their control comply with the University Asbestos Policy and The Asbestos management Plan.
- To provide all contractors and consultants with information regarding the locality of any known asbestos likely to affect the works.
- To ensure that all external contractors and consultants disseminate any asbestos information down to all levels of responsibility within projects including sub-contractors.
- To consider and accept guidance and recommendations given by the Principal Asbestos Manager or the Asbestos Assistant Manager. Deviation from guidance and recommendations shall be referred to senior management in the Directorate of Estates.

DLO Technicians, Control technicians, ELV team and Locksmiths

Responsibilities:

- To adhere to instructions given by their line manager with regards to asbestos and asbestos procedures. If any personnel feel ill-trained, uninformed or under pressure to carry out a particular task, they must raise this with their Line Manager / Supervisor.
- To only carry out work in an area if they have received information regarding

the presence of asbestos.

- To fully assess their work area prior to starting works in order to identify any risks, including those from asbestos.
- To pass information onto colleagues, contractors and co workers who are likely to work in those areas.
- To report any defects or possible asbestos containing materials to their Line Manager or the Principal Asbestos Manager.
- To cease work immediately if any suspect asbestos materials are found or if there has been any accidental asbestos exposures. The individual should contact their Line Manager or the Principal Asbestos Manager (whichever is easiest) immediately and follow the set procedures.
- Not to put themselves or anybody else at risk by disturbing known asbestos materials.
- To attend all asbestos awareness training sessions.

Heads of School:

Responsibilities:

- Ensure that all staff under their control comply with the University Asbestos Policy and The Asbestos Management Plan
- To inform the HOFES regarding any asbestos related problems including the discovery or disturbance of suspected asbestos materials.
- To respond to queries raised by the HOFES with regards to asbestos related remedial works and to be as flexible as possible to aid scheduling.
- To disseminate any information regarding asbestos remedial works to all those directly affected and to assist with allaying natural fears.
- To ensure that all staff and students are aware of their responsibilities within the asbestos management plan.
- To ensure that any minor works, including the fixing or dismantling of any fixtures and the fixing of notice boards etc., are carried out via the Maintenance Services Unit.
- To ensure that any new equipment purchased by the University or donated to the University is free of Asbestos.
- Treat all asbestos equally, ensuring that **NO** ACMs are removed or worked on by University personnel, including non-licensable materials (N.B. With the only exceptions being for medical or defense research purposes where the School have undertaken the relevant risk assessment and have full safety measures in place, which are in line with the Control of Asbestos Regulations 2012, and under Regulation 29 (of said regulations) an Exception Certificate is in place).

Environmental Services Manager

Responsibilities:

- To maintain regular contact with the Principal Asbestos Manager with regards to asbestos related problems within projects.
- To disseminate any asbestos information, survey programmes or updates etc. from the Principal Asbestos Manager to all staff.
- To raise any asbestos training needs for new members of staff or refresher training of existing policies. To ensure that all members of the unit accept their

responsibilities with regards to asbestos.

- To support the importance of asbestos awareness training

Campus Cleansing Foreman

Responsibilities:

- To report any asbestos related incidents to the Principal Asbestos Manager as soon as possible.
- To report to the Campus Cleansing Coordinator, any defects or possible damage to asbestos containing materials.
- To ensure they and their staff have completed the Health and Safety Induction and the annual Health and Safety Refresher training, both of which contain an Asbestos Awareness section, providing information on asbestos in relation to their role.

Campus Cleansing Staff, Contractors and Cleaners

Responsibilities:

- To avoid damaging any potential asbestos containing materials whilst using cleaning equipment, e.g. vacuum cleaners and floor varnishing.
- To report any defects or possible damage to asbestos containing materials to Campus Cleansing Foreman.
- To ensure they have completed the Health and Safety Induction and the annual Health and Safety Refresher training, both of which contain an Asbestos Awareness section, providing information on asbestos in relation to their role.

Landscape Coordinator

Responsibilities:

- To disseminate any asbestos information from the Principal Asbestos Manager to all personnel under their remit.
- To liaise with the Principal Asbestos Manager regarding any defects or possible damage to asbestos
- To raise any asbestos training needs for new members of staff or refresher training of existing policies.
- To ensure that all members of the team accept their responsibilities with regards to asbestos.

Landscape Foreman

Responsibilities:

- To report any asbestos related emergencies to the Principal Asbestos Manager as soon as possible.
- To report any defects or possible damage to asbestos containing materials to their Landscape Coordinator.

Landscape Staff and Contractors

Responsibilities:

- To avoid damaging any potential asbestos containing materials whilst using landscaping equipment.
- To report any defects or possible damage to asbestos containing materials to the landscape Foreman.
- To report any suspected asbestos waste materials that may have been disposed of incorrectly to the Landscape Foreman.

Waste Coordinator and Assistant Waste Coordinator

Responsibilities:

- To maintain a record of the asbestos waste consignment notes issued from the asbestos team.
- To ensure that all sections of the waste consignment notes are completed correctly and to advise the Principal Asbestos Manager of any problems

House Services Manager and Deputy House Services Managers:

Responsibilities:

- To maintain regular contact with the Principal Asbestos Manager with regards to asbestos related problems within projects.
- To disseminate any asbestos information, survey programmes or updates etc. from the Principal Asbestos Manager to all staff.
- To raise any asbestos training needs for new members of staff or refresher training of existing policies.
- To ensure that all members of the unit accept their responsibilities with regards to asbestos.
- To support the importance of asbestos awareness training
- To ensure they and their staff have completed the Health and Safety Induction and the annual Health and Safety Refresher training, both of which contain an Asbestos Awareness section, providing information on asbestos in relation to their role.

All Subordinate personnel within House Services

Responsibilities:

- To liaise with the Principal Asbestos Manager regarding any defects or possible damage to asbestos.
- To ensure that all members of the team accept their responsibilities with regards to asbestos.
- To help with providing key access into areas when necessary to help facilitate asbestos surveys or asbestos remedial works.
- To email or leave a message with the asbestos team regarding any out of hour's asbestos related problems.
- To ensure they have completed the Health and Safety Induction and the annual Health and Safety Refresher training, both of which contain an Asbestos Awareness section, providing information on asbestos in relation to their role.

4.4 Roles outside of the Directorate of Estates

All Staff and Students

Responsibilities:

- To avoid damaging any potential asbestos containing materials.
- Not to carry out any works within offices or bedrooms i.e. the fitting of shelving or fixings to walls. ALL small works should be carried out through the Maintenance Services Unit via the help desk.
- To report any defects or possible damage to asbestos containing materials, or the identification of materials that they suspect may contain asbestos to their line manager or the asbestos team.

The Vice Chancellor / President of the University

Responsibilities:

- Adequate financial resources are made available to deliver the commitments set out in these arrangements.

Director of Compliance & Risk and Head of Safety Services

- The Director of Compliance & Risk and Head of Safety Services responsibilities are set out in the 'Statement of Health and Safety Policy', in brief this entails providing and maintaining a safe and healthy working environment by encouraging managers to show leadership and commitment in managing health and safety.

Occupational Health:

Responsibilities:

- To keep a record of those staff or students who believe they have been exposed to asbestos for a period of 40 years.
- To offer those who believe they may have been exposed to asbestos an opportunity to discuss the situation with a member of Occupational Health.
- If the person wants to consult their G.P, Occupational Health will make a note in their personal record of the possible exposure, dates, duration, type of asbestos and exposure levels if known (information will be provided from the Principal Asbestos Manager). The HSE does not consider a respiratory specialist necessary.

IT Services Staff (Responsible for Installation and Cabling Projects)

Responsibilities:

- I.T. Staff are not to undertake any intrusive works without first following the procedures set out in this document.
- To ensure that this document has been read and fully considered.
- To ensure their Asbestos Awareness Training provide by the University of Manchester is in date.
- To ensure they have undertaken the Shine Asbestos Database training and have the relevant level of access to the Shine Asbestos Database.
- To ensure that asbestos has been thoroughly considered prior to carrying out any projects. Primary information can be sourced from the Shine Asbestos Database and asbestos register from which a desk top study must be compiled.
- To ensure that the appropriate type of survey (refurbishment / demolition) has been carried out for the works involved.
- To ensure that sufficient time is allocated for the completion of the asbestos survey process (including scoping phase, survey and the issuing of reports), and any associated asbestos remedial works (including the specification works, the notification period and the remedial works) prior to the main project works commencing.
- To carry out any asbestos remedial works in line with current Asbestos Regulations and in accordance with the University policies and procedures.
- To outline any proposed works or requests to the asbestos team and to keep them updated and informed at all times. All start dates should be passed onto the Asbestos Team as soon as possible.
- To consider and accept guidance and recommendations given by the

asbestos team. Deviation from guidance and recommendations shall be referred to senior management in the Directorate of Estates.

- To ensure all Faculty Estates Teams are kept informed about any asbestos works including dates, the site of the decontamination facility and waste skips etc.
- To ensure that only the asbestos remedial contractors on the University asbestos framework are used for remedial works, including works managed by external consultants.
- To ensure that only the asbestos consultants on the University Asbestos Framework are used for all monitoring and surveying purposes. The order should be raised separately to that of the asbestos removal contractor.
- To advise contractors, sub-contractors and consultants of the whereabouts of any known asbestos identified within the working area.
- To ensure that any asbestos information is disseminated down to all levels of responsibility within the project, especially those carrying out site works.
- To ensure that the asbestos team receives concise documentation regarding asbestos items remaining in situ.

External Contractors and Sub Contractors

Responsibilities:

- To ensure that their own employees are aware of their responsibilities within the Asbestos Policy and the Asbestos Management Plan, including any sub-contractors.
- To ensure that a permit to work has been requested and authorised prior to carrying out any works involving asbestos. Works shall not begin unless the contractor is in possession of a permit to work.
- To request asbestos information within the work area.
- To work safely as not to disturb any known asbestos containing materials.
- To incorporate any known asbestos containing materials into their risk assessments. This shall be signed by all contractors and sub-contractors prior to carrying out work.
- To ensure their staff have the relevant level of Asbestos training in relation to the task being undertaken.

5.0 Asbestos Management

In order to comply with Regulation 4 of CAR 2012 (duty to manage asbestos in non-domestic premises), The University of Manchester has implemented a robust management system in order to comply with its duties. Section 5 details the survey process and how we evaluate the risk and the remedial options open to us. It also discusses how we have chosen the contractors and consultants on our framework and how we audit their performance and the overall process of the different management elements.

5.1 Overview of Asbestos Management

The University of Manchester in recognition of its duties under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012 towards its employees,

students, visitors, tenants, contractors and members of the public, undertakes to manage responsibly all asbestos-containing materials situated within buildings / parts of buildings under its control.

The Asbestos Team within Client Services Unit (CSU) will ensure that an assessment to determine the presence of asbestos is undertaken for all buildings for which it is responsible. The assessment will be carried out in accordance with the guidance set out in the Health and Safety Executive guidance documents HSG264 and HSG227. It will be made available on the Shine Asbestos Database system for anyone who requires access to view this information.

The Asbestos Team will keep an up to date register of all identified asbestos containing materials including an assessment of their risk. The asbestos register can be accessed via the Shine Asbestos Database. This register shall also include a building specific Management Plan that assigns a management action to each identified asbestos containing material. The Management actions shall be one of the following choices;

Manage (The material is in good condition and can remain in situ being subject to regular re-inspections).

Remediate (The material requires limited work such as encapsulation to improve its condition to a “Manage” state).

Remove (The material is in poor condition or is located in a position generating significant risk of damage and should be removed).

Upon completion of an asbestos management survey any items identified as requiring remedial work or removal will be actioned by the Asbestos Team using the annual asbestos budget identified for such works. Where restricted access has been advised, this will be communicated immediately and the Asbestos Team will prevent access by arranging for the area to be locked off until the area can be made safe.

The University will use the combined risk assessment scores derived from the material and priority assessments to determine any additional asbestos removal works, programmes are undertaken on a highest risk first basis. Please see Appendix 1 for the Material and Priority scoring tools from the HSE which is the assessment scoring algorithm formats used by the university.

The Asbestos Team will ensure that the information is kept up to date and is available to those who need it prior to the commencement of any work. Information will be made available via email request to the Asbestos Inbox asbestos@manchester.ac.uk or through accessing the Shine Asbestos Database system where the information will be stored and can be viewed by anyone who has received the Shine Asbestos Database training and has been provided a log in. When undertaking intrusive work an Asbestos Refurbishment Survey will be required. It is the responsibility of the person planning / organising the work to ensure an Asbestos Refurbishment Survey is in place.

The University will ensure that a suitable electronic asbestos management system is provided (Shine Asbestos) to store and make available information relating to the location and condition of asbestos containing materials and also to keep detailed information relating to asbestos removal works including all associated certification and paperwork (this will be kept both on Shine Asbestos and the csistgdrive / G drive). The asbestos

management system will also be used to manage the in house re-inspection process and ensure that any changes to known or presumed asbestos materials' condition, including visual appearance and room usage are recorded (with the older data being retained within a secure archive). Where a material has been removed this will also be updated.

The Asbestos Team will at the request of Heads of Departments ensure that all employees and agency staff involved in the management and maintenance of University buildings or those who have the potential to be exposed to asbestos as part of their work activities receive adequate information, instruction and training. All University appointed contractors who have the potential to disturb asbestos will be required to show evidence of information, instruction and training in line with the guidance given in the HSE approved code of practice L143 "Managing and working with asbestos" to University staff, as part of the vetting procedure prior to undertaking work for the University and will be required to demonstrate any subcontractors working on their behalf have also received training in line with this guidance.

The University will not undertake or contract out work to any building without adequate information on the nature, condition and extent of any asbestos-containing material likely to be disturbed.

Persons commissioning work will consult the Asbestos Team and or the Asbestos Register (held on Shine Asbestos Database) to ensure that any person undertaking work within the building is informed of the location of any asbestos-containing material which is in the vicinity of that work, and also to be advised if any project specific additional asbestos surveys are required (see Appendix 6).

Prior to any additional surveys being carried out, the Commissioning Officer / Project Manager will arrange a pre start walkthrough on site with an asbestos consultant from the framework to agree the scope of the survey and all arrangements including site access; removal of obstructing items; if a removal contractor will be required to attend during the survey to construct any required enclosures; if any air testing will be required following the taking of intrusive samples; and any specialist access equipment required to allow the survey to be undertaken successfully.

This information will be documented and logged on the University's Asbestos Survey Scoping Form (see Appendix 7) which must be signed off by both parties prior to any survey works commencing to indicate the agreement of the survey scope.

The start of the onsite works shall also be agreed along with the anticipated report completion date (these dates shall be forwarded to the Commissioning Officer / Project Manager via email along with the Survey Scoping Form (see Appendix 7) for the agreed survey works.

ONLY fully licensed asbestos removal contractors will carry out work on known or suspected asbestos containing materials in buildings or parts of buildings for which the University has responsibility. It will NOT be acceptable in any case for a contractor with only non-licensed work training to undertake asbestos removal or remediation works.

The only exceptions to asbestos being worked on not by licensed asbestos removal contractors are for medical or defense research purposes where the School have undertook the relevant risk assessment and have full safety measures in place, which are in line with the Control of Asbestos Regulations 2012, and under Regulation 29 (of

said regulations) an Exception Certificate is in place.

