

ESTATES SERVICES PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: ASBESTOS MANAGEMENT	ESP 09	Rev. 2	
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	Owner: S Crampton ESP Asbestos Control Officer		

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1.0 INTRODUCTION

- 1.1 This document is intended to describe how proactive Asbestos Management arrangements operate in University of Lincoln premises. It also demonstrates how statutory obligations are satisfied with respect to the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012 (CAR).
- 1.2 The following details specify the procedures that are to be followed to implement the requirements of CAR 2012.
- 1.3 This document should be read in conjunction with University of Lincoln Asbestos Management Policy.
- 1.4 The University's General Statement of Health and Safety Policy highlight the senior management's commitment to a safe and healthy working environment and to meeting its statutory obligations. This is reaffirmed through financial and physical resource allocation and commitment through the Asbestos Management procedures.

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2.0 ASBESTOS, RISKS AND HEALTH HAZARDS

2.1 The University of Lincoln premises are distributed across campuses in Lincolnshire:

- Brayford
- Riseholme
- Holbeach

2.2 The University of Lincoln owns a number of residential, domestic, educational and commercial buildings, some of which are leased and occupied by others. In addition, the University of Lincoln occupies buildings leased from others, for all of which the University of Lincoln is responsible for maintenance. The full schedule of buildings that are owned or leased by the University of Lincoln is held by the Estates Services.

2.3 The building portfolio is composed of buildings of various ages, including new build construction and listed buildings. Asbestos containing materials (ACMs) were extensively used in buildings constructed before the year 2000. It is recognised by the University of Lincoln that there will be ACMs within those buildings (owned or leased) that were constructed before the year 2000.

2.4 There is an Asbestos register of all known retained Asbestos materials within the estate. This register can be viewed at the estates services office or by contacting the named document owner above.

2.7 The presence of ACMs does not in itself constitute a danger. However, ACMs are potentially hazardous and when disturbed in an uncontrolled manner will release asbestos fibres into the air. Activities that result in high airborne fibre levels, such as breakage, drilling or sawing, are the most likely to present risks to health.

2.6 The health hazards associated with uncontrolled exposure to airborne asbestos fibres are well known and acknowledged by the University of Lincoln.

2.7 The University of Lincoln will manage retained ACMs, ensuring that they are maintained in a good state of repair, remediated where necessary and as such ensure that they do not pose a risk to building users or contractors.

2.8 The University of Lincoln recognises that asbestos can be contained in historical objects, which are subject to restoration and conservation, by staff and students at the Lincoln School of History and Heritage. Separate procedures have been set up and applied to deal with these objects in safety.

2.9 The University of Lincoln also recognises that asbestos may be contained in Workshop and Laboratory equipment, which is in use in various Faculties. It is the policy of the University of Lincoln to remove and replace these items as they are identified to be in a condition that presents a hazard to health.

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3.0 LEGISLATION AND CONTROLS FOR ASBESTOS IN RELATION TO OCCUPATIONAL HEALTH AND SAFETY AND THE ENVIRONMENT

3.1 Health & Safety at Work (Etc) Act 1974

Section 2 (1)

It shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all his employees.

Section 2 (2) d (the same duty extends)

To any place of work under the employers control to be maintained in a condition that is safe and without risk to health.

Section 3 (1) requires that every employer is to conduct his undertaking in such a way as to ensure that persons not in his employment who may be affected are not exposed to risk of health and safety.

3.2 Defective Premises Act 1972/Environmental Protection Act 1990

Places duties on Landlords to take reasonable care to see that tenants and other people are safe from personal injury or disease caused by a defect in the state of the premises.

Any premises in such a state as to be prejudicial to health constitute a statutory nuisance under Section 79 of the Environmental Protection Act 1990.

3.3 The Management of Health & Safety at Work Regulations 1999

Regulation 3

Every employer shall make a suitable and sufficient assessment of:

- a Risks to his employees
- b Risks to persons not employees but affected by his undertaking.

3.4 Workplace (Health, Safety and Welfare) Regulations 1992

Regulation 5 (1)

The workplace...shall be maintained in an efficient state, in efficient working order and in good repair.

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3.5 Occupiers' Liability Act 1984

The occupier of a premise owes a duty of care to all his visitors in respect of dangers due to the state of the premises or to things done or omitted to be done on them.

3.6 Environmental Protection Act

Defines contaminated land as:

“any land which appears to the local authority in whose area it is situated to be in such a condition, by reason of substances, on or under the land, that:

- a significant harm is being caused or there is a significant possibility of such harm being caused, or;
- b pollution of controlled water is being or is likely to be caused.”

3.7 Guidance on dealing with Asbestos is given in:

- a Department of the Environment, Transport and the Regions Asbestos and man-made mineral fibres in Buildings Practical Guidance February 2000.
- b Health & Safety Executive Health and Safety Guidance (HSG) HSG264 Asbestos: The Survey Guide January 2012.
- c Health & Safety Executive Health and Safety Guidance (HSG) HSG227 A Comprehensive Guide to Managing Asbestos in Premises 2002.
- d Interdepartmental committee on the Redevelopment of Contaminated Land. ICRCL Guidance Note 64/85 Second Edition. October 1990 Asbestos on Contaminated Sites.

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3.8 The Control of Asbestos Regulations 2012 (CAR)

For regulatory purposes in Great Britain, work with Asbestos materials is strictly controlled by CAR. These CAR apply to all activities which will or potentially may disturb Asbestos materials.

Regulation 4 Duty to Manage Asbestos in non-domestic premises (21 May 2004) requires duty holders to:

- a take reasonable steps to find materials in premises likely to contain asbestos and to check their condition;
- b presume that materials contain asbestos unless there is strong evidence to suppose they do not;
- c make a written record of the location and condition of asbestos and presumed ACMs and keep the record up to date here to referred to as the asbestos register;
- d prepare a plan to manage that risk and put it into effect to ensure that:
 - (i) any material known or presumed to contain asbestos is kept in a good state of repair;
 - (ii) any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed; and
 - (iii) information on the location and condition of the material is given to anyone potentially at risk.

Before