

**Asbestos Management Plan**

**For**

**{ESTABLISHMENT}**

{This Template is not a definitive document and is provided for guidance. Before use the template must be made specific to The Site and its management arrangements}

ISSUE REGISTER

WHEN THE COMPLETE DOCUMENT IS RE-ISSUED, THE BRIEF DETAILS REQUIRED BELOW ARE TO BE COMPLETED.

|  |  |
| --- | --- |
| ISSUE  NUMBER | RECIPIENT |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

AMENDMENT RECORD

WHEN AN AMENDMENT IS INCORPORATED, THE BRIEF DETAILS REQUIRED BELOW ARE TO BE COMPLETED.

|  |  |  |
| --- | --- | --- |
| Amdt Number | Paragraph Number Where Text Has Changed  Brief summary of alteration | Signature  Date |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**CONTENTS**

[Section 1 – Approval of Asbestos Management Plan 5](#_Toc331006479)

[Section 2 – Objective of Asbestos Management Plan & Duty Holders 6](#_Toc331006480)

[Section 3 – Description of Establishment & Buildings 7](#_Toc331006481)

[Section 4 – Responsibilities for Asbestos Management 8](#_Toc331006482)

[Section 5 – Asbestos Management Inspections 10](#_Toc331006483)

[Background 10](#_Toc331006484)

[Regular Occupier Inspections 10](#_Toc331006485)

[Section 6 – Training in Asbestos Awareness 12](#_Toc331006486)

[Section 7 – Emergency Procedures 14](#_Toc331006487)

[Emergency Services 14](#_Toc331006488)

[Asbestos Fibres Released into the Atmosphere 14](#_Toc331006489)

[Actions to be taken resulting from New Discoveries or Accidental Damage 14](#_Toc331006490)

[Records of Exposure 15](#_Toc331006491)

[Section 8 – Management of Asbestos Registers/ Information 16](#_Toc331006492)

[The Asbestos Register and Inspection Schedule 16](#_Toc331006493)

[Record Keeping 16](#_Toc331006494)

[Section 9 – Asbestos Survey Process 17](#_Toc331006495)

[Survey of the Management Area 18](#_Toc331006496)

[Limitations of Surveys 18](#_Toc331006497)

[Section 10 - Strategy for Managing Asbestos Containing Materials 20](#_Toc331006498)

[Priority Assessments 21](#_Toc331006499)

[Control of Contractors & Others (The MoD 4C System) 21](#_Toc331006500)

[Signs and Labels 21](#_Toc331006501)

[Audits and Reviews 22](#_Toc331006502)

[Section 11 - Works Affecting ACM 23](#_Toc331006503)

[Notifiable non-licensed work / Non-licensed work 24](#_Toc331006504)

[Section 12 – Management Options & Selection of Management Options 25](#_Toc331006505)

[Figure 1 – Materials Suspected of Containing Asbestos 26](#_Toc331006506)

[Figure 2 – Sprayed Asbestos Coatings & Pipe & Vessel Insulation](#_Toc276633370)

[Figure 3 – Asbestos Insulating Board and Insulating Blocks](#_Toc276633371)

Figure 4 - Other Asbestos Containing Materials………………………………………...31

[ANNEX A – Site Plan 33](#_Toc331006507)

[ANNEX B - Schedule of buildings & completed surveys 34](#_Toc331006508)

[ANNEX C – Asbestos Register 35](#_Toc331006509)

[ANNEX D - Priority Assessments 36](#_Toc331006510)

**Section 1 – Approval of Asbestos Management Plan**

This Asbestos Management Plan (AMP) has been prepared to satisfy the requirements of the Control of Asbestos Regulations 2012, in particular with the requirements of Regulation 4.

The AMP describes the management arrangements which are in place to control the associated risks from exposure to asbestos containing materials at {enter name of Establishment}.

This AMP was prepared on behalf of the Duty holder {enter title of Head of Establishment} by Compass and is subject to periodic review as the AMP develops.

**APPROVAL AND AUTHORISATION**

TITLE ASBESTOS MANAGEMENT PLAN FOR {enter name of Establishment}.

ISSUE NUMBER

DATED

THE CONTENT AND FORMAT OF THIS ASBESTOS MANAGEMENT PLAN ARE AGREED AND AUTHORISED BY:

Head of Establishment (Duty Holder):

Name Signature: Date

Nominated Representative

Name: Signature: Date

Compass Site Manager

Name: Signature: Date

# Section 2 – Objective of Asbestos Management Plan & Duty Holders

The objective of the AMP is to prevent building/grounds and allied maintenance type trades being exposed to harmful asbestos containing materials (ACM) when working on buildings or in the grounds. Unless it has been confirmed that buildings and grounds are free from ACM, workers could be unknowingly be getting put at risk.