The University will carry out regular re-inspections of all identified ACMs/presumed ACMs using the in-house Asbestos Team or the Asbestos Consultants on the University Framework. These inspections will be carried out at annual intervals unless deemed to be needed more frequently by the Principal Asbestos Manager.

Upon completion of an asbestos re-inspection any items identified as requiring remedial work or removal will be actioned by the Asbestos Team using the annual asbestos budget identified for such works.

The University will make sure that secure storage (whether in hard copy or in electronic form) is in place for all records and certification relating to asbestos surveys, asbestos removal and asbestos air testing. These records will be retained by the University for the life of the building to which they relate plus 40 years.

If an incident occurs where there is an uncontrolled release of suspected asbestos, the person discovering the release will immediately inform the person commissioning the works and the Asbestos Team who will follow the asbestos Emergency Procedures (see Appendix 4)

Any such incident is to be reported to the Asbestos Team, who will complete an investigation report form (see Appendix 5). Details of the incident and corrective measures taken will be recorded on this form by the Asbestos Team and forwarded via email to the Estates Health and Safety Team who will assess if this should then be forwarded to the Safety Services Team encase further action or investigation may be deemed necessary.

Where an investigation concludes there has been a willful breach of these arrangements then appropriate disciplinary measures will be taken by the University.

The University will NOT accept for any reason the importation of asbestos containing materials (whether as components or contaminants) onto its grounds or into its buildings. Should this situation be discovered then the responsible person/s or organisation/s will be expected to pay in full the cost of safely removing those materials using the University appointed framework contractors and also the cost of re-instating with suitable non asbestos containing materials. This applies even when the importation of asbestos is unintended, such as where contaminated hardcore is brought onto site.

The only possible exception to the above rule may be for medical or defense research purposes, however, the Asbestos Team must first be consulted. Also the School must have undertook the relevant risk assessment and have full safety measures in place, which are in line with the Control of Asbestos Regulations 2012, and under Regulation 29 (of said regulations) an Exception Certificate is in place).

This set of arrangements will be reviewed at least annually and following any changes to relevant Legislation, Approved Code of Practices or HSE guidance by the Principle Asbestos Manager. Any required changes will be made and recorded and any other suggested changes such as to existing procedures or changes in responsibilities will be submitted to the Principal Asbestos Manager. The updated document will then be

submitted to the University of Manchester Policy and Procedures Group for review and consideration.

The arrangements will also be reviewed by the Principal Asbestos Manager and Estates Health and Safety Team following any incident involving asbestos to identify if any areas for improvement can be identified.

5.2 Locating Asbestos Containing Materials (ACM's)

In order to locate ACMs and to be able to form an asbestos register, asbestos surveys must be carried out. The University of Manchester carries out asbestos management surveys to all buildings where we have a known obligation to manage.

There are two types of asbestos surveys:

5.2.1 Management Surveys

This survey is required during the normal occupation and use of a building to ensure the continued management of the ACMs in situ. This survey will locate, as far as is 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.

Areas to be included in the survey are under floor coverings, above false ceilings, lofts, risers, service ducts, lift shafts, basements, cellars, under crofts etc.

Management surveys should cover routine and simple maintenance work. However where 'more extensive' maintenance or repair works is involved, a localised refurbishment survey may be required. This should be discussed with the asbestos team.

The University of Manchester Client Services Unit Asbestos team have had Asbestos Management Surveys completed for all buildings owned or controlled by the University of Manchester, which were built prior to 2000. Each year the Asbestos Team select one to three buildings to have a new Asbestos Management Survey completed. Asbestos re-inspection surveys are carried out every 12 months on all buildings owned, controlled or occupied by the University of Manchester. The re-inspection process is managed through the Shine Asbestos Database. The asbestos team may also take the decision to carry out a full sampling or re-inspection survey of any building at any time if it believes there is reason to do so, for example if a building has undergone significant refurbishment works or if previously inaccessible areas have been made accessible.

The annual re-inspection survey programme is coordinated by the Principal Asbestos Manager and the internal Project Manager in consultation with the University approved asbestos consultants. The re-inspections are divided into those conducted by the in-house University of Manchester Asbestos Team and the University approved Asbestos consultants.

The aim of asbestos management and asbestos re-inspection surveys is to identify all known ACMs within a building and to assess their condition and likelihood of disturbance. This is done using material and priority assessments to produce an overall risk score for each ACM, as detailed in the HSE document 'A comprehensive guide to

Managing Asbestos in premises', HSG227. This is explained further in section 5.3, Asbestos Risk Assessments. This data is then uploaded onto the Shine Asbestos database to form the asbestos register. The data can then be extracted from the database to provide a table of items requiring attention.

All areas on an asbestos management survey should be accessed. There may be exceptions to this however an area will not be classed as 'no access' unless pre agreed with the asbestos team in writing via email.

Asbestos management surveys can provide useful information at the beginning of a project, however they must not be used as a sole source of information for any level of refurbishment works. Instead, a refurbishment and demolition survey should be procured.

Only the asbestos team is permitted to carry out / arrange asbestos management surveys.

5.2.2 Refurbishment and Demolition Surveys

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This survey is used to locate and describe, as far as is reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. A refurbishment survey may also be needed when more intrusive maintenance and repair work is to be carried out or for plant removal and dismantling. All ACMs identified will be removed prior to refurbishment or demolition. It is recognised that even with 'complete' access demolition surveys, all ACMs may not be identified and this only becomes apparent during demolition itself.

Under the Construction, Design and Management Regulations 2015, the refurbishment and demolition survey information should be used to help in the tendering process for removal of ACMs from the building before work starts. The refurbishment and demolition survey report will form the basis of the asbestos removal specification which will be supplied by the client to designers and contractors who may be bidding for the work. Section 5.6.1 details asbestos removal specification further.

Refurbishment and demolition surveys should only be carried out in unoccupied areas. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room itself or even part of the room where the work is small and the room is large. In such situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed or protected with sheeting. If a building is still occupied, refurbishment and demolition surveys must be carried out during holiday closure periods, out of hours or at weekends, and work not carried out until the information is received and sufficient time allowed for any asbestos removal. In most instances where the refurbishment survey is carried out during holiday closure periods, the asbestos removal work will not be able to be carried out until the next holiday period.

In certain circumstances, some surveys may require specific consideration, for example if an area remains occupied or if an ACM cannot be removed because it forms a part of the fabric of the building. In these situations, the asbestos team and /

or the appointed asbestos consultants will give guidance and advice.

Prior to procuring a refurbishment and demolition survey, a survey scoping form must be completed which will be supplied by the asbestos consultant. Section 9.2, 'Procuring Refurbishment and Demolition Surveys' details this further.

A refurbishment and demolition survey is the only survey type available to assist with agreed maintenance works, refurbishment works, demolition works, and I.T. provisions (asbestos management surveys are not an option).

5.3 Asbestos Risk Assessments

A risk assessment of each ACM is formulated by assessing its material assessment score (condition and type of the ACM, etc.) and priority assessment score (how the area is occupied) from the asbestos management surveys. Both scores are added together to form an overall risk rating. Material and priority scores are assigned using the HSE's algorithms (HSG 227 – A comprehensive guide to Managing Asbestos in premises). The HSE algorithms can be seen in Appendix 1.

- **Items with a score greater than 17- high risk:**
These items are considered as requiring urgent attention. The item may be badly damaged or there may be areas of debris and residues. In most cases the area will be sealed and locked off with immediate plans to remove.
- **Items with a score of 13 – 16 (inclusive) – medium risk:**
These items are still urgent. Items could deteriorate easily if they were to be damaged in any way. These ACMs should be planned for removal on a programmed removal schedule. The items should be monitored for deterioration and emergency repairs works carried out where necessary.
- **Items with a score of 1 – 12 (inclusive) – low risk:**
Most items in this category do not pose any imminent risk. The items should be closely monitored for any deterioration with any damaged areas made good. These items will be picked up in the asbestos re inspection surveys.

5.4 Prioritising the Risk

Following any new or updated asbestos surveys, a list of high, medium and low risk priority areas will be compiled. The high priority list will indicate areas that require immediate attention and will either be locked off or the access will be restricted until the asbestos has been cleared. The high priority list will be further prioritised, in order to determine which areas will be dealt with first. These will be determined by indicators such as access requirements, frequency of use, importance of the area within a building etc.

If one of these high risk areas is also identified within an R&D survey arranged for a specific project, the asbestos team will endeavor to include such areas into their own removal scheme in order to save cost for project. However this will be heavily dependent upon the timescale of the project and what other commitments to remedial works the asbestos team has for other high priority areas.

All queries regarding the priority of asbestos remedial works must be made to the asbestos team who will look at each case individually.

Medium and low priority works will generally be programmed to follow all high priority areas once areas have been deemed fit for re-occupation. If a medium or low risk ACM has been found within a project where the asbestos needs to be removed to facilitate the project, it is likely that these will need to be incorporated within the project budget.

5.5 Restricting Access to High Risk Areas

If a survey highlights any areas where there is asbestos debris or residues present which are high risk and likely to be disturbed, this area must be locked off with a hasp and staple padlock system unique to the asbestos areas only and 'No Access, Permit To Work' notices fixed. The asbestos team must be informed immediately. Only the asbestos team holds keys to these areas. The asbestos contamination will then be scheduled for removal at the earliest opportunity.

No personnel may enter these areas apart from fully trained LARCs off the framework. As these areas are generally Estates areas, access to plant and equipment may be required on a regular basis. In such instances, asbestos trained contractors will carry out the requisite maintenance work within the area on behalf of The University of Manchester. The framework LARCs can provide operatives trained as Electricians, mechanical fitters and plumbers to commercial standard; therefore most scenarios can be catered for.

If the result of a survey or re-inspection highlight any area where there may be high risk ACMs present that are not easily accessible, or where debris has been painted over but could be easily dislodged, the area will become a restricted access area.

The area will be access controlled. No works can take place within the area until the asbestos team has assessed any asbestos risks which may become associated with any works. An asbestos permit to work will be required. See section 5.8 for more information regarding Permits to Work. For advice regarding emergency procedures, see Section 8.0 'Emergency Procedures'

5.6 Remedial Works

Prior to any work being undertaken, the asbestos team shall be consulted. Remedial options will vary according to the risk assessment of the ACM. Some low risk ACMs may be removed at the same time as removing ACMs with a high risk rating. This has long term cost benefits. All remedial options are to be carried out by the licensed asbestos removal contractors on the University of Manchester's asbestos framework.

5.6.1 Abatement Specifications

Before any work is carried out, all remedial works will require an 'Abatement Specification'. Either an asbestos consultant or the university in-house Asbestos Team using the results and information outlined in the refurbishment and demolition survey compiles the abatement specification. Contact the asbestos team if you think this may be of use to you. An Asbestos Abatement scoping form can be found in Appendix 2 of this document. The R&D survey contains an asbestos register, which highlights all the identified ACMs. The project manager or person procuring the work then identifies and records each of the items that they wish to include in their abatement specification. The Project Manager or person procuring the works directly to the asbestos consultants using the 'asbestos abatement scoping form' must submit a request for an abatement specification. The asbestos abatement scoping form can be seen in Appendix 2. Not only will the abatement

specification outline the ACMs to be remediated, but it will also detail how the works will be carried out and the provision that must be made for isolations, specialist contractors and any associated re-instatement works. The abatement specification forms a clear working document for both the asbestos consultant and the LARC.

All asbestos residues and debris identified within the survey **MUST** be removed prior to any works being carried out and these will automatically be included within any specification. No asbestos items can be disturbed during any works. If an ACM obstructs the proposed works, it must be removed. If an operative has to work next to an ACM that could easily be damaged as a consequence of their work, it must be removed by the approved Licensed Contractor. ACMs may only remain in situ if they are in good condition, encapsulated or enclosed, and are far away from the proposed working area. All refurbishment and demolition surveys should be reviewed with the asbestos team.

The remedial options to choose from are:

5.6.2 Removing ACMs:

If an ACM is damaged or asbestos debris or residues have been found, asbestos removal is the first option. If, due to the circumstances and nature of the room, an ACM cannot be removed immediately, it may be temporarily enclosed or encapsulated. However, a date for removal must also be confirmed.

If an area is contaminated with asbestos dust or debris, this must be removed. If this is within an Estates area, such as a plant room, the plant room will also be encapsulated in grey paint following the environmental clean (see Section 5.6.3 for more information regarding grey encapsulation).

Asbestos identified in a refurbishment or demolition survey for a project must be removed if the area is due to undergo refurbishment or if a building is to be demolished.

5.6.3 Grey Encapsulation:

When asbestos debris or residues have been removed from walls, ceilings or floors by conventional cleaning methods (i.e., scraping and wire brushing) within Estates areas, the cleaned surfaces should be encapsulated in a grey encapsulant (ET150) following a visual inspection from the asbestos analyst. Although scraping and wire brushing is the standard way of carrying out asbestos removal, it is very difficult to remove all traces of microscopic asbestos fibres, especially to porous materials such as brick and breeze block. Special floor paint should be considered for the floors – this should be discussed with the LARC.

This encapsulation process is generally carried out within areas that are still heavily congested with services such as cable trays, ducting, pipe work, plant, machinery and equipment etc. Unless the area is free of these services there will always be a chance that asbestos may remain hidden behind such services. Therefore, if the asbestos team, asbestos consultants, contractors, maintenance staff and others notice an area that isn't grey, it is very likely that the newly exposed area will need to undergo an asbestos clean.

Other benefits to this process includes giving Estates personnel and contractors the confidence to work within Estates areas as upon seeing the grey paint, they know that the space has undergone an asbestos clean. They will also be aware that if

they need to carry out work that involves drilling the grey walls or the removal of equipment, this must be carried out by a LARC.

If work is to be carried out within these areas, the Project Manager or person procuring the works must ensure that any drilling or removal of fixtures is carried out by a LARC as previously unexposed areas may now become exposed and require further abatement works.

5.6.4 Blasting Method:

If an Estates area is being completely refurbished including the removal of all fixtures, services and equipment etc. or if the area is already free of services then the surface area may be cleaned through 'blasting' methods. This technique uses equipment such as the 'Turbo Blast' or the 'Blast and Vac' system. The machine fires a fine blast media (usually composed of a water and silica mix) to the surface. This can remove up to 3mm off the surface face depending on how hard the surface is to clean. If residues are being removed under thick gloss paint, this will require higher pressures than residues which are present to bare brick walls.

If the blasting method is used then the surface can safely be deemed as asbestos free and the surface will not need to be encapsulated. The blasting method should not be used in areas where equipment or services are remaining.

This is a costly technique, but has great long term benefits. Please consult with the asbestos team if you believe this method will suit your requirements. The LARC will then discuss your options in finer detail.

5.6.5 Encapsulate:

Encapsulation will take place where the asbestos is in a good condition and will not be damaged as a consequence of the encapsulation works. Consideration must also be given to the fire resistant properties of the PVA if it is to be used on an ACM which provides fire protection.

5.6.6 Repair:

Repair may only be carried out to an ACM if it is physically impossible to remove it (for example shuttering panels that form the fabric of the building).

5.7 Working Close to ACMs

Any asbestos which is identified within an R&D survey should be removed prior to the project work commencing, if it is practicable to do so. Where removal of the ACM is not possible, a licensed asbestos contractor must be employed to carry out any project enabling works in the area where the asbestos may be disturbed. This must be discussed with the Asbestos Team prior to any decisions being made.

Maintenance staff and contractors are also prohibited from working in close proximity to ACMs which are unsealed or damaged in any way. Work may be permitted if an ACM is deemed to be a suitable distance (a 'suitable distance' can only be determined by assessing the type of work to be carried out, likelihood of disturbance and the asbestos condition and type) from the work area and the ACM has been protected from any potential damage. The asbestos team should be consulted to assist with any such requests.

5.8 Permit to Work

All works at the University of Manchester which involves asbestos requires a Permit to Work. In order to authorise a permit, the Project Manager or person procuring the works (the requestor) must request a permit from the asbestos team. This must include a job specific Method Statement (Plan of Work) and Risk Assessment for the proposed works, the R&D survey for the project and an asbestos specification for removal.

If the permit request is not satisfactory, The Principal Asbestos Manager or the Assistant Asbestos Manager will inform the Project Manager or person procuring the works. A permit will only be authorised once the correct documentation is in place.

A permit to work for asbestos will not cover confined space areas, hot works or working on roofs. The [Permit To Work Policy](#) (EPM HS12) can be accessed by clicking the 'Permit to Work Policy' hyperlink above, or via the Procedure Manual on the Directorate of Estates and Facilities website.

5.9 Auditing

In order to maintain standards in work from the LARCS and the asbestos consultants, the asbestos team carries out regular auditing.

The Asbestos Team carry out a variety of audits, from 'Spot Checks', which is a short site visit followed up with a picture and email if an issue is identified. Through to a full site audit where the Asbestos Site Audit form is completed. This audit can be completed electronically or be paper based. A copy of the Audit forms for Asbestos Removal, Asbestos Surveying and Asbestos Analytical Work is available in Appendix 3. Or can be found on the C:Drive following this link: [Y:\PSU\Asbestos Team\5. Audits - Analyst & LARC Audits.](#)

Once the audit is complete it is saved both in the Audits folder on the C:Drive (link above) and within the individual companies folder within the Asbestos folder on the C:Drive.

5.9.1 Auditing Asbestos Remedial Works

In order to maintain a high standard of workmanship at the University, the asbestos team will carry out regular audits (where the availability of projects permit). These will be split between the Asbestos consultants and the LARCs but will depend on the complexity of the project works. The team will endeavor to carry at least one audit per company, per quarter if there are a significant amount of projects on site at any one time. The audit sheets for the Consultants and the LARCs can be seen in Appendix 3.

Each completed audit will then be kept on file for each specific company. For Asbestos remedial works not instructed by the asbestos team, it is the responsibility of the Project Manager or person procuring the works to advise the asbestos team of their impending works so that audits can be scheduled. A copy of the audit will be retained in the above manner and a copy will be given to the Project Manager.

Further reference to detail of the audits can be seen in section 9.7 'Asbestos Audits'

5.9.2 Auditing Asbestos Surveys and Clearances

All asbestos management surveys are checked when they have been received from the asbestos consultant. Occasionally the Asbestos team may arrange for a duplicate survey from an independent asbestos consultant to check for accuracy. The Asbestos team may also ask an independent asbestos consultant to carry out a survey in an area that has been subject to a 4 stage clearance in order to validate the quality of workmanship.

5.10 Monitoring Progress

Asbestos meetings are carried out monthly with key personnel in order to discuss current asbestos issues and to monitor progress. These include:

- Monthly LARC meetings. Attendees include all LARCs, the asbestos team and the asbestos project manager. There is a fixed agenda and each contractor has the opportunity to discuss problems in current projects and for us all to identify solutions. We also discuss the audits and openly talk about areas of improvement.
- Monthly asbestos consultant's meetings. Attendees include all consultants, the asbestos team and the asbestos project manager. There is also a fixed agenda and each consultant has the opportunity to discuss problems in current projects and for us all to identify solutions. We also discuss the audits openly and talk about areas of improvement.
- Quarterly review meetings with each company on the LARCs framework and the Consultants framework. These meetings track individual progress, value for money and quality against a fixed set of KPI's
- Monthly Asbestos Steering Group meetings. Attendees include the asbestos team, the asbestos project manager, the CSU Manager and the DSU Manager. To discuss removal projects and asbestos survey programmes and the Asbestos budget.
- Weekly Asbestos Team meetings. Attendees include the asbestos team and the asbestos project manager. To discuss problems and solutions to any of the current removal projects and asbestos survey programmes. To also discuss other elements to managing asbestos including, training, database, asbestos register, asbestos incidents etc.

5.11 The Selection Process of LARCs and Asbestos Consultants

The LARCs and the Asbestos Consultants have all been appointed via the OJEU tender process in conjunction with the University of Manchester procurement office. Only the contractors on the University of Manchester framework and the consultants appointed on the University of Manchester contract may be used for asbestos services. Guidance for this process has been sourced from 'Asbestos: The Survey Guide' (HSG264) and 'Asbestos: The licensed contractors' guide' (HSG247). Contact details for the Consultants and the LARCs can be seen in Appendix 9.

5.11.1 Asbestos Consultants / Laboratories

The approved Asbestos Consultants on the University of Manchester contract must fulfil the following requirements:

- Be UKAS accredited for ISO/IEC 17020 (asbestos surveying)
- They must have a UKAS accredited in house laboratory who conform to ISO/IEC 17025

- Laboratories must take part in the 'Asbestos in Materials Scheme' (AIMS)
- Laboratories must take part in 'The Regular Interlaboratory Counting Exchanges Scheme' (RICE)
- Be able to provide a bulk sample result within 24 hours
- Asbestos surveyors and analysts must have a minimum 3 years' experience.
- Asbestos surveyors and analysts must have experience working within the education sector, preferably on larger University sites.
- Be able to upload asbestos management and R&D survey data onto the University of Manchester Asbestos management database Shine Asbestos.
- To be able to carry out Asbestos management, R&D and re-inspection surveys using the Shine Asbestos Database
- Must be able to provide a survey report within 5 working days of site survey completion.
- Provide a full training matrix of current staff annually
- Be able to provide certificates from external training providers
- Participate in quality assurance schemes
- Partake in internal proficiency testing programmes
- Have a proven Health and Safety track record
- A set schedule of rates, updated and issued annually

5.11.2 Licensed Asbestos Removal Contractors (LARCs)

The approved licensed asbestos removal contractors on the University of Manchester framework must fulfil the following requirements:

- Hold a 'full' three-year license to remove, repair or disturb asbestos insulation or asbestos coating or AIB (the Asbestos Manager must be informed if this changes).
- When requesting the services of other companies to assist with the removal works (i.e. scaffolding), to only use those with an ancillary license.
- Not have any prohibition notices served upon them (within the last 3 years) and to notify the Asbestos team if this changes
- Be accredited to ARCA / ACAD and TICA (where required)
- Never to use agency staff
- Have a positive attitude towards Health and Safety
- Provide a full training matrix of current staff annually
- Be able to provide certificates from external training providers, including face fit test certificates and medical certificates.
- Have extensive knowledge and experience working within University buildings
- Be able to provide current references for completed works upon request
- Partake in internal proficiency testing programmes

If the asbestos team or others are unhappy with the performance of any of our contractors and consultants, they will be approached with the aim of finding a solution. If the University of Manchester is not happy with their response they will be advised of this in writing. If the University of Manchester is still not happy with their response and believe that they are not receiving the service they agreed within the framework procurement process, they may be suspended from the framework.

5.12 Review of the Asbestos Management Plan and Asbestos Policy

The Asbestos management plan and the Asbestos policy will be reviewed every twelve months (as a minimum) to reflect the existing situation, conditions and changes in legislation. The Asbestos management plan may also be amended within that twelve-month period in response to any legislative changes or to act upon lessons learnt, for example on completion of an asbestos incident investigation. It is the responsibility of the Principal Asbestos Manager to ensure that such amendments are completed and are accurate.

The review of the Asbestos Management Plan will include (but will not be limited to) the following items:

- Confirmation that removal, repair and encapsulation works have been completed satisfactorily
- Confirm that regular asbestos re inspection management surveys and full management surveys are carried out of all academic and residential buildings
- Ensure records are maintained and kept up to date
- To account for any suggested improvements or changes as a consequence of the annual asbestos awareness training sessions
- The effectiveness of the Asbestos Management Plan
- Failures within the procedures and how to prevent them in the future
- Checking that the plan is communicated to all concerned and included in tenders and contracts

6.0 The Asbestos Register

The Asbestos Register is the collation of the sample data taken within the Asbestos Management Surveys which details where asbestos is located or where there might be asbestos. It is regularly updated with information from all Asbestos Management, Refurbishment, Demolition and Re-inspection Surveys conducted through the Shine Asbestos Database.

The University of Manchester has an asbestos register for each of its buildings where an asbestos management survey has been carried out. As well as an Asbestos Register for the entire combined University of Manchester property portfolio.

The Principal Asbestos Manager is responsible for ensuring the asbestos register is kept up to date. The asbestos team will quality check the uploaded data and any anomalies will be directed back to the asbestos consultant for correction.

The asbestos team will ensure that any changes to the ACMs through project or maintenance work are reflected within the asbestos register by updating the information on the Shine Asbestos Database.

Information from the asbestos register will be provided to all maintenance staff and contractors prior to any works commencing. The Project Manager or person procuring the works will consult the Shine Asbestos Database for the information or contact the asbestos team who will then provide information on ACMs within the requested area. Maintenance staff and contractors are strictly prohibited from working on **any** ACM (including non-licensed / non notifiable ACMs). If work is required on an ACM at the University of Manchester, a LARC must be appointed to carry out this task.

6.1 Content of the Asbestos Register

The asbestos register data will include the following information (as detailed in HSG264)

- Building name, sub name (if applicable) and building code
- Survey date
- Surveyors name
- Floor number
- Room number
- Location of ACM within the room
- Sample number
- Product type
- Surface treatment
- Extent
- Condition
- Asbestos type
- Additional comments
- Material assessment score
- Priority assessment score
- Remedial recommendations

6.2 Format of the Asbestos Register

The asbestos register data is held in two formats; as PDF files and in data format on the asbestos database (Shine Asbestos). Surveys are no longer held in paper format.

6.2.1 PDF Format

Controlled PDF copies of each historic report are held with the asbestos team. Due to the numerous refurbishment projects at the University of Manchester and the volume of external consultants used, a request for the surveys must be submitted to the asbestos team for the information. The asbestos team can then make sure that any surveys that are distributed are up to date and they can help decipher the information to the requestor, ensuring they have sufficient competency to utilise the data correctly.

Alternatively, access to the Shine Asbestos Database can be granted to any member of staff or third party external consultant on the UoM framework, once said individual has attended the Shine Asbestos Database training course ran in-house by the CSU Asbestos Team and have provided evidence that they hold in date Asbestos Awareness training. By accessing the Shine Asbestos Database, the person then has access to the most up to date asbestos information available for the University of Manchester.

6.2.2 Asbestos Database

All Asbestos management, refurbishment and demolition and re-inspection surveys for a building are completed through the Shine Asbestos Database. Each asbestos consultancy on the UoM framework have received training on how to use the Shine Asbestos Database system. All information is gathered through the Shine Database and then the individual consultancy Quality Checks the report in line with their in-house procedures and UKAS accreditation. The asbestos team will then check the information for anomalies before either rejecting or accepting the information so that it can populate the Shine Asbestos Database.

As stated previously any UoM employee, 3rd party UoM consultant is allowed view only access to the Shine Asbestos Database, as long as they hold in date Asbestos Awareness training and have attended in the in-house UoM CSU Asbestos Team training on using the Shine Asbestos Database.

The asbestos database also holds other asbestos records such as air monitoring and clearance monitoring certification, refurbishment and demolition surveys, project completion files and other relevant information.

6.3 Updating the Asbestos Database / Register

The contents of the asbestos register information are automatically updated every time any type of asbestos survey has been approved by the UoM CSU Asbestos Team. Or following asbestos removal, where the Asbestos Team have received the relevant notification from the project on what asbestos has been removed. Furthermore, the information is qualified / checked every 12 months when the Asbestos Re-inspection Surveys take place, as recommend in HSG264 (Asbestos: The Survey Guide). Updates will also be made throughout the year to record the following (but not limited to):

- Any changes in the condition of the previously identified ACMs

- Any removed items
- The repair of any items
- Changes in the surface treatment of any ACMs
- Changes to the priority assessment
- Changes in accessibility
- Any new identified ACMs

6.4 Timescales for Asbestos Related Queries

The Asbestos Team will provide information from the Asbestos Register to those who require it.

For those seeking information from the Asbestos Register or general asbestos advice please contact the asbestos team (asbestos@manchester.ac.uk). Please allow the following turnaround times for information requests (guidelines only):

- | | |
|--|----------------|
| • Asbestos register requests for planned small projects: | up to 48 hours |
| • Asbestos register requests for planned large projects: | 1 week |
| • Asbestos register requests for multiple buildings: | 2 weeks |
| • General advice regarding projects | 2 days |
| • Emergency asbestos register requests: | Immediate |
| • Queries regarding asbestos regulations: | 2 days |
| • Emergency queries regarding Asbestos Regulations: | Immediate |
| • Asbestos analytical cover for ad-hoc sampling | 1 week |
| • Emergency asbestos analytical cover for sampling | 4 hours |
| • Emergency asbestos air testing | 4 hours |

If a query is regarding a specific current or ongoing project within DSU, CPU or MSU it may be prudent to contact the Asbestos Consultants as they will hold the most up to date information.

With all register queries; contact via email is preferred, with scanned building plans attached illustrating the area that needs querying. Queries cannot be processed without this information. Where possible, the asbestos team will endeavor to answer queries quicker than the times stated in the guidelines.

All queries should be sent to asbestos@manchester.ac.uk

In the first instance wherever possible the Shine Asbestos Database should be consulted prior to contacting the asbestos team.

7.0 Training

As per the Control of Asbestos Regulations 2012, Regulation 10, Information, instruction and training. The University of Manchester has a duty to ensure relevant training is provided for those that require it. All staff who have the potential to disturb asbestos or project manager / supervise work where asbestos could be disturbed are to be provided the relevant level of training by the University of Manchester. While all third party contractors and consultants on the University of Manchester framework whose staff may have the potential to disturb asbestos must provide evidence their staff have suitable in date training.

Through training, the University aims to promote a positive asbestos culture where employees and contractors have a positive approach to asbestos and have confidence in the Asbestos Management Plan.

Asbestos training and asbestos refresher training will be given to those staff within the Directorate of Estates who require it. The need for the training is established through training needs analysis with the assistance of the Estates Unit Managers. Internal UoM Project Managers should also hold this training.

All staff on the contractor's support framework and the measured term contract within Maintenance Services Unit. For example, flooring specialists, decorating services, refrigeration engineers, lift engineers, etc. Are required to hold in date UKATA Asbestos Awareness training from a suitable training provider, and must be able to provide copies of in date certification upon request.

Project managers who work for external consultants are also required to hold in date UKATA Asbestos Awareness Training from a suitable training provider. Asbestos training is also required to be held by health and safety representatives of companies on the University's Framework. This includes (but is not limited to) external project managers, architects, designers, and principal contractors etc.