This plan describes the management arrangement’s that are in place to control ACM on this Establishment and also aims to show how compliance with the requirements of the Control of Asbestos Regulations 2012 is achieved.

Regulation 4 of the Regulations places duties on owners, occupiers, managing agents and others. The Duty Holder’s responsibilities include ensuring that all ACM in non-domestic buildings and grounds have been identified and when not positively identified, assumed to present until proven otherwise. Such areas are to be managed and controlled in the same manner as known ACM areas. The Duty Holder has also to ensure that the location and condition of ACM is known, undertake a risk assessment, and prepare a management plan to control the risks and to ensure that an effective system is in place to allow this information to be accessed by those who require it.

Although the Duty Holder for this Establishment is {Insert name and title}, the day to day responsibilities for ensuring technical compliance with the requirements of the Control of Asbestos Regulations (CAR) 2012 have been delegated to {Insert name and title

The Duty Holder is the Head of Establishment who is ultimately responsible for the Asbestos Management Plan, both in its preparation and implementation on the establishment.

The Responsible Person on site for managing the Asbestos Register on behalf of the Establishment and the risk associated with Asbestos Containing Material at add site name is add name of individual.

It is intended that this document be reviewed at regular intervals in accordance with The Asbestos Regulations.

# Section 3 – Description of Establishment & Buildings

{Insert preamble describing the role/ function of the establishment, breakdown of types of buildings and numbers e.g. office blocks 4 of, workshops 5 of, hazardous/ explosives areas etc, numbers of personnel, site area. Include any relevant historical information relating to the buildings within the establishment, previous asbestos work and possibly future works if known/ currently planned. }

|  |  |
| --- | --- |
| **Usage Class** | **Asset Count** |
| Quarters |  |
| Messes |  |
| Recreational Facilities |  |
| Health Facilities |  |
| Shops |  |
| Offices / Work Areas |  |
| Stores and Processing Facilities |  |
| Workshops and Laboratories |  |
| Security |  |
| Grounds |  |
| Other |  |

# Section 4 – Responsibilities for Asbestos Management

The diagram below aims to clearly identify the responsibilities for the management of asbestos within this Establishment.

**Duty holder**

The Duty holder for this Establishment is {enter post title}. The Duty holder has overall responsibility for the management of asbestos within his/their area of Authority. His/Their responsibilities include ensuring that a management system is implemented and maintained for the management of asbestos, ensuring that the Asbestos Management Plan is in place and is regularly reviewed and updated. He/Their is also responsible for ensuring that no employee or contractor is exposed to asbestos containing materials without the appropriate control measures being in place

**Delegated representative**

{enter post title}. are responsible to the Duty holder for the effective implementation of the requirements of this Asbestos Management Plan. {enter post title}., are responsible for acting appropriately on any reports or advice from ESS on asbestos containing materials. They are also responsible for ensuring that their contractors and other relevant site personnel are aware of the asbestos management plan and of known asbestos risks and ensuring that asbestos containing materials/ buildings/grounds are suitably identified with appropriate warning signs.

**ESS**

ESS is responsible for ensuring;

* The health and safety of his employees and his subcontractors and the impact of their activities on the health and safety of others.
* Informing all persons intending to carry out work on any part of the establishment where ACM is known to be present.
* Preparing, reviewing and maintaining the Asbestos Register for this Establishment, and monitoring that their sub-contractors comply with all health and safety legislation.
* Undertake asbestos surveys as directed by DIO, Trust, Athority,Client (Delete / amend as appropriate ) .
* Inform the Duty-holder of any new ACM discovered during their activities not already included on the asbestos register.
* make recommendations to {enter post title}. for action required on asbestos related issues including; (Delete as necessary)
* advice on the need for an asbestos survey
* the immediate action required following discovery of or damage to asbestos
* the need for further more detailed studies
* conducting regular inspections of ACMs against the Asbestos Register
* ensuring that the Asbestos Register is maintained up to date

**ESS Technical Staff**

Are responsible for ensuring that no maintenance or grounds worker are exposed to asbestos fibres whilst conducting their work activities. Site staff are also responsible for ensuring that maintenance/grounds workers are suitably trained in asbestos work and are aware of the emergency arrangements in place for dealing with asbestos issues.