As part of the construction works framework at the University of Manchester, all organisations are required to have an appropriate level of asbestos training carried out by a UKATA accredited training provider (or equivalent). Organisations must also ensure that all sub contracted operatives also receive an equivalent level of asbestos training. Again the in date certification for those working at the University of Manchester should be made available on request.

All staff identified within Estates as requiring Asbestos Awareness training must ensure the training is kept in date, and that they sit the course ever twelve months. It is both the individual staff members and that staff members supervisor or manager responsibility to ensure their training is in date.

The training although delivered every 12 months is on a 3 year cycle regards the format it is delivered in.

1. Face to face training – Delivered by UoM Framework Asbestos Consultant holding UKATA Accreditation.
2. Online Full Asbestos Awareness Course – This is an online course which is approximately one and half hours long including test, developed by the UoM

Asbestos Team.

3. Online Asbestos Awareness Refresher Course – This is an online course which is approximately 20 to 30 minutes long including short test. If the individual fails the test, they then have to sit the full online Asbestos Awareness Course.

Asbestos training for new starters is delivered to new University of Manchester employees, as identified by the Directorate of Estates and Facilities Unit Managers annually. This is a compulsory course, giving a basic overview of asbestos, legislation, health effects and how asbestos is managed at the University of Manchester. Within MSU as part of the Health and Safety induction for new starters, there is a short section on Asbestos Awareness, which covers the individuals asbestos training needs until they can complete the full Asbestos Awareness course (which will be within the first 12 months of them starting at the University). For House Services staff there is no requirement for them to hold Asbestos Awareness training due to the activities they are completing. But as part of their induction and annual Health and Safety training there is a section on Asbestos Awareness which is bespoke to their role.

The training is currently split into four different sets and tailored accordingly. The sets are as follows (course content may vary each year):

- Group One

DLO (Maintenance Staff)	All must hold valid in date Asbestos Awareness Training provided by the University of Manchester through one of its framework suppliers or via the online course. This training must be completed every 12 months.
DLO (Supervisors)	
Assistant Maintenance Services Managers (AMSM)	
IT Services (Specific to staff involved in projects and data cabling etc.)	
Projects Team	
Building Engineering Management	
Faculty Estates Staff	
Security Staff	
Estates Health and Safety Staff	

- Group Two

House Services Staff	House Services Staff are given an induction when they start at UoM. Within this induction there is a health and safety section and a specific section on Asbestos and the procedures. The health and safety section and the asbestos section are re-iterated every 12 months as part of the annual refresher training. This is not full asbestos awareness training but, is sufficient in relation to the role and activities being carried out.
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- Group Three

External 3rd Party Consultants and Contractors on the University	Must hold in date UKATA Asbestos Awareness training to be on the UoM
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Framework	framework. Requests for evidence of certification should be made available to the person from the University of Manchester requesting it within 48 hours of request, or the contractor may be asked to leave site until sufficient evidence is provided. The certificate should be within the last 12 months.
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The tables and groups above provide an overview of the training requirements for different groups within Estates at the University of Manchester. The Training Matrix table in Appendix 10 provides a more detailed section on the training requirements for each role, as well as the frequency this training must be completed.

8.0 Emergency Procedures

8.1 Responsibilities

It is important that everybody is aware of the emergency procedures for any known or presumed asbestos disturbance. It is particularly important for staff and contractors to be aware of who they should report to and when.

Staff and Contractors – Any potential asbestos incident must be reported to their Supervisor or Project Manager.

Supervisors and Project Managers – Anything reported to the supervisors or project managers must be passed onto the Principal Asbestos Manager or in the absence of the Principal Asbestos Manager, the Assistant Asbestos Manager. The Supervisor or project manager must ensure the area is restricted and the emergency procedures are followed.

Principal Asbestos Manager and Assistant Asbestos Manager – The asbestos team or the asbestos consultants will attend site immediately following the steps set out in the emergency procedures. The Estates Health and Safety Team will be advised of the incident at the earliest opportunity.

Estates Health and Safety Team – The Estates Health and Safety Team will report any significant incidents to Safety Services.

Safety Services - Safety Services will determine whether any of the incidents are RIDDOR reportable or not.

8.2 Emergency Procedures

In the event of an asbestos incident, the following procedures must be followed (viewable in a flow chart format in Appendix 4.):

- 1) Work must be suspended. The site supervisor or project manager must ensure that access is restricted and all personnel are moved away from the area. The asbestos team should be contacted.
- 2) The Principal Asbestos Manager or the Assistant Asbestos Manager will attend site. In their absence one of the asbestos consultants may attend and advise. Nobody else other than a LARC may enter the site.
- 3) Depending on the type of product, members of the asbestos team may be able to visually confirm or refute the presence of asbestos in the material from an initial visual analysis (for example wood and plaster board). If this is not possible, a sample will be taken of the suspected ACM which will be sent for same day analysis. If the suspected ACM is found to be free from asbestos then work may resume as normal.
- 4) If members of the asbestos team strongly suspect that asbestos may be present, air monitoring shall be arranged immediately. Access to the area will remain restricted.
- 5) If analysis of the suspected ACM proves asbestos to be present, the asbestos team will arrange to have the asbestos removed and the area cleaned by a LARC. The clean may take between a few days to a couple of weeks to

complete, depending upon whether the work requires notifying to the HSE or not. Access will remain restricted until the clean has been completed and an air clearance (or reassurance) certificate has been issued by the asbestos consultants.

- 6) The Supervisor or project manager will collate a list of names of those who think they may have been exposed to asbestos
- 7) The Project Manager, Principal Asbestos Manager and any others who may have been involved will carry out an investigation into the incident collaboratively. This will be submitted on an 'Asbestos Incident Form' which can be obtained from The Principal Asbestos Manager or via the [Estates and Facilities Health and Safety](#) website. A copy is also available in Appendix 5. Help and guidance can be sourced from the Principal Asbestos Manager or the Estates Health and Safety Team. The Asbestos incident form has been compiled by Safety Services and is mandatory. Once completed the form must be signed by the Principal Asbestos Manager or the Assistant Asbestos Manager and the Estates Health and Safety Team. The Estates Health and Safety Team will then pass the form onto Safety Services if the findings deem it necessary. The Asbestos incident form can be found in Appendix 5.
- 8) Should an incident be classified as reportable to the HSE under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013), Safety Services will pass the report onto to the HSE.

9.0 Work and Projects Involving Asbestos

9.1 Time, Planning and Communication

The University's approved Licensed Asbestos Removal Contractors must carry out all Asbestos work.

All maintenance, alteration, refurbishment and improvement works carried out at the University have the potential to disturb asbestos within the scope of the project. In order to ensure that full consideration has been given to the scope of the proposed works, adequate time should be allocated to the project. A practical example of the elements that need to be considered within a project and the time which may need to be assigned to them is illustrated below (a flow chart of this can be found in Appendix 6). **Please note that this is an example only based on a small project (times will increase with complexity).**

1: Week 1/2: The Project Manager or the person procuring the works must check the asbestos register at the beginning of the proposed works. Establishing the presence of asbestos at an early stage will aid the design of the works; help prevent expensive unplanned costs, will reduce risk and help develop an achievable date of completion. This information should then be passed onto the client so that they are aware of the proposed timelines and cost at an early stage.

2: Week 1/2: The Project Manager may liaise with the asbestos team, outlining their proposed plans to gain help and guidance. Such discussions will help to make sure all legal duties have been covered and will help determine the most appropriate work methods to comply with such duties. Other issues will also need to be considered such as electrical isolations, fire safety etc. Consideration of a refurbishment and demolition survey will also be discussed at this juncture.

3: Week 1/2: The Project Manager or person procuring the works must arrange for a refurbishment and demolition survey to be carried out for all refurbishment, maintenance or demolition works. The Project Manager or person procuring the works must contact one of the University of Manchester Asbestos Consultants directly who will send them a Survey Scoping Form (Doc 1. see Appendix 2) for completion. Any survey works must be planned in accordance with HSE guidance document HSG264 Asbestos: The Survey Guide. Upon receipt of the completed scoping form, the Asbestos Consultant will arrange a site visit / pre start meeting and will discuss a survey start date.

4: Weeks 5-6: The R&D Survey will be carried out and the survey will be sent via PDF to the Project Manager or person procuring the works (a paper copy may be requested at an additional cost). If the Project Manager or person procuring the works needs to carry out asbestos remedial works, the abatement scoping form in Appendix 4 form must be completed and returned to the Asbestos Consultant so that a job specific Abatement Specification can be drawn up.

5: Week 6-8: Consideration must be given to the information given in the refurbishment and demolition survey and if asbestos abatement works are required the abatement scoping form (found in Appendix 4) should be completed. Before returning this to the Asbestos Consultant, the asbestos team needs to sign the form to confirm that your intentions comply with the Asbestos Management Plan. An order should then be raised with the Asbestos Consultant for compiling the asbestos specification. The specification will be returned to you within one week of the order. All residues and debris identified within the survey **MUST** be removed prior to any works being carried out. No asbestos items can be disturbed during any works. If an ACM obstructs the

proposed works, it must be removed. If an operative has to work next to an ACM which could easily be damaged as a consequence of their work, it must be removed by a LARC. ACMs may only stay in situ if they are in good condition, encapsulated and far from the proposed working area.

6: Week 8-11: The abatement specification must be issued to the LARC or the Principal Contractor to form a basis for the tendering process. Prices must be obtained from the LARCs on the Universities Framework. Each contractor must attend site to price for the works, accompanied by the Project Manager or the person procuring the works. Contractors must not be left to price works alone. The Project Manager or person procuring the works then appoints the successful LARC.

7: Week 10-13: The successful contractor will submit his 14 day notification to the HSE (for licensable works). During this time, the Project Manager or person procuring the works should appoint the Asbestos Consultant to carry out the asbestos analytical services (air monitoring etc.). The Project Manager will obtain the abatement programme for removal works from the Asbestos Contractor and issue it to the Asbestos Consultant. The Consultant should then be advised to liaise with the Asbestos Removal Contractor regarding their requirements. The Asbestos needs at least 1 weeks' notice to arrange cover for any asbestos abatement works.

8: Week 13: The Project Manager or person procuring the works needs to request an asbestos permit to work from the Asbestos Team. Attached to the permit request should be the original R&D survey, the asbestos removal specification and the LARCs Risk Assessments and method statements.

9: Week 14: Site work may commence.

Where an ACM does not require the 14 day notification to the HSE, the timescale will be reduced. However all work on non-licensable ACM's **must** be carried out by a Licensed Asbestos Removal Contractor from the University's Framework.

Prior to determining the programme of works and potential start date, it is **essential** that all parties involved are communicated with. This will include (but is not limited to) the following:

- Heads of Faculty of Estates (be aware that there are often more than one faculty per building)
- Security Services Manager
- Car Parks Services Manager
- Central Timetabling Unit
- DSU / CPU / CSU - to ensure that there are no other works being carried out at that time
- School Health and Safety Representatives
- The Asbestos Team

9.2 Procuring Refurbishment and Demolition Surveys

In order for a survey to be effective, sufficient time and planning will need consideration. There needs to be an exchange of information between the client and the surveyor and a clear outline of what both parties require before carrying out a survey. This information will be collected from the Asbestos Consultant in the form

of a survey scoping document. A copy of the scoping document can be seen in Appendix 7.

'The Survey Guide' HSG 264, outlines what the client should expect from the surveyor and what the client should provide to the surveying company.

The Project Manager or person procuring the works must ensure they provide the surveyor with a concise scoping form, comprising details such as:

- Details of the building or parts of the building to be surveyed, and survey type required
- Details of the building use, processes, hazards and priority areas
- Plans, documents, reports and surveys on design, structure and construction
- Safety and security information including fire alarm testing
- Access arrangements and permits to work
- Contacts for health and safety issues

A full list of information which the surveyor will need to collect prior to carrying out a survey can be found in Appendix 8. The scoping form forms the basis of the official quotation which must be signed off by the relevant Project Manager prior to the Asbestos Consultant carrying out the survey.

The Surveyor should provide the Project Manager or person procuring the works with:

- Costs
- Proposed scope of work
- Plan of work, including plans for sampling or asbestos disturbance
- Access requirements such as scaffolding, a tower crane or a MEWP
- Timetable
- Details of caveats
- Report including areas not accessed/not surveyed

All information must be gathered as early as possible to enable thorough planning. Ideally, this should be combined with a preliminary site meeting and a walk through inspection. The asbestos team are more than happy to assist at any stage by offering advice, attending site or attending meetings etc.

9.3 Procuring Asbestos Remedial Works

All asbestos remedial works require an 'Abatement Specification'. See section 5.6.1, 'Abatement Specifications' for details regarding this process.

The completed abatement specification can then be issued to the LARCs for them to price against. A site walk around must be arranged, as it is not possible for them to price for the works off the abatement specification alone. As a guide, at least two weeks should be given to the LARCs to return their prices from the date of the site walk around.

As well as a price, project managers or the person procuring the work must also ask for a breakdown of costs, a concise programme, details of the staff who will be used including certification, a brief (a full method statement is not required at this stage)

outline on how the works will be carried out. Extra consideration should be given to those who offer innovative ideas regarding safety, particularly 'shielding' staff and students from any aspects of the work.

The project manager or person procuring the works must appoint an asbestos consultant to carry out air monitoring throughout the project and to provide clearance monitoring at the end of the project. This should be arranged as soon as the successful LARC has been appointed.

9.4 Re Instatement Works

Most asbestos items were used within buildings to provide fire protection. Depending on the full scope of the works, it is therefore imperative that asbestos items are replaced with a non-asbestos fire rated material (British Standard 476). The Client Services Unit Fire Safety Team will be able to provide guidance on the fire ratings for different materials and scenarios.

All re-insulation works must be carried out in accordance with the agreed specification from the Client Service Unit Principal Mechanical Engineer. All re-insulation works **must** be carried out by TICA (Thermal Insulation Contractors Association) registered contractors.

9.5 During Remedial Works

It is important that all remedial works are notified to the asbestos team as soon as a date has been determined. The asbestos team can then plan their audit schedule. If the works are planned for several weeks, more than one audit may be carried out. However this does not absolve or alter the overall responsibility of the Project Manager or person procuring the works. Site inspection by the Project Manager or person procuring the works throughout the works is essential. Section 9.7 'Asbestos Audits', covers auditing further.

9.6 Job Completion

Following the four-stage clearance by the analyst, the Project Manager or person procuring the works must ensure that they receive a copy of the clearance certificate. This document is essential in order to deem the area fit for reoccupation.

The LARC will issue a job completion file to the Project Manager or person procuring the works, no later than two weeks after the date of completion. This document should include the following:

- Copy of the ASB5 HSE Notification
- Site diaries
- Inspections sheets
- Respirator check list
- Records of hours worked
- Clearance air test certificates
- Hazardous waste consignment note
- Record of removed ACM's and any remaining ACM's

Please ensure that copies of the hazardous waste consignment note are passed onto the Waste Coordinator.

9.7 Asbestos Audits

The asbestos team will carry out asbestos audits out at least twice a month (where the availability of projects permits). Audits will be undertaken on both the LARCs and Asbestos Consultants undertaking analytical works. This is to ensure that the contractors and consultants are working safely and within the guidelines of the Control of Asbestos Regulations 2012. Copies of audits will be sent to the Project Manager or person procuring the work as well as the LARC or asbestos consultant. If there are any discrepancies found whilst the audit is being carried out they will be rectified immediately by the contractor and these will be reported on the audit. If the discrepancy is deemed to be serious, all works will cease and the Estates Health and Safety Team will be informed. Findings from all audits will be shared with all companies on the Universities framework during monthly meetings. Audit forms for the Consultants and the LARCs can be seen in Appendix 3.

Asbestos Removal Works will be assessed on the following:

- Adequate method statement / Plan of works / Risk assessments
- Permits to work
- Electrical inspections / isolations
- Asbestos license
- Insurance certificate
- Face fit, medical and training certificates
- First aid representative
- Decontamination unit – hygiene, locks, seals and clearance certificate
- Equipment – testing certificates, PAT testing
- Enclosure – integrity, housekeeping, vision panels, CCTV, signage, polythene gauge
- Airlock / Bag lock – warning signs, negative pressure, weighted flaps, washing facility, integrity, vacuum, housekeeping, correct dimensions
- Skip – warning signs, locks
- Transit routes – tidy, signed, logical
- Parking – use of vans, ensuring cars are not used, no parking on grass
- Working practices observed

Asbestos Analytical Works will be assessed on the following:

- Adequate method statement / Risk assessments / Procedural documents
- Face fit and training certificates
- Equipment – calibrations, PAT testing
- Sampling methodology
- Assessment of quality of works and analytical paperwork

Copies of the asbestos audit forms can be seen in Appendix 6.

9.8 Leaving Asbestos in situ

Occasionally the decision may be taken to leave asbestos in situ if it is deemed impracticable to remove it. This decision must be agreed with the asbestos team first. In such circumstances, the following procedures must be adhered to:

- It must be clearly stipulated to all involved within the project, which asbestos items are to remain in situ – prior to any works commencing. These should be clearly labelled on plans and disseminated to everyone involved with the project, in particular the operatives.

- The Project Manager must stipulate what measures will be put in place to protect the asbestos material during the works
- The Project Manager must have routine air tests carried out whilst the work is being carried out
- The Project Manager must make sure that everybody working on the project is aware of the emergency procedures, should any asbestos items be accidentally disturbed
- Upon completion of the project, the asbestos team should be notified of any remaining items. These should be clearly labelled on a plan and dated.

9.9 Asbestos in Soil

Some projects at the University of Manchester may come across asbestos in soils or construction and demolition (C&D) materials. As well as having to follow HSE guidance, working with asbestos in the ground also involves complying with the requirements of the Environment Agency. To help understand the requirements involved, industry guidance has been prepared by the Joint Industry Working Group (JIWG) on asbestos in soil and C&D materials. The guidance document 'CAR-Soil' has been published by CL:AIRE (Contaminated Land: Applications in Real Environments) drawing on expertise from the Environment Agency and Defra. The guidance document can be downloaded from the CL:AIRE website.

The guidance suggests that previously developed land (brownfield sites) may be contaminated by asbestos. With this in mind, and the volume of large projects at the University of Manchester where asbestos has been found previously, it is fair to assume that asbestos must be considered for all projects (where the ground is to be disturbed) during the planning stage. At the beginning of any project, the asbestos team must be consulted in order to help with any pre construction asbestos information. This may help determine the amount of trial pits and window samples required by the geotechnical surveying team and the costs involved. If there is no historic information available, bore sampling and trial pits should be carried out bearing in mind that asbestos may be identified. If asbestos is identified within the trial pits (excluding 'trace' amounts) the project team must consult the asbestos team so that a methodology can be considered going forward.

If asbestos is identified within the ground during a project, work within the area must cease and access restricted. The project manager must contact the asbestos team to assess the site and determine a way forward. It is important to contain the identified ACM and to minimise it's spread, however we will also endeavor to keep the site as operational as possible. Those on the University of Manchester frameworks must carry out all asbestos remedial and consultancy works.

9.9.1 Remediation of Asbestos in Soil and C&D Material

Each remediation project will be different, depending on whether the identified ACM is licensable, non licensable, considered sporadic and low intensity or of short duration work. However this can only be determined on a project-by-project basis. Regardless of the type of ACM, there are some basic principles of CAR 2012 that need to be followed in all circumstances, as indicated in the CAR-Soil guidance. The principles below are not exhaustive, but include the key aspects to be considered:

Regulation 5 - Identifying the requirement to identify the presence of asbestos and to prevent the risk. Therefore any suspect asbestos needs to be sampled and analysed.

Regulation 6 - This places a duty on employers to prevent or reduce the exposure of their employees to asbestos. Therefore a risk assessment needs to be carried out by a competent person. This will include (but is not limited to) assessing the site, type of ACM, condition of the material, any additional risk assessments, and exposure levels etc.

Regulation 7 – This states that a written method statement or plan of work must be in place. The University of Manchester framework asbestos contractors will carry this out.

Regulation 9 – Notification of the works. This applies to both licensed works and notifiable non-licensed works. The University of Manchester framework asbestos contractors will carry this out.

Regulation 10 – This regulation identifies the need for information, instruction and training. The regulation stipulates that anybody who is liable to disturb asbestos during their work, or who supervises such employees, should have sufficient training to carry out their work safely and competently. Asbestos awareness or training should be given to those workers in the construction and allied trades who, as a result of working on soil and C&D materials that could potentially be contaminated by asbestos, may become exposed during their works. This list includes (but is not limited to):

- Geo-environmental consultants
- Land surveyors
- Ground investigation workers
- Construction workers
- Ground workers
- Construction plant operators
- Land remediation contractors
- Waste processing and recycling plant operators
- Supervisors, managers and directors

Regulation 16 – This regulation explores the duty to prevent or reduce the spread of asbestos and is the main regulation that is considered when establishing the work methods that will reduce the disturbance and release of asbestos fibres. For most licensed work with soil and C&D materials, it is unlikely that an enclosure will be required. However control methods will need to be considered, these include (but are not limited to) the following:

- Warning notices
- Physical barriers
- Assess risks of workers and nearby personnel
- Consider work when other workers or members of public are not nearby.
- Dust suppression techniques (e.g. fine mist water spray)
- Controlled working zones
- Respirator zones
 - Air monitoring / personal air monitoring

Regular inspections

On occasion an asbestos enclosure may be deemed necessary depending on the type of the ACM, it's volume and condition.

Regulation 17 – This regulation requires employers to make sure the work areas, plant and equipment used for asbestos works are kept clean and that the area is thoroughly cleaned after the work is finished. To comply with this the asbestos removal contractors will consider the following (list not exhaustive):

- Ensure ACMs being removed are wet
- Handle ACMs as little as possible
- Line skips / haulage vehicles with 1000 gauge polythene
- Use approved asbestos waste bulk bags
- Cover stockpiles with weighted down 1000 gauge polythene
- Provision of stations for cleaning wheels, plant and equipment
- Transit routes
- Waste routes
- Decontamination units
- Dustless methods of cleaning

Once the asbestos contaminated soil has been dealt with a visual inspection will be carried out by one of the University of Manchester approved asbestos consultants. A certificate of reoccupation will not be issued unless an enclosure has been used. Instead, a written statement of cleanliness will be issued.

Further guidance on any aspects of these procedures can be sourced from the asbestos team and the CAR-SOIL guidance by CL:AIRE. The University of Manchester Asbestos Team also has experience on a number of high profile asbestos in soil projects and can provide advice and assistance.

9.10 Avoiding a Conflict of Interest

It is very important within the asbestos industry to avoid unnecessary conflicts of interest.

The LARC should never procure the services of the Asbestos Consultant. The Project Manager, person procuring the work or the Principal Contractor, should appoint the Asbestos Consultant separately off the University of Manchester asbestos contract.

If a demolition contractor has been appointed to carry out demolition works at the University of Manchester, any asbestos related requirements (asbestos removal or asbestos consultancy services) must be procured separately by the Project Team, person procuring the works or the Principal Contractor. The Asbestos Consultants and the LARCs must be independent of the demolition contractor and sourced off the University of Manchester asbestos framework and contract.

10. References

All asbestos related activities at the University of Manchester (including the creation of the asbestos management plan) are carried out in line with all relevant acts, regulations, advisory standards, and approved codes of practice. These are, but not limited to, the following:

- The Health and Safety at Work act 1974
- The Control of Asbestos Regulations 2012
- The Management of Health and Safety at Work Regulations 1999 (as amended 2006)
- The Hazardous Waste Regulation 2005
- The Construction (Design and Management) Regulations 2015
- A comprehensive guide to Managing Asbestos in premises, HSG227
- Managing and working with asbestos, L143
- Asbestos: The analysts' guide for sampling, analysis and clearance procedures, HSG248
- Asbestos: The licensed contractors' guide, HSG247
- Asbestos: The survey guide, HSG264
- Asbestos related HSE web pages, <http://www.hse.gov.uk/asbestos/>
- RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- HSE – The Asbestos – related disease statistics in Great Britain, 2019 published on 30th October 2019

11.0 Glossary of Terms

Asbestos

This is the commercial name given to a naturally occurring fibrous silicate mineral commonly used in construction materials and other products because of its high heat resistance, strength and durability.

ACM

Asbestos Containing Material

AIB

Asbestos Insulating Board

Amosite

The old name for one of the three main types of Asbestos, often referred to as 'brown' Asbestos. The term 'Amosite' has now been replaced with 'Grunerite'

Amphibole

The term given to the fibre structure of Grunerite (brown asbestos) and Crocidolite (blue asbestos).

Asbestosis

A disease (cancer) which results in scarring of the lungs caused by inhaled asbestos fibres. Asbestosis is irreversible.

Asbestos Removal Contractors

These are the contractors who carry out any remedial works to do with Asbestos at the University.

Asbestos Contractors Framework

This is an agreement which sets out the terms (University standards, quality and requirements) under which asbestos remedial related contracts can be made throughout the period of a 4 year agreement. All remedial works associated with Asbestos at the University must be carried out by a contractor on the Asbestos Contractors Framework. There are currently five framework contractors, Kaefer C&D, Bagnall UK Ltd, Forest Environmental, Rhodar, and NIC.

Asbestos Consultants Contract

This is an agreement which sets out the terms (University standards, quality and requirements) under which asbestos consultancy contracts can be made throughout the period of a 4 year agreement. All asbestos consultancy works (air monitoring, surveying, bulk sampling, asbestos specifications) associated with the University must be carried out by a contractor on the Asbestos Consultants Framework. There are currently four framework consultants, Shield On-Site Services, Redhills, First Order Red and Environmental Essentials

Asbestos License

A legislative license which all Asbestos Removal Contractors are required to possess in order to carry out Asbestos remedial works

ASB5

This is the form which is submitted to the HSE by the Asbestos Contractor, 14 days prior to the works commencing

Analytical Contractor

The Analytical Contractor can also be referred to as 'the analyst' or the 'asbestos consultants'. They carry out Asbestos Management Surveys and Refurbishment and Demolition Surveys, Air Monitoring, Sampling and Clearance Testing for the University. When an asbestos removal job is planned, an analytical Contractor is required to carry out the clearance testing. The Analytical Contractor works independently of the asbestos Removal Contractors.

Asbestos Management Plan

The Asbestos Management Plan sets out details of how the Asbestos at the University is being managed, stating roles and responsibilities and working procedures.

Asbestos Statement

The Asbestos Statement sets out the commitment by the University of Manchester to provide a safe and secure environment for students, staff, visitors and the public in regard to asbestos containing materials.

Asbestos Waste

All waste material which either contains asbestos or is considered to be contaminated with asbestos must be treated as asbestos waste.

Asbestos Register

A collation of all known asbestos containing items across the University, illustrating asbestos type, locality, condition and any recommendations.

Air Tests

Air tests are carried out by the Analytical Contractor. These can be part of a Clearance (Clearance Air Testing), to monitor the integrity of an asbestos enclosure (leak testing) or to test the ambient air at any time (background monitoring), in particular if there has been an accidental asbestos release (reassurance air testing.)

Blue Asbestos

A common term used to describe a type of Asbestos called 'Crocidolite' (see Crocidolite)

Blues

This is a common term referring to the colour of overalls worn by Asbestos Removal Contractors. Blue overalls can be used for transiting to and from an enclosure or for carrying out general works. Always check the method statement to find out which colour is used for which task.

Chrysotile

The name for one of the three main types of Asbestos often referred to as 'white' Asbestos

CDM Regulations

Construction, Design and Management Regulations 2015

Crocidolite

The name for one of the three main types of Asbestos often referred to as 'blue' Asbestos. Crocidolite is deemed to be the most dangerous of all the Asbestos types.

Control of Asbestos Regulation (2012)

Asbestos legislation written and controlled by the HSE

CCTV

CCTV is often used within Asbestos enclosures when a vision panel cannot be incorporated into the enclosure (see 'vision panel').

Certificate of Reoccupation (also referred to as a Clearance Certificate)

Following asbestos removal, the premises are assessed for reoccupation. A certificate of reoccupation is issued by the Analytical Contractor following a successful four stage clearance procedure. This document must be issued before the enclosure can be legally dismantled.

There are four stages to the site certification for reoccupation procedure:

Stage 1: Preliminary check of site condition and job completeness

Stage 2: A thorough visual inspection inside the enclosure / work areas

Stage 3: Air monitoring

Stage 4: Final assessment post-enclosure / work area dismantling

Consignment Note

A consignment note is issued to the licensed asbestos removal contractor upon receipt of any asbestos waste at the land fill site. A copy of this note **MUST** be issued to the Asbestos Manager.

Contractor Rotation

The Analytical Contractors are appointed on a rotational basis. The Asbestos Team must be contacted to find out who is next on the list to be used.

DCU

Decontamination Unit. This is a portable unit used by the Asbestos Contractors to decontaminate themselves after working with an Asbestos area.

Decontamination Unit

See DCU

HEPA filter

High Efficiency Particulate Arrestor filter. This ensures that the air exiting the enclosure is properly filtered. This is fitted to the NPU.

HSE

The Health and Safety Executive

LARCs

Licensed Asbestos Removal Contractors

Licensable Work

This is work that requires 14 days notification to the HSE.

Limit of Detection

This is the lowest concentration of airborne fibre levels that can be measured accurately

Management Survey

This is a standard sampling, identification and assessment survey. This level of survey is used to compile the asbestos register at the University.

Method Statement

The asbestos contractor must provide a method statement for all asbestos works. This clearly indicates the method in which he intends to carry out the works, including details of risk assessments, hazards, equipment, training etc

NPU / Negative Pressure Unit

Negative pressure unit. This is an extraction unit used within Asbestos enclosures to enable a minimum of 8 air changes per hour. This is fitted with a HEPA filter.

Non Licensed Work

An ACM which does not need to be notified to the HSE, but still requires removal by a licensed asbestos removal contractor (LARC) on the University Framework

Notifiable Non-Licensed Work (NNLW)

This is when an ACM that is normally non-notifiable and non-licensed becomes NNLW. This is determined by factors such as the type of work you are planning to do, the asbestos type and the material's condition.

Notification Period

Is the minimum period of notice in which a job needs to be notified to the HSE. This requirement is set by the HSE in order to give them time to familiarise themselves with the submitted method statements prior to the works commencing.

P3

The category of filter required for any RPE used for asbestos remedial work.

PPE

Personnel Protective Equipment

Permit to Work

Is a document which should be requested at least 7 days in advance prior to work in asbestos areas commencing.

Plan of Work

Sometimes referred to as a method statement – please see Method Statement

Project Manager

This is the person procuring the works who works for the University

Person Procuring the Works

This is the person procuring the works who is employed by the University. They may not have the title of a 'Project Manager', but have the same responsibilities with regards the Asbestos Remedial Works being carried out

RPE

Respiratory Protection Equipment

Risk Assessment

This is the process which the contractor must carry out to identify all the risks to and from the activities he is carrying out on site, whilst assessing the potential impact of each risk.

Reds

This is a common term referring to the colour of overalls worn by Asbestos Removal Contractors. Red overalls are always worn within the asbestos enclosure only.

PVA

Polyvinyl Alcohol is used to seal asbestos fibres

Residues

Asbestos residues are often found in Estates areas where asbestos has been removed in the past when standards were not as high as they are today. Residues are treated as a high priority because they are fibrous. The fibres can be easily made airborne if disturbed.

Refurbishment and Demolition Survey

This is a full access sampling and identification survey which is carried out prior to refurbishment works or demolition works.

Refurbishment Works

This refers to any works no matter how small, where an area is being 'upgraded' in any way.

Serpentine

The term given to the fibre structure of Chrysotile (white) asbestos.

Whites

This is a common term referring to the colour of overalls worn by Asbestos Removal Contractors. White overalls can be used for transiting to and from an enclosure or for carrying out general works. Always check the method statement to find out which colour is used for which task.

Waiver

On rare occasions, a waiver can be applied for from the HSE in order to bypass the 14 days notification period. This can only be applied for in an emergency and consultation with the Asbestos Team is ESSENTIAL prior to making the decision.

Vision Panel

It is a HSE requirement that all enclosures must have a vision panel built into the structure so that the inside works can be clearly visible from the outside. If an enclosure is bound by the four walls of a room (for example), CCTV must be used instead.

Visual Inspection

A visual inspection is carried out by the analytical contractor when all of the asbestos has been removed from an enclosure. The visual inspection looks for any remaining residues and air tests confirm that there are no airborne fibres present.

Appendix 1 – HSE Algorithms

Material Assessment Algorithm

Sample variable	Score	Examples of scores
Product type (or debris from product)	1	Asbestos reinforced composites (plastics, resins, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.)
	2	Asbestos insulating board, mill boards, other low insulation boards, asbestos textiles, gaskets, ropes woven textiles, asbestos paper and felt
	3	Thermal insulation (e.g. pipe and boiler lagging), asbestos, loose asbestos, asbestos mattresses and packing
Extent of damage / deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; edges on boards, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays thermal insulation. Visible asbestos debris
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating (with exposed face painted or encapsulated), cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed lagging and sprays
Asbestos type	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite
Total Score		

Priority Assessment Algorithm

Assessment Factor	Score	Examples of score variables
Normal occupant activity		
Main type of activity in area	0	Rare disturbance activity (eg little used store room)
	1	Low disturbance activities (eg office type activity)
	2	Periodic disturbance (eg industrial or vehicular which may contact ACMs)
	3	High levels of disturbance, (eg fire door with asbestos insulating board sheet in constant use)
Secondary activities for	As above	As above
Likelihood of disturbance		
Location	0	Outdoors
	1	Large rooms or well ventilated areas
	2	Rooms up to 100m ²
	3	Confined spaces
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Extent/amount	0	Small amounts or items (e.g. strings, gaskets)
	1	<10m ² or <10m pipe run
	2	>10m ² to <50m ² or >10m to <50m pipe run
	3	>50m ² or >50m pipe run
Human exposure		
Number of Occupants	0	None
	1	1 to 3
	2	4 to 10
	3	>10
Frequency of use of area	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average time area is in use	0	<1 hour
	1	>1 to >3 hours
	2	>3 to <6 hours
	3	>6 hours
Maintenance activity		
Type of maintenance activity	0	Minor disturbance (e.g. possibility of contact when gaining access)
	1	Low disturbance (e.g. changing light bulbs in AIB)
	2	Medium disturbance (e.g. lifting 1 or 2 AIB ceiling access a valve)
	3	High levels of disturbance (e.g. removing a number of ceiling tiles to replace valve or for re-cabling)
	0	ACM unlikely to be disturbed for maintenance
	1	<1 per year
	2	>1 per year
	3	>1 per month

Appendix 2 – Asbestos Abatement Scoping Form

Abatement Scoping Form



Client:
Project Number:
Survey Start Date:
Site Name:
Pages:

0 Pages

University Asbestos Management Sign Off:

Print Name:

Sample No.	Floor	Room No.	Location	Item	Material	Extent	Recommended Action	Item to be included in Abatement Specification?	Action Required	Justification of Action Required	ACMs in Close Proximity to Works

Appendix 3 – Asbestos Audit Template

Contractor Site Audit Form

General Information			
Contractor:		Client:	
Address:		Address:	
Site Address:			
Site Location(s) / Specification Item Ref(s):			
Brief Description of Works:			
Auditors Name:		Audit Date(s):	

1	Observations	Comments
1.01	What type of asbestos containing material is being removed / encapsulated etc?	Spray / Lagging / AIB / Textured Coating / Other:
1.02	What is the approximate extent of the works? m ² / m / No
1.03	Are any other license holders stated in section 4 of the ASB5?	Description / Details or No:

2	Preliminaries	Yes	No	Details (Notes)
2.01	Contract Supervisors Name. Is this who is listed in plan of works?			
2.02	Are the number of operatives the same as or less than that stated on the ASB5?			
2.03	Is the scope of works adequately described on the plan of works?			
2.04	Is hot work being employed? (if no continue to section 3)			
2.05	Is the WBGT in use? If so, record result in the details box.			

Contractor Site Audit Form

2.06	Are adequate work/rest periods being adopted? Record results in details box.			
2.07	What cooling procedures are in place outside the enclosure?			

3	Site Documentation	Yes	No	Comments
3.01	Is there a copy of the contractor's current valid license available for inspection?			
3.02	Is there a job specific plan of works / assessment on site and a copy of the company's standard procedures?			
3.03	Is there a copy of the ASB5 specific to the job at site and available for inspection?			
3.04	If applicable is a copy of the waiver if granted?			
3.05	Are there Risk Assessments on site and available for inspection for activities other than asbestos removal? (confined space, hand held tools, working at height, hot work, etc) Permits to Work?			
3.06	Is there a set of COSHH assessments on site? (Spray tack, PU Foam, Surfactant etc)			
3.07	Is the contractor's site diary / log book available for inspection and up to date?			
3.08	Is there a copy of the contractor's employer's liability insurance certificate / schedule available for inspection?			
3.09	Is there a copy of the project specification available on site?			

4	Site Operative	Current Medical Certificate	Training Record	Face Fit Test Certificate for RPE	Emergency Procedure Awareness	Operative Clean Shaven	RPE Examination Record Within last Month	Comments
4.01		Y N	Y N	Y N	Y N	Y N	Y N	
4.02		Y N	Y N	Y N	Y N	Y N	Y N	
4.03		Y N	Y N	Y N	Y N	Y N	Y N	
4.04		Y N	Y N	Y N	Y N	Y N	Y N	
4.05		Y N	Y N	Y N	Y N	Y N	Y N	
4.06		Y N	Y N	Y N	Y N	Y N	Y N	
4.07		Y N	Y N	Y N	Y N	Y N	Y N	
4.09		Y N	Y N	Y N	Y N	Y N	Y N	
4.10		Y N	Y N	Y N	Y N	Y N	Y N	

Contractor Site Audit Form

5	Site Organisation	Yes	No	N/A	Comments
5.01	Has supervisor reviewed MS prior to starting work?				
5.02	Have operatives confirmed that they are aware of the scope of works?				
5.03	Have any variations to MS been recorded?				
5.04	Is the scope of the works accurately described within the MS?				
5.05	Does the site sketch included with the Plan of Work match the site set up and is there enough detail?				
5.06	Are asbestos areas and respirator zones identified?				
5.07	Are the transit / waste routes clearly highlighted and labelled?				
5.08	Are there adequate warning signs which comply with the Safety Signs Regulations?				
5.09	If work at height is necessary, has safe access been provided?				
5.10	Have all apparent site risks been considered?				
5.11	Are there arrangements for emergency evacuation from the enclosure?				
5.12	Are there procedures for emergency situations including fire?				
5.13	Is there a suitably stocked First Aid Kit available on site?				
5.14	Are welfare facilities available on site? Are they adequate? Fire rated where sited against buildings?				

Contractor Site Audit Form

6	Equipment	Comments
6.01	Number of H-Type vacs on site – minimum of 2 required	
6.02	Number of H-Type vacs stated in Plan of Work	
6.03	H-Type vac identification Numbers	
6.04	H-Type vac Test certificates available (6 - monthly for DOP Test) available?	Y N (indicate as appropriate)
6.05	H-Type vac certificate(s) match ID numbers	Y N (indicate as appropriate)
6.06	Number of NPU's on site	
6.07	Number of NPU's stated in Plan of Work	
6.08	NPU identification numbers	
6.09	NPU's in good condition	Y N (indicate as appropriate)
6.10	Test cert (6 - monthly DOP Test for NPU) available?	Y N (indicate as appropriate)
6.11	NPU Certificate(s) match ID numbers	Y N (indicate as appropriate)
6.12	Is DCU NPU 6 - monthly DOP test cert available?	Y N (indicate as appropriate)

7	Enclosure	Yes	No	N/A	Comments
7.01	Was non contaminated equipment removed first?				
7.02	Was the work area cleared of loose debris prior to the start of enclosure set up?				
7.03	Is the enclosure integrity suitable to prevent the spread of asbestos? All openings sealed?				

Contractor Site Audit Form

7	Enclosure	Yes	No	N/A	Comments
7.04	All electrical and heating plant isolated?				
7.05	Is enclosure likely to be compromised during the job?				
7.06	Is the polythene sheeting used at least 1000 gauge and the timber used to erect the enclosure at least 50mm?				
7.07	Is enclosure double skinned? Should it be double skinned?				
7.08	Do viewing panels and / or CCTV show all areas within the enclosure? (minimum 300mm x 600mm)?				
7.09	Are the 3 stage airlock and baglock of good construction?				
7.10	Is airlock adequate for decontamination and is the baglock adequate for removing waste?				
7.11	Do the flaps cover the airlock / baglock openings to prevent spread of asbestos and are they weighted?				
7.12	Are the airlocks / baglocks free from visible asbestos debris?				
7.13	Are daily enclosure inspection records available?				
7.14	Is there a record of the smoke test present for the enclosure?				
7.15	Is there suitable equipment available within the airlock for decontamination i.e. H type vacuum, water, sponges etc?				
7.16	Are operatives decontaminating correctly?				
7.17	Is the enclosure adequately lit?				
7.18	Is sufficient access equipment present?				

Contractor Site Audit Form

8	Air Extraction Equipment	Yes	No	N/A	Comments
8.01	Does the number, location and capacity of the NPU's in use correspond with that stated in the Plan of Work?				
8.02	Is the extract sited in relation to ideal air management with no dead spots?				
8.03	Is NPU ducting in good condition?				
8.04	Are NPUs likely to move?				
8.05	Is there enough airflow through enclosure?				
8.06	Have the air changes/ hour been calculated correctly?				
8.07	Is the NPU capable of giving a minimum of 8 air changes per hour?				
8.08	Is the extract vented to the outside atmosphere where practical?				

9	Removal Methodology	Yes	No	N/A	Comments
9.01	Does the removal method observed match the detail in the plan of works?				
9.02	What suppression method is being utilised?				
9.03	Is this method appropriate for the type of work?				
9.04	Is an injection system used? (describe type)				
9.05	Are operatives trained in use of this system?				
9.06	Does the RPE and PPE in use match what is detailed in the MS?				
9.07	Is all RPE and PPE being used correctly?				

Contractor Site Audit Form

9	Removal Methodology	Yes	No	N/A	Comments
9.08	Has any waste generated been appropriately bagged?				

10	PPE / RPE	Yes	No	N/A	Comments
10.01	RPE identifiable as a complete kit (i.e. Mask, blower and battery all uniquely identified as one kit)				
10.02	Is it in good condition and well maintained?				
10.03	Are mask inspections completed and recorded?				
10.04	Adequate spare filters?				
10.05	Are RPE containers clean and free of items that might cause damage?				
10.06	Is there emergency RPE available?				
10.07	Are types of overalls and colours of overall as stated in the plan of works?				
10.08	Is any other necessary PPE required available (i.e. Goggles, hard hat) and being worn?				

11	Air Monitoring	Yes	No	N/A	Comments
11.01	What air monitoring has been undertaken and by whom?				
11.02	Are the results of air testing satisfactory?				
11.03	Have there been any failed air tests? If so, please detail failures and actions taken				
11.04	Is a 4- stage clearance due to be carried out and by whom?				

Contractor Site Audit Form

12	Transit Route	Yes	No	N/A	Comments
12.01	Is a transit route necessary?				
12.02	Is the transit route short as possible and away from occupied areas?				
12.03	Is the transit route clearly marked?				
12.04	Is the transit route clean and free from debris?				

13	Hygiene Facility	Yes	No	N/A	Comments
13.01	Clearance test for unit conducted in dirty end and shower area of the unit and certificate available?				
13.02	Does the unit comply with HSG 247 Appendix 8.1 (Minimum design criteria)				
13.03	Is a modular DCU used?				
13.04	Is the location of the DCU as shown in Method Statement?				
13.05	Unit connected / unconnected to works area as plan of works states? Is the unit level?				
13.06	Unit connected / working order? (water, electrics, water filter, drains)				
13.07	Is waste water discharged to sewer or drain?				
13.08	Is waste water filtered?				
13.09	Is the unit secure, doors locked if unattended?				
13.10	Is the unit free from stored items?				
13.11	Are lockers available in clean end of the unit?				

Contractor Site Audit Form

13	Hygiene Facility	Yes	No	N/A	Comments
13.12	Are internal doors self-closing?				
13.13	Is a mirror present in the clean end of the unit?				
13.14	Is RCCD (residual current circuit breaking device) fitted and tested?				
13.15	Is there a balanced flue for gas heater?				
13.16	Adequate means of heating unit?				
13.17	Is the unit earthed?				
13.18	Adequate number of showerheads for operatives? (i.e. at least one showerhead for every 4 operatives)				
13.19	Nailbrush and shower gel provided in shower area?				
13.20	Unit clean so far as reasonably practicable?				
13.21	Are clean and dirty end doors suitably labelled including warning signs?				
13.22	Are towels provided?				

14	Waste	Yes	No	N/A	Comments
14.01	Are the waste disposal arrangements as described in the plan of works?				
14.02	Waste transfer route free from debris / waste?				
14.03	If no baglock has been provided has this been justified in the plan of works?				
14.04	Are bags correctly sealed, red bag inside clear bag?				

Contractor Site Audit Form

14	Waste	Yes	No	N/A	Comments
14.05	Is a skip present on site?				
14.06	Is the skip locked, secure and sited away from buildings?				
14.07	Are vehicles used to transport waste? If so is the waste appropriately segregated?				
14.08	EA consignment note available on site?				

15	Electrical Safety	Yes	No	N/A	Comments
15.01	Are leads & plugs maintained?				
15.02	Is electrical equipment PAT tested?				
15.03	Are leads & plugs 110V?				
15.04	Is the mains supply lead to the DCU reinforced?				

16	Scaffold	Yes	No	N/A	Comments
16.01	Has the asbestos removal contractor used any scaffolding on site?				
16.02	Was a licensed sub-contractor used to erect the scaffolding?				
16.03	Does the scaffold form part of the enclosure or was it liable to disturb asbestos during erection?				
16.04	Is there a certificate available to show that the scaffold has been inspected by a competent person prior to use?				
16.05	Is a mobile tower scaffold available for use in the enclosure?				
16.06	Has the scaffolding cleanable or has this been adequately covered during the works?				

Contractor Site Audit Form

17	Parking	Yes	No	N/A	Comments
17.01	Are contractor vehicles present on site?				
17.02	If yes, has authorisation been agreed with the project manager?				
17.03	If no, confirm registration / contractor details for follow up?				
17.04	Are analytical vehicles present on site?				
17.05	If yes, has authorisation been agreed with the project manager?				
17.06	If no, confirm registration / contractor details for follow up?				

Associated Comments

Analytical Site Audit Form

General Information			
Analytical Company:		Client:	
Address:		Address:	
Site Address:			
Site Location(s) / Specification Item Ref(s):			
Brief Description of Works:			
Auditors Name:		Audit Date(s):	

1	Observations	Comments
1.01	What type of asbestos containing material is being removed / encapsulated etc?	Spray / Lagging / AIB / Textured Coating / Other:
1.02	What is the scope of the analytical monitoring required?	Background / Leaks / Personal / Reassurance / Clearance
1.03	On site analyst – please record name.	
1.04	Which removal contractor is undertaking the works?	

2	Site Documentation	Yes	No	Comments
2.01	Is there a job specific plan of works / method statement on site detailing the scope of the works?			
2.02	Are there job specific Risk Assessment on site for activities other than analytical works? (confined space, manual handling, working at height, hot work, etc.) Permits to Work?			

Analytical Site Audit Form

2.03	Is there a copy of the project specification on site?			
2.04	Is there a copy of company standard analytical procedures on site?			
2.05	Is there a copy of The Analysts' Guide – HSG248 on site?			
2.06	Is there a set of COSHH assessments on site? (Acetone, Triacetin)			
2.07	Is the analysts' air monitoring paperwork available for inspection and up to date?			
2.08	Are there copies of training certificates (P403 & P404) on site?			
2.09	Is there a copy of the analysts' mask inspection record available for inspection?			

3	Equipment	Comments
3.01	Phase Contrast Microscope	
3.02	Phase Telescope	
3.03	NPL Test Slide	
3.04	Stage Micrometer	
3.05	Static Sampling Pumps	
3.06	Personal Sampling Pumps	
3.07	Clickers / Counters	
3.08	Flowmeters / Rotameters	
3.09	Vaporiser	
3.10	Weather Stations	
3.11	Consumables – Slides / Cover Slips / Filters	

Analytical Site Audit Form

3	Equipment	Comments
3.12	Acetone / Triacetin)
3.13	Mask – Uniquely Identifiable	
3.14	Coveralls / Overboots	
3.15	Brushes / Mirror / Torch / Screwdriver	

4	Analytical Methodology	Yes	No	N/A	Comments
4.01	Are samples being taken as per documented procedures?				
4.02	Are sample locations appropriate to the work being undertaken?				
4.03	Is the laboratory environment suitable for sample preparation?				
4.04	Have samples been appropriately mounted, labelled and stored?				
4.05	Has information been appropriately recorded on the analysts' paperwork?				
4.06	Is the drawing representative of the lay out and work areas on site?				

5	Miscellaneous	Yes	No	N/A	Comments
5.01	Are leads & plugs maintained?				
5.02	Is electrical equipment PAT tested?				
5.03	Are analytical vehicles present on site?				

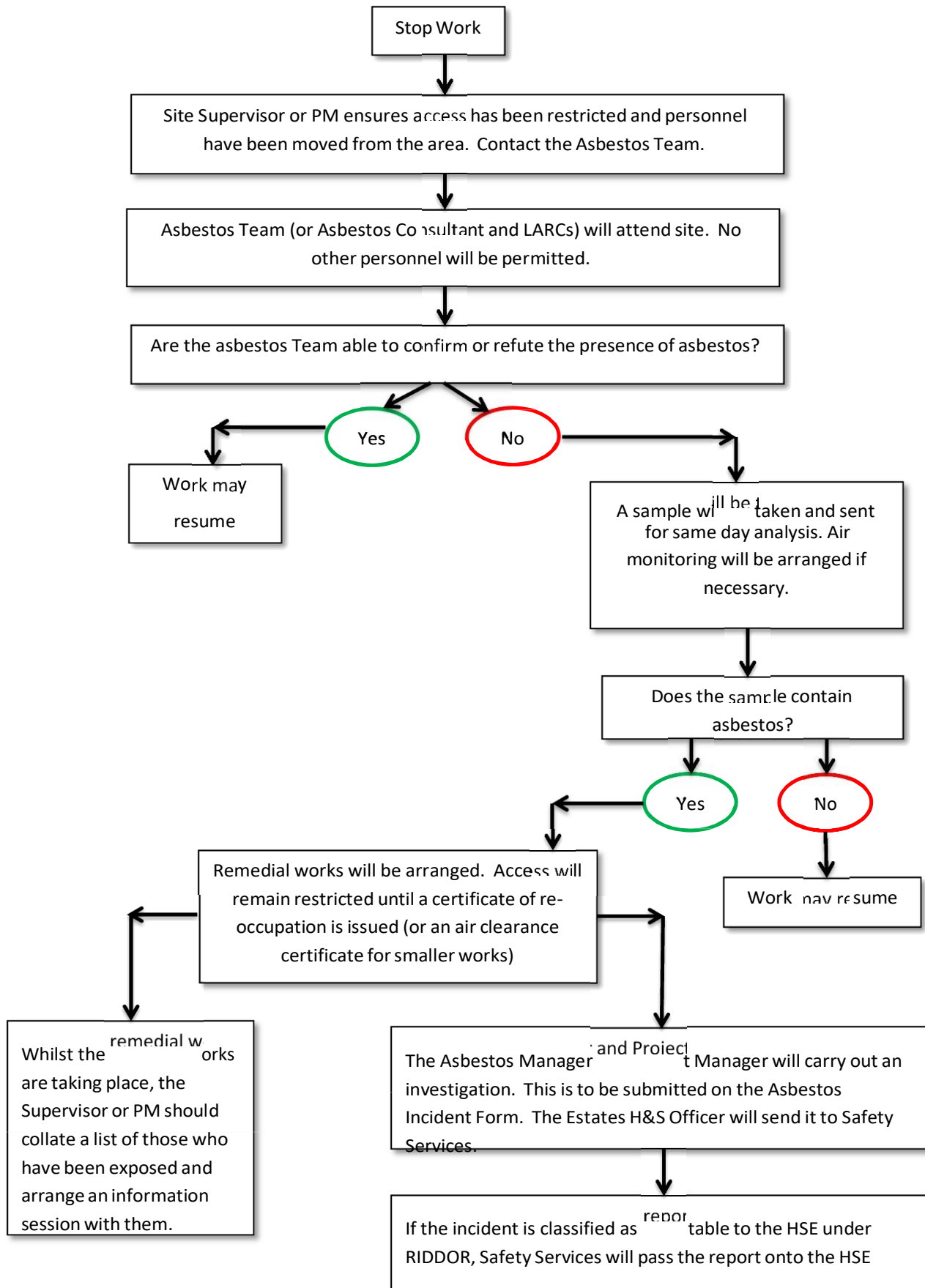
Analytical Site Audit Form

5	Miscellaneous	Yes	No	N/A	Comments
5.05	If yes, has authorisation been agreed with the project manager?				
5.06	If no, confirm registration / contractor details for follow up?				
5.07	Is company clothing being worn?				
5.08	Is company ID available and being worn?				

Associated Comments

Appendix 4 – Emergency Procedures Flow Chart

Emergency Procedures



Appendix 5 – Asbestos Incident Form

Asbestos Incident Form

This form must be completed by anyone investigating the disturbance of any asbestos materials. Please ensure that this document is 'version controlled' as some information may only be known following further investigations.

Version number: Date:.....

Section 1 Personal details of individual investigating the incident

Title & Name:	Company/ Department:
Address:	Job Title:
	Telephone Number:
	E-Mail:

Section 2 – Details of Incident

Date exposure occurred:	Approx. Time:																										
Location (including building and room number as applicable):																											
Details of Incident: (Provide full details of the incident)																											
<u>Type of Asbestos Material disturbed (Tick appropriate boxes):</u> <table border="0"><tr><td><input type="checkbox"/></td><td>Presumed asbestos type</td></tr><tr><td><input type="checkbox"/></td><td>Confirmed asbestos type</td></tr><tr><td><input type="checkbox"/></td><td>Blue asbestos</td></tr><tr><td><input type="checkbox"/></td><td>Unknown</td></tr><tr><td><input type="checkbox"/></td><td>Sprayed Coating</td></tr><tr><td><input type="checkbox"/></td><td>Insulation/ Lagging</td></tr><tr><td><input type="checkbox"/></td><td>Insulating Board/ Millboard</td></tr><tr><td><input type="checkbox"/></td><td>Textiles (i.e Rope, Cloth etc)</td></tr><tr><td><input type="checkbox"/></td><td>Paper, Felt & Cardboard</td></tr><tr><td><input type="checkbox"/></td><td>Gaskets</td></tr><tr><td><input type="checkbox"/></td><td>Cement</td></tr><tr><td><input type="checkbox"/></td><td>Textured Coating/ Paint & Decorative Products</td></tr><tr><td><input type="checkbox"/></td><td>Flooring Products (Floor tiles, Linoleum etc)</td></tr></table>		<input type="checkbox"/>	Presumed asbestos type	<input type="checkbox"/>	Confirmed asbestos type	<input type="checkbox"/>	Blue asbestos	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	Sprayed Coating	<input type="checkbox"/>	Insulation/ Lagging	<input type="checkbox"/>	Insulating Board/ Millboard	<input type="checkbox"/>	Textiles (i.e Rope, Cloth etc)	<input type="checkbox"/>	Paper, Felt & Cardboard	<input type="checkbox"/>	Gaskets	<input type="checkbox"/>	Cement	<input type="checkbox"/>	Textured Coating/ Paint & Decorative Products	<input type="checkbox"/>	Flooring Products (Floor tiles, Linoleum etc)
<input type="checkbox"/>	Presumed asbestos type																										
<input type="checkbox"/>	Confirmed asbestos type																										
<input type="checkbox"/>	Blue asbestos																										
<input type="checkbox"/>	Unknown																										
<input type="checkbox"/>	Sprayed Coating																										
<input type="checkbox"/>	Insulation/ Lagging																										
<input type="checkbox"/>	Insulating Board/ Millboard																										
<input type="checkbox"/>	Textiles (i.e Rope, Cloth etc)																										
<input type="checkbox"/>	Paper, Felt & Cardboard																										
<input type="checkbox"/>	Gaskets																										
<input type="checkbox"/>	Cement																										
<input type="checkbox"/>	Textured Coating/ Paint & Decorative Products																										
<input type="checkbox"/>	Flooring Products (Floor tiles, Linoleum etc)																										

<input type="checkbox"/>	Bitumen Products (Roofing Felt, DPC)
<input type="checkbox"/>	Composites/ Reinforced Composites (Toilet Cisterns, Window Sills, etc)
<u>Extent of Damage/Condition</u>	
<input type="checkbox"/>	Low/ Minor Damage (Scuff or surface marks to material)
<input type="checkbox"/>	Medium Damage (breakage of material, visible cracks etc)
<input type="checkbox"/>	High (significant damage/ delamination causing major disturbance to material with visible debris)
<u>Cause of/Reason for disturbance (Tick as appropriate)</u>	
<input type="checkbox"/>	Refurbishment Work
<input type="checkbox"/>	Maintenance Work
<input type="checkbox"/>	Theft/ Break in
<input type="checkbox"/>	Vandalism
<input type="checkbox"/>	Flood/ Water Damage
<input type="checkbox"/>	Fire
<input type="checkbox"/>	Accidental
<input type="checkbox"/>	Asbestos Containing Material not identified on survey report
<input type="checkbox"/>	Other (specify)

Section 3 Individuals Exposed / Exposure Duration

(Please name all individuals known to have possibly been exposed and the possible duration of that exposure. In addition, please confirm that all persons exposed have been informed?)

Section 4 Actions taken to limit the exposure after disturbance and by whom

Section 5 Air sampling information

(Please provide information of any air sampling analysis undertaken following the exposure. Please attach any analysis report)

Section 6 Control measures in place at time of exposure

Please list any control measures that were in place at the time of the exposure e.g. RPE / PPE / None

Section 7 Site clearance certificate for re-occupation

(Please provide information of any certification for reoccupation Reference no / Contractor / Date issued. Please attach a copy of any certification)

Section 8 Project information

☐ DSU / PSU Project Number

Or

☐ MSU Work Order Number

☐ Had the University Asbestos Register been consulted Yes / No

Refurbishment and Demolition Survey

Please name the company who carried out the survey, the survey date and the report number. If no survey was undertaken, please explain why?

Section 9 Assessment by competent person (to be completed by the Asbestos Manager)

(Competent person's assessment of the level and extent of exposure to asbestos)

(Competent person's recommendations / lessons learn)

The form must be signed by the person investigating the incident and the Asbestos Manager, in all cases. When complete please send this form to the Estates & Facilities Asbestos Manager, Professional Services Unit, 4th Floor Beyer Building, Manchester, M13 9PL

Section 10 Signature & Countersignature (Asbestos Manager)

Print Name:	Print Name:
Signed:	Signed:
Date:	Date:

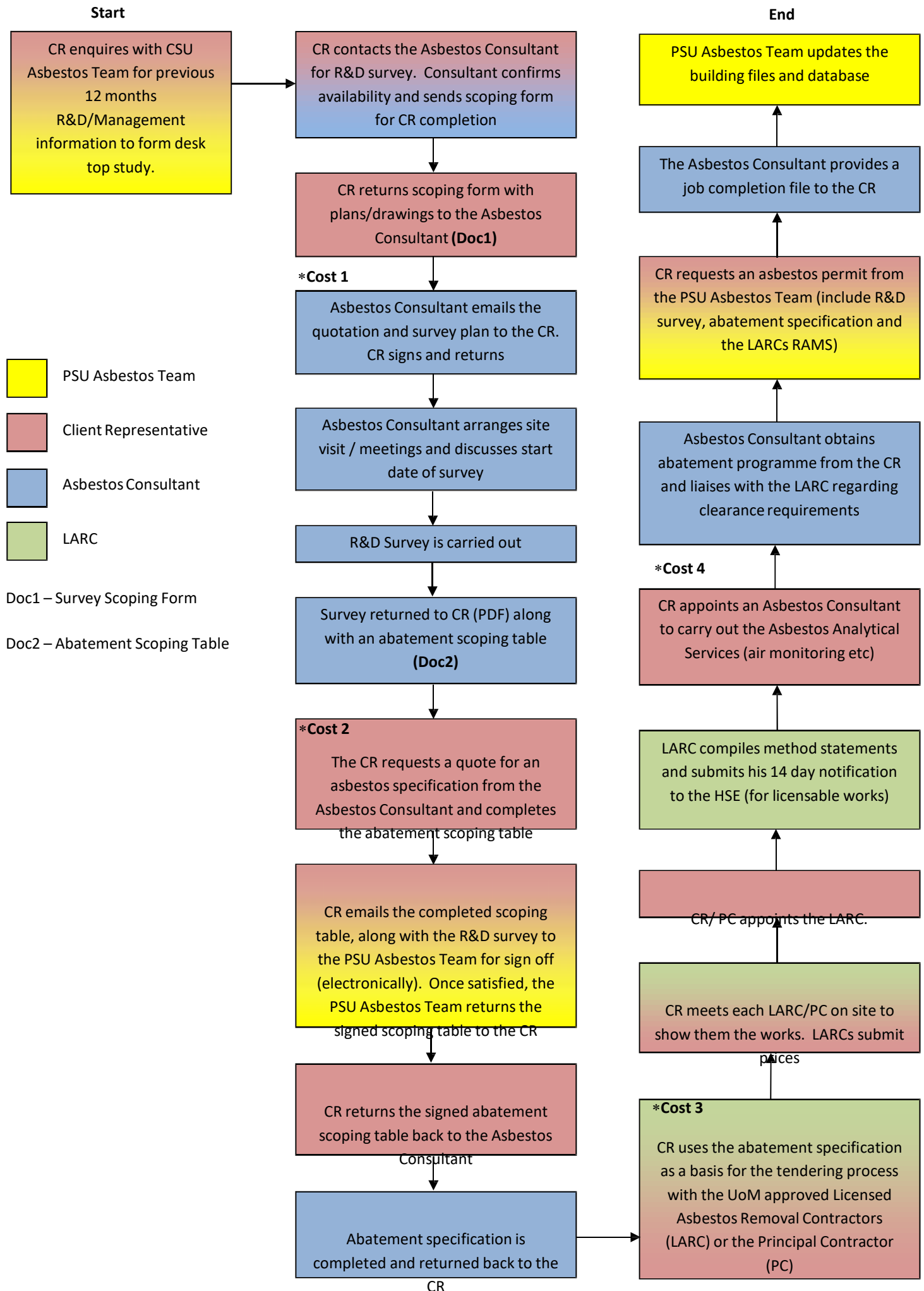
Section 11 Contact details

Principal Asbestos Manager:
Mark Henry (t) 07494 498194
(e) Mark.Henry@manchester.ac.uk

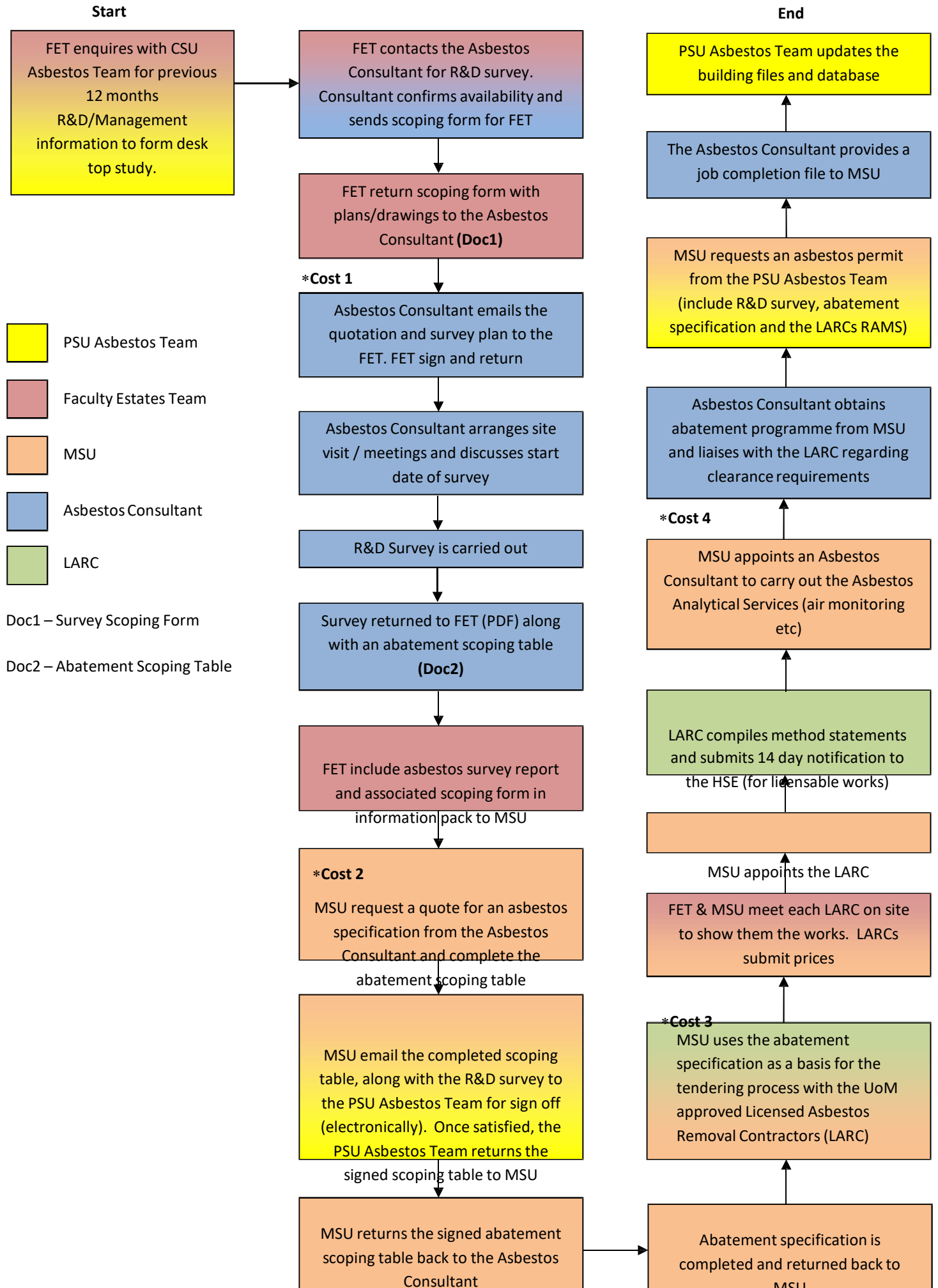
Estates & Facilities Senior Health and Safety Officer:
Hannah Hoang (t) 0161-275-8118
(e) hannah.hoang@manchester.ac.uk

Appendix 6 – Procurement of Asbestos Services Flow Chart

The Procurement of Asbestos Services – DSU / Capital



The Procurement of Asbestos Services –Faculty /MSU



Appendix 7 – Asbestos Survey Scoping Form

Quote Ref.	
Version No	

		Info Provided By			
		Customer	Consultant		
			Desktop	Site Visit	Info Gap
1. Customer Details					
Name	The University of Manchester				
Address					
Post Code					
Contact Name					
Position					
Telephone Number					
Mobile Number					
Email Address					
Other Details – e.g. ultimate customer	The University of Manchester – Lynn Fleming (Asbestos Manager)				
2. Property Details					
Site Name					
Address					
Post Code					
Customer's Authorised Site Contact					
Description of Building Use					
Building Construction					
Age of Building(s)					
Any Listed Buildings					
Number of Buildings Included					
Number of Floors Included					
Number of Rooms/Areas Included					
Known Refurbishments, etc.					
Vacant or Occupied Building(s)					
Details of Known Plant/Equipment (see also Sections 7 and 8)					
Known Risers/Shafts					
Known Building Condition					
Known Hazards					
Known Past History/Former Uses					
Local Hospital nearest to planned works.					
3. Available Desktop Information					
Previous Asbestos Information and Details Regarding this Information (To include Surveys, Remedial / Removal Works, Known Asbestos Materials etc.)					
Other Relevant Details Including Any Potential Hazards					

4. General Scope of Works					
Reasons for Survey	Management / Refurbishment / Demolition				
Extent of Survey	Full Survey / Specified Areas- (Include Full Detailed Scope in Section 7)				
Grounds Included	Yes / No				
Associated Buildings Included	Yes / No				
Plans Available (Format)	Yes / No	PDF / CAD Plans			
Access Restrictions					
Access Arrangements					
Are Temporary Reinstatement Works Required? (e.g. hardboard patches or duct tape to seal intrusive inspection points during refurbishment / pre demolition surveys)					
Is Access Equipment Required to Inspect Any Areas Within The Scope of Works? (Please supply details e.g. MEWP / tower scaffold and any other important information such as approx heights)					
Suitable access equipment to be supplied by?					
Approx Number of Samples to be Taken (If this is unknown then please state "As per HSG264 requirements")					

5. Scope of Works (Reporting)					
Electronic Copy of Report (PDF) or Paper Copy (Additional Costs May Apply for Paper Copies)					
Report Style	Room Led Format (as per framework specification)				
Photos Required?	Yes				
Is access to a Web Portal required? Subscription To Allow Access To Reports Over The Internet (Additional Charges Apply)					
Other Relevant Details					

6. Site Visit					
Carried Out By					
Date					
Details					

7. Full & Detailed Scope of Works
<p>(Please include a full detailed summary of the agreed Scope of Work – Please include any annotated site layout plans highlighting areas or specific surfaces to be inspected (these can be included as a separate attachment) and detailed descriptions of the planned work / scope)</p>

8. Any Exclusions to the Works		
<p>Special attention should be paid to the need for any exclusion from the survey scope. This is especially important during Refurbishment surveys, as this type of survey will involve damage to the fabric of the building. To prevent the occurrence of unnecessary damage and to ensure the scope of works reflects the reasons for the survey, please consider the need for potential exclusions.</p> <p>The below list gives examples of likely exclusions, this list is however not exhaustive and it is the responsibility of the customer to highlight any areas / materials which are to be excluded from intrusive inspection.</p> <p>Please note that for Demolition Surveys (Former Type 3 Surveys) all locations will be required for inspection unless unsafe to do so or if a specific void or cavity etc is inaccessible.</p>		
Indicate as Appropriate		
Possible Exclusions	Included / Excluded and Any Related Comments	
	Included ()	Excluded ()
Inspection within floor duct's (access hatch <25kg approx. and where not sealed closed)		
Inspection within boxing (this may cause damage where boxing is sealed / nailed)		
Inspection within ceiling voids		
Inspection within roof voids		
Inspection within solid wall cavities (this would involve only core inspection points)		
Inspection to the rear of known asbestos (this will generally require the assistance of a licensed removal contractor and in some instances a 14 day notification will be required to the HSE prior to the work)		
Inspection to the rear of window sills / constructions		
Inspection to the rear of door surrounds and skirting boards		
Inspection beneath fixed flooring (parquet, over-board, etc)		
Inspection within fire doors		
Inspection beneath lagging		
Inspection within drainage system		
Inspection to high level areas		
Listed building features (full details to be provided)		
Inspection through roof structures		
Comments		
<p>The below items will be excluded from internal inspection due to safety reasons unless provisions can be made prior to the survey i.e. isolation, lift engineer etc. Please specify inclusions required and procedures which will be adopted to facilitate inspection.</p>		
Exclusion	Procedure to Facilitate Inspection	
Electrical Equipment		
Plant: e.g. boilers, ventilation units / ducts, etc		
Machinery		
Lift carriages / lift shafts		
Full dismantling of heater units		
Comments		

Asbestos Consultancy Use Only	
Information Gap Details N.B. Summarise all significant gaps in the required information.	
Customer Contacted to Fill Information Gaps N.B. Details and outcomes.	
Pricing Details N.B. Summarise relevant items that will effect pricing; e.g. number of staff, building plans available (if any), number of samples / inspection points, number of days, out of hours working, overnight accommodation, number of samples, number and types of reports, access hire, etc.	
Other Details	
Timescale – Site Works	
Timescale – Reporting	
Asbestos Consultant Contact Name and Designation (Print)	
Signature	
Date	

Appendix 8 – Information Required by the Surveyor

Information Required by the Surveyor

Information to be collected by the surveyor, prior to carrying out a survey:

- Description and use of the property
- Number of buildings, age, type and construction details
- Number of rooms
- Any unusual features, underground sections
- Details about extensions, refurbishments and when they took place
- Any plant or equipment installed
- Details of whether the building is listed
- Extent or scope of the survey required
- Inclusion of external areas or additional buildings
- Current plans or drawings of the site
- Previous plans, architects drawings and specifications
- Whether the building is vacant or occupied
- Restrictions regarding access
- Special requirements or instructions
- Responsibility and arrangements for access
- Whether damage should be made good in respect to refurbishment and demolition surveys
- Site specific hazards
- Responsibility for isolation of services, power, gas, chemical etc
- Working machinery, plant or lifts which need to be made safe
- If photos cannot be taken
- The location of services, heating, ventilation ducts, plant rooms, risers and lift shafts
- Details of any previous surveys, current asbestos registers and records regarding removals or repairs
- Information on possible repairs to ACMs

Appendix 9 – Contact Details – LARCs and Asbestos Consultants

University Approved Asbestos Consultants

Airborne Environmental Services (AEC)

23 Wheelforge Way, Ashburton Point, Trafford Park, Manchester, M17 1EH

www.aec.uk.net

Contact: Emily Dykes
Mobile: 07557 118973
Office: 01618727111
Email: emily.dykes@aec.uk.net

Life Environmental Services

Europa Business Park, Building 44, Room S8, Bird Hall Lane, Cheadle Heath, Stockport, SK3 0XA

www.lifeenvironmental.co.uk

Contact: Phil Murden
Mobile: 07917 778351
Office: 08443351281
Email: p.murden@lifeenvironmental.com

Santia

1 Burma Road, Blidworth, Nottinghamshire NG21 0RT

www.santia.co.uk

Contact: Edward Gilbert
Mobile: 07943 823096
Office: 0845 8800350
Email: edward.gilbert@santia.co.uk

University Approved Licensed Asbestos Removal Contractors

Kaefer C&D Ltd

Unit 9, Woodrow Business Centre Woodrow
Way, Irlam, Manchester, M44 6NN

www.candgroup.co.uk

Contact: Scott McKenzie
Mobile: 07802 698287
Office: 0161 7767400
Email: scott.mckenzie@kaefercd.co.uk

Reddish Vale Ltd

Vale House, Franklin Street,
Oldham, OL1 2DP

www.reddishvale.co.uk

Contact: John Tindall
Mobile: 07803 504644
Office: 0161 688 6444
Email: john.tindall@reddishvale.co.uk

NIC

Caroline House, High Street
Stalybridge, Cheshire, SK15 1SE

www.northerninsulation.co.uk

Contact: Andy Costello
Mobile: 07768355229
Office: 0161 3031899
Email: andy@northerninsulation.com

LAR Ltd

Unit 5, Crossley Park, Stockport, SK4 5BF

www.larltd.com

Contact: Steve Hannah
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Appendix 10 – Training Matrix

Appendix 12 – Standard Operation Procedure – Asbestos Surveying

Appendix 11 – Standard Operation Procedure – Asbestos Analysts