In addition, maintenance/grounds workers are also to be made aware of this Asbestos Management Plan and of the need to refer to the Asbestos Register prior to commencing any maintenance or building works which may disturb asbestos containing materials.

**Maintenance/Grounds Contractors**

Maintenance/Grounds Workers are to be suitably trained in asbestos working and are to be made aware of the Asbestos Management Plan.

Maintenance/Grounds workers are responsible for co-operating with their employee and other responsible persons to assist in ensuring compliance with legislative requirements.

# Section 5 – Asbestos Management Inspections

## Background

Prior to the introduction of the Control of Asbestos at Work Regulations 2002, Establishments managed asbestos in accordance with local requirements. This called for regular inspections of buildings and the maintenance and upkeep of an Asbestos Register by the Duty Holder. The Asbestos Register was then referred to prior to any building or maintenance works to establish if any asbestos containing materials located within the specific work location.

The inspections were generally of a visual nature, with little sampling conducted. Any concerns noted during the inspection were reflected in the Asbestos Register and highlighted to the Duty Holder for the appropriate corrective action.

**ESS Inspections**

ESS /Compass will arrange for the inspection of all ACM recorded on the asbestos register on a risk based methodology by combining the scores given in the material and priority assessment algorithms to produce a risk rating. These scores will be converted to reflect high, medium and low as follows.

Material Assessment 11

Priority Assessment 8

Risk Rating 19

**LOW**

**MEDIUM**

**HIGH**

**8 2**

**16 9**

**24 17**

Therefore the following inspection frequencies are recommended:

* High 3 – 4 months
* Medium 6 months
* Low 12 months

ESS will revise the Asbestos Register accordingly following routine inspections.

Inspections will be managed by the nominated Asbestos Focal Point however the basic checks that there has been no deterioration to the building fabric containing ACM or the encapsulation can be carried out by a suitably competent employee for example meets one of the following:

* Attended the in-house Asbestos Management Course or a P405 Asbestos management or, Trained in Non-licensed asbestos work or an Experienced building surveyor

# Section 6: Training in Asbestos Awareness

Suitable and sufficient training is an essential element of managing the risks associated with Asbestos.

Training on the hazards associated with asbestos rests with every employer whose employees come or could come into contact with ACM. Such contact would include an office worker in a location where asbestos is present in the building fabric, contractors who may unintentionally uncover ACM and those employed to work with asbestos materials.

ESS will ensure all its employees and contractors are provided adequate training on asbestos including general awareness of the asbestos management arrangements, emergency procedures and of the legislative requirements.

Line management are to ensure training is provided for the following groups of non-ESS personnel;

* Establishment personnel with responsibilities for controlling access to areas where asbestos containing materials may be present.
* All other contractors and site visitors who may encounter ACM.

Further training may be necessary to enhance individual’s knowledge of asbestos working in relation to specific tasks such as removal. Any such training needs will be assessed during the early planning stages of such tasks with appropriate training provided to the individuals concerned.

The training records of all specialist sub-contractors will be assessed to determine the contractors competency for carrying out any such work e.g. taking of asbestos surveys.

Awareness training is to include:

* The (Establishment) AMP.
* The health risks associated with asbestos.
* The different forms of asbestos containing materials used in buildings.
* The potential of asbestos being found in soil
* The relevant legislation.
* The health risks associated with asbestos but taking care to provide the right balance. Everyone should respect asbestos, but not fear it. Asbestos is an extremely emotive subject, and often the simple knowledge of its presence is enough to make employees afraid of being in the same room.
* That you can only be affected by asbestos if there are fibres in the air.
* That asbestos in good condition can be safely left in place.
* That any exposure to asbestos should be avoided and that any risk increases as the level, duration and frequency of exposure increases;
* That the increased risk to health from a one-off accidental exposure is negligible and not a cause for concern;
* What to do if they find asbestos or a damaged material, which they think could contain asbestos;
* What to expect from maintenance employees and building operatives.
* How asbestos on this site is being managed.

# Section 7 – Emergency Procedures

## Emergency Services

The Fire Service (whether MoD or Local Authority) are the most likely of the Emergency Services to disturb or come into contact with asbestos containing materials (ACMS)

*A copy of the asbestos register is to be kept at the site/facility entrance and made available to external Emergency Services responding to emergencies on the site.*

Area Custodians will also brief Emergency Services on arrival at their buildings when practical to do so.

Acute medical emergencies must be given priority over any asbestos concerns.

## Actions to be taken resulting from New Discoveries or Accidental Damage

If new asbestos material or material suspected to contain asbestos is discovered or accidentally damaged on the site, the person making the discovery is to inform the Area Custodian without delay.

The following outlines the duties placed on the relevant appointed persons.

The Area Custodian is to:

* Inform the ESS senior site manager immediately.
* Restrict access to the affected area.
* Notify the *SHE point of contact*.

The Site Manager is to:

* Notify the Duty Holder if necessary
* Inform the HSE Contact
* Ensure that any work in that area, likely to increase the risk of exposure, ceases.
* Arrange for the area to be evacuated, sealed and warning notices displayed, if there is a significant risk of exposure to asbestos fibres.

The HSE contact is to:

* Arrange for the identification of the type of asbestos and determine the nature and degree of exposure.
* Advise on remedial action including any need for evacuation.
* Seal off affected areas and erect warning notices if necessary.
* Engage a competent contractor to carry out remedial works if necessary.
* Revise the Asbestos Register accordingly.

The Building Occupier is to:

* Co-operate and arrange evacuation of the building and affected areas if necessary.

## Records of Exposure

The Compass SMS requires records to be kept regarding the accidental exposure of persons to asbestos.

The Control of Asbestos Regulations also requires records to be kept when employees have been exposed to asbestos fibres above the control limits.

In the event of the legal proceedings arising from the “Control of Asbestos Regulations” documentary evidence that demonstrates compliance with the approved Code of Practice will greatly assist the defence.

The Duty Holder and ESS are to keep records of any air monitoring that has been carried out. The following are required by law and must be kept for 40 years: the sampling should be cross referenced to the asbestos register reference for the materials concerned.

* The name and address of the employer
* The date(s) the air monitoring took place
* The type of work being done e.g. removal of asbestos insulation
* The type of sample, i.e. personal, clearance etc.
* The location of any static sampler
* The sampling time and flow rate
* The fibre count
* The fibre type if known
* The names or organisations of the sampler and analyst.

The Line Manager is to ensure that the above information arising from works under their control are passed to HR.

# Section 8 – Management of Asbestos Registers/ Information

Under the terms of the Compass UK SMS, the Asbestos Registers for each site will be maintained by the Duty Holder with copies being held at each Establishment/location as is necessary to prevent danger.

## The Asbestos Register and Inspection Schedule

This document comprises of a spreadsheet providing a quick reference building by building list of all known and presumed asbestos containing materials and also records inspections dates and a summary of risk criteria.

A copy of the register is included at Annex C.

The asbestos register is kept and maintained by the Duty Holder. The register is to be made available to anyone planning, designing or proposing to carry out works within the managed area.

## Record Keeping

Accurate and comprehensive records are essential in order to demonstrate that due diligence and reasonable precautions have been put in place in order to avoid non-compliance with the regulations.

All asbestos related documents arising from activities controlled by ESS will be retained and controlled by the ESS Manager in order to fulfil the above requirements, in particular:

* Asbestos Surveys
* Asbestos Management Plan
* Records of Air Testing and Monitoring
* Records of regular inspection of ACM
* Records of Removal Works and Clearance Certificates
* Records of Proper Disposal of all Asbestos Waste from the Site.
* Records of Staff Training
* Records of Incidents and Accidents involving ACMs

# Section 9 – Asbestos Survey Process

**Background.**

During the period 2002 through to 2010 asbestos management surveys on site were classified as Type 2 surveys in accordance with MDHS 100 - Methods for the Determination of Hazardous Substances – Surveying, sampling and assessment of asbestos containing materials. In 2010 HSE introduced new improved guidance (HSG 264) this removed the term Type 1, 2 & 3 surveys and now refers to Management Surveys or Demolition / Refurbishment Surveys.

This change does not require that all buildings have to be resurveyed nor does it require that existing documentation has to be changed to read management survey rather than a type 2 survey. Periodic reviews will identify when existing surveys are no longer valid and resurvey is required.

All new and resurvey work will however be conducted to the most current industry standard.

**Survey Process.**

The survey process will align with the requirements set out in the statutory and mandatory documents listed below. In outline, this will consist of desktop studies followed by visual and intrusive inspections (access will be required to both high and low levels in certain buildings) complete with sampling where necessary.

The inspectors will note areas of suspected asbestos and note the locations of where samples have been taken. The samples will be taken under controlled conditions and the sample area suitably sealed afterwards. Where samples are taken from a location, it will be recorded and identified on its own sample sheet. Where samples prove to be negative this will be recorded as such. Where samples prove positive the asbestos details will be identified and an asbestos warning notice applied.

A report will be issued on completion of each site survey that will clearly identify the location, area, type, amount, condition, risk, cost and detailed recommendations on making safe or removal of the asbestos. This report will be made readily available to ESS team to ensure that the Asbestos Management Plan and Asbestos Register is updated.

The recommendations from the survey report will be programmed into the CSMP as works packages for the future removal and making safe of areas containing asbestos containing materials.

Inspectors taking samples and those engaged to conduct surveys are to be able to comply with the standard set out in EN45004 and are to be accredited to the British Institute of Occupational Health (BIOH) for undertaking asbestos surveys and hold a BIOH P402 certificate or equivalent.

Only Laboratories accredited to ISO 17025 standards are to be used and should ideally be independent from the surveying organisation.

A schedule of all buildings and their survey status/record is provided at Annex B. The schedule shows which buildings have had management surveys and also buildings where surveys have still to be undertaken. The schedule is to distinguish between an old Type 2 survey and a management survey.

Supporting documents and standards are as follows:

* Control of Asbestos Regulations 2012
* L127 - The management of asbestos in non-domestic premises ACOP
* JSP 375 Vol 2 Leaflet 54 – Management of Asbestos in Non-Domestic Premises.
* Practitioners Guide 02/07 – Management of Asbestos Containing Materials on the Defence Estates. (as amended by Policy Instruction 03/09).
* HSG 264 – Asbestos Survey Guide.
* HSE Leaflet – Working with Asbestos in buildings
* HSE Leaflet – Managing Asbestos in premises.

## Survey of the Management Area

Each individual building has been surveyed within the period *enter date to enter date*

The surveys were carried out by Independent Specialists in accordance with the HSE Guidance on the Method for the Determination of Hazardous Substances (MDHS 100).

The surveys were generally type 2 standard sampling, identification and assessment surveys.

Electronic copies and hard copies of each survey report are kept for reference within the (Establishment) by the Duty Holder..

Every item of asbestos containing material identified by the surveyors has been assessed by them for its potential to release asbestos fibres if disturbed.

## Limitations of Surveys

The surveys carried out for this plan provide a basis for the management of the ACMS on this site, however, the surveys were limited and cannot be regarded as full and complete because some areas cannot be accessed.

When planning works ensure that any exclusions referred to in the survey reports are checked.

It is not possible to discover all ACMS within buildings without some opening up of the structure and fabric of the building, therefore if demolition, refurbishment or intrusive works are proposed it will be necessary to carry out a Demolition / Refurbishment Survey in order to ensure that all the ACMS are located and identified at an early stage in the planning and design process.

Minor works may reveal suspect ACMS not previously identified, where there is reason to suspect that ACMS may be encountered then the procedures in section 7.0 should be implemented.

Asbestos surveys are subject to human error therefore it is possible that some ACMS may have not been identified or reported. If suspect material is discovered the actions in section 7.0 should be followed.

# Section10 - Strategy for Managing Asbestos Containing Materials

**The outline strategy for managing ACMS on this establishment are as follows**:

* Survey all buildings and grounds, reports to include material assessments for all identified ACMS.
* Carry out immediate high risk remedial works resulting from the survey.
* Conduct priority assessments for all identified ACMS.
* Enter onto the Asbestos Register a Risk Rating based on the sum of both the material and priority assessments.
* Carry out remedial works prioritised as above to ensure that all ACMS are in a safe condition, so far as is reasonably practicable.
* Implement the management controls detailed in this AMP.
* Conduct regular inspections of all ACMS.
* Review procedures periodically.

Instructions have been given to all ESS personnel to ensure that they are aware of the procedures to be followed when working in buildings that may contain asbestos. Until such times as management surveys have been carried out on all buildings, ESS workers have been instructed to assume that asbestos containing materials are present.

No work will be carried out on the premises or grounds that may disturb the fabric of the building or grounds until measures to control the risk have been implemented. Asbestos Registers will have to be referred to during the planning stages for any maintenance or repair task that may disturb asbestos fibres so that suitable and sufficient control measures can be established.

In the event of an emergency, ESS workers have been instructed to make the building safe, or grounds avoiding intrusive work that may lead to exposure to asbestos fibres. Surveys can then be arranged to confirm if there are asbestos containing materials in the location and will allow the proper control measures to be put in place when the permanent repair is carried out. These control aspects are including in the asbestos awareness training provided to ESS maintenance workers.

All identified asbestos on the Establishment is inspected for condition at least once annually. These inspections check asbestos containing materials for damage and disturbance in order to ensure that they remain in a safe condition. Any shortcomings are brought to the immediate attention of the Building Manager/ Area Custodian and reported to Duty Holder.

ESS assess the shortcoming and will either take immediate action to resolve or programme the works with the Duty Holder to be carried out at a later date.

Further more detailed surveys, where necessary, are also conducted prior to any major refurbishment or demolition works. These surveys are more intrusive than management surveys and aim to provide sufficient information on the extent of the asbestos in the building to allow for pricing its safe disposal during the tender process for the works.

## Priority Assessments

Priority assessments have been carried out in order to determine the likelihood of someone disturbing the ACMS. Priority scores have been allocated to each item on the asbestos register. The scores have been calculated by algorithm in accordance with the guidance provided in HSE guidance: The comprehensive guide to Managing Asbestos in Premises (HSG 227).

The priority assessment scores can range from (2) for very low risk materials with little or no interaction with humans, up to (24) for very high-risk materials likely to affect large numbers of people.

Management strategy and actions take into account the priority assessments.

The priority assessment forms for each item on the asbestos register are included in Annex D.

*Assessment scores on this site range from 3 to 13, most of the scores are 10*

## Signs and Labels

The Management of Health and Safety at Work Regulations require that suitable labelling / signage is put in place if there are no other appropriate preventive or protective measures. Labelling is to conform to the Health & Safety (Safety Signs and Signals) Regulations 1996.

In addition to the preventive and protective measures previously described warning notices and labels will be used in locations where the disturbance of ACM is likely to give rise to significant release of fibres into occupied workplaces.

Each building will be assessed separately and it is not planned to label all asbestos as this could be seen to create unnecessary concern. However all high risk or areas that are deemed by ESS in conjunction with the Head of Establishment will be labelled.

Warning Notices will be displayed as a reminder to those who have to break into or disturb asbestos insulation or ACM in areas where asbestos is known to exist and which could easily be damaged. The notices will be located where they will be readily visible to anyone likely to damage the asbestos. However, the location and type of notice will be carefully considered to avoid causing any unnecessary concern to the building occupants or visitors. Persons who normally occupy areas where asbestos is known to exist will be notified of its existence.

## Audits and Reviews

The Head of Establishment or *{nominated representative}* will ensure that the Asbestos Management Plan is professionally reviewed at *6 monthly* intervals and that the review process is documented.

The Head of Establishment will ensure that following each review all necessary actions are implemented to maintain and/or improve the effectiveness of the asbestos management plan.

The Establishment Health & Safety Officer/Advisor is to audit the plan annually and the audit is to be documented.

The Head of Establishment will ensure that the Establishment Health & Safety Officer/Advisor recommendations are considered when reviewing the plan.

ESS will be subject to internal and external audits which will include compliance with the AMP.

# Section 11 - Works Affecting ACM

Asbestos must be considered by anyone planning designing or procuring works on the site. Works may be simple maintenance and decorating jobs or more complex refurbishment, structural alterations, new buildings, excavation and demolition.

ESS will maintain the master copy of the Asbestos Register, Floor Plans and site plan showing the location of all known and presumed ACM.

ESS will keep records of all asbestos works carried out in ESS Contract Period for each facility, these records will include laboratory reports, air test documentation, removal and encapsulation works details, re-occupation certificates, waste disposal documents and available historical information.

ESS will provide all relevant asbestos information to those who have a legitimate reason to require such information e.g. CDM Coordinators and Designers as required by the CDM Regulations and duty holders under the MoD 4Cs.

ESS will ensure that all works managed by the ESS will comply with the Control of Asbestos Regulations 2012, in particular that no work commences without a suitable and sufficient risk assessment and plan of work having been put in place.

Area Custodians will check written plans of work before allowing contractors to proceed with any job that may affect ACM within their building.

ESS will ensure that all contractors working with asbestos containing materials are suitably trained and competent even if the work does not require a licence in accordance with regulation 3(2) of the CAR 2012. The level of training required by non licensed contractors is given in regulation 10 and further described within the ACOP L143 paragraphs 124 – 154.

ESS is to take special care when appointing licensed contractors to work with ACM on the site in particular the following aspects should be considered prior to inclusion on any tender list:

* Demonstrate performance reliability in their work (through the provision of references from persons who can verify the quality of work carried out) and be members of a relevant trade association.
* Demonstrate ability to carry out asbestos activities by providing certificates etc. of successfully completed training courses covering asbestos abatement. The contractor is to provide proof that employees have received instruction on:
  + The dangers of asbestos exposure.
  + Respirator use.
  + Decontamination and relevant legislation.
* Demonstrate prior experience in performing previous abatement projects through the submission of a list of prior contracts. The list is to include the names, addresses and

telephone numbers of building owners (or companies) for whom the projects were performed. Contractors new to asbestos abatement work, but who have undergone the necessary training may be considered for certain types of work. Such contractors are to submit evidence of training and other supporting information for consideration.

* Consideration is to be given to any fines received by the contractor, claims and or/court cases pending in connection with any asbestos abatement work.
* Contractors must provide a copy of a valid licence

ESS will ensure that any person engaged by them in the planning, design and supervision of asbestos work is suitably trained and qualified to do so.

ESS are to ensure that following all asbestos removal works a certificate is obtained from a competent person independent of the removal works contractor stating that the area is fit for occupancy.

To be competent they must demonstrate that they conform with the specified requirements given in ISO 17020 and ISO 17025 through accreditation with a recognised accreditation body (UKAS is currently the sole recognised accreditation body in Great Britain).

## Notifiable non-licensed work / Non-licensed work

Before any work is classified as non-licensable or non-notifiable the ESS employee superintending the works must ensure that there is documentary evidence to demonstrate that the work satisfies all the requirements set out in CAR 2012. The flowchart and guidance provided in the HSE guide Asbestos Essentials - Advice on non-licensed work with asbestos is to be used.

Any work that is classified as notifiable non-licensed work the ESS employee superintending the work must ensure that the contractor has notified HSE and that a copy of the notification, a list of workers on the job and a record of their likely level of exposure is to be retained in the site asbestos records of removals / works.

Works that are clearly non-licensed work will be carried out to a method statement that meets the requirements of the relevant task sheets provided in the HSE guidance – Asbestos Essentials Task Sheets.

# Section 12 – Management Options & Selection of Management Options

This section explains the management decisions and rational for categorising remedial action following surveys. The method chosen will be based on the recommendations contained in the survey reports plus local input from Establishment’s.

The following flow charts with supporting explanatory notes have been provided to show the decision making process used by ESS when deciding what option is to be taken;

Figure 1 – Materials suspected of containing asbestos

Figure 2 – Sprayed asbestos coatings and pipe and vessel insulation.

Figure 3 – Asbestos insulating boards and insulating blocks

Figure 4 – Other asbestos containing materials

Figure 5 – Asbestos in Soil

## Figure 1 – Materials Suspected of Containing Asbestos

RECORD NON-ASBESTOS MATERIAL

RECORD MANAGE & MONITOR

DOES THE MATERIAL CONTAIN ASBESTOS?

IS THE MATERIAL IN GOOD CONDITION?

IS THE MATERIAL SPRAY OR PIPE LAGGING?

OTHER ASBESTOS MATERIAL?

IS THE MATERIAL INSULATING BOARD OR BLOCKS?

YES

NO

YES

YES

YES

YES

SEE FIG 2

SEE FIG 4

SEE FIG 3

NO

NO

NO

**Explanatory Note**

Figure 1 summaries the decision to be made where asbestos material is first identified and leads through to either a decision to manage the materials in place or direct attention to other more suitable options for dealing with the asbestos.

Figure 2 – Sprayed Asbestos Coatings & Pipe & Vessel Insulation

IS THE MATERIAL READILY REPAIRABLE?

IS THE MATERIAL ACCESSIBLE?

SEE NOTE 1

IS THE DAMAGE EXTENSIVE?

SEE NOTE 3

IS ENCLOSURE FEASIBLE?

IS THERE LOOSE FRIABLE MATERIAL?

SEE NOTE 4

YES

NO

YES

YES

YES

NO

NO

NO

YES

REMOVE

NO

IS THE DAMAGE EXTENSIVE?

SEE NOTE 2

SEAL OR

ENCAPSULATE

ENCLOSE

CATEGORISE & RECORD IN AMS

CARRYOUT

REPAIR WORK

**Explanatory Notes**

Figure 2

Note 1: Is the material accessible and vulnerable to further accidental or deliberate damage from adjacent repair or maintenance, impact by people, vehicles, objects or vandalism?

Note 2: If the damage is slight and the ACM is not easily accessible, remedial work is unlikely to be necessary. The damage should be monitored and your decision reviewed if circumstances change (e.g. the area becomes accessible)

Note 3: If the damage is superficial, eg slight cracking to pipework insulation or deteriorated surface finish, the answer “no” to this question. If, for example, the insulation is starting to come away from the pipework or the spray coating appears to be loose in places, then answer “yes” to this question. If there is debris on the floor or other surfaces then this will need removing following appropriate precautions.

Note 4: The damage may be extensive, but if the material is generally sound without friable material or loose pieces, then sealing/ encapsulation may be possible.

Figure 3 – Asbestos Insulating Board and Insulating Blocks

IS THE MATERIAL READILY REPAIRABLE?

IS THE MATERIAL ACCESSIBLE?

SEE NOTE 1

IS THE DAMAGE EXTENSIVE?

SEE NOTES 2 & 3

IS SEALING OR ENCLOSURE FEASIBLE?

NO

YES

NO

YES

YES

NO

YES

REMOVE

SEAL OR

ENCLOSE

RECORD, MANAGE AND MONITOR

CARRYOUT

REPAIR WORK

NO

**Explanatory Notes**

Figure 3

Note 1: Is the material accessible and vulnerable to further accidental or deliberate damage from adjacent repair or maintenance, impact by people, vehicles, objects or vandalism? If the damage is not easily accessible, remedial work may not be necessary. The damage should be monitored and your decision reviewed if circumstances change (eg the area becomes accessible).

Note 2: If the damage is superficial, eg slight cracking to pipework insulation or deteriorated surface finish, then answer “no” to this question. If, for example, the insulation is starting to come away from the pipework or the spray coating appears to be loose in places then answer “yes” to this question.

Note 3: If there is debris on the floor or other surfaces then this will need removing following the appropriate precautions.

Figure 4 – Other Asbestos Containing Materials

REMOVE

IS THE MATERIAL READILY REPAIRABLE?

IS THE MATERIAL ACCESSIBLE?

SEE NOTE 3

IS THE DAMAGE EXTENSIVE?

SEE NOTES 4

IS SEALING OR ENCLOSURE FEASIBLE?

NO

YES

NO

YES

YES

NO

YES

SEAL OR

ENCLOSE

RECORD, MANAGE AND MONITOR

CARRYOUT

REPAIR WORK

NO

**Explanatory Notes**

Figure 4

Note 1: This chart covers products not included in Figures 2 and 3, such as asbestos cement, textiles, gaskets, ropes and encapsulated products such as vinyl and thermoplastic tiles, roofing felts etc. Materials which are encapsulated in a resilient matrix will have limited ability to release fibres, therefore asbestos in reinforced plastics, vinyl’s, resins, rubber, mastics, bitumen, paints, flexible plaster and cement have little opportunity to release fibres unless the matrix is removed (e.g. degraded, dissolved or burnt) or subject to high levels of abrasion (e.g. use of power tools).

Management of these types of materials so maintenance workers do not use abrasive methods and power tools is usually sufficient to minimise airborne asbestos releases. Sealing may be considered if there is evidence of routine wear and abrasion. The flow chart shows decisions to be considered if remedial action is deemed necessary. However, unless the damage is significant or they are in a vulnerable position, urgent remedial action is unlikely to be necessary and products should be removed following the correct procedures (refer to paragraph 19-23 of Comprehensive Guide to Managing Asbestos in Premises) when they come to the end of their useful life, or before refurbishment or demolition.

Note 2: Products which are well less encapsulated (eg asbestos textiles and gaskets) will release fibres more readily and use of controlled work methods by maintenance workers and enclosure or sealing to prevent damage may be necessary is some circumstances.

Note 3: Is the material accessible and vulnerable to further accidental or deliberate damage from adjacent repair or maintenance, impact by people, vehicles, objects or vandalism.

Note 4: If the damage is slight remedial work is unlikely to be necessary. The damage should be monitored and decision reviewed if circumstances change (e.g. the area becomes accessible).

Figure 5 – Asbestos Containing Materials in Soil

RECORD NON-ASBESTOS MATERIAL

RECORD MANAGE & MONITOR

DOES THE GROUND CONTAIN ASBESTOS?

IS THE GROUND IN GOOD CONDITION

IS THE ACM VISIBLE

UNDERTAKE REMEDIATION TO GROUNDS

NO

YES

YES

YES

UNDERTAKE REMOVAL OF ASBESTOS BY LICENSED NOTIFIABLE COMPANY

NO

NO

# ANNEX C – Asbestos Register

The Asbestos Register is available on the hyperlink below or by contacting ESS on enter telephone number

## Further information

# ANNEX D - Priority Assessments

Priority risk assessments are available on the hyperlink below or by contacting ESS on enter telephone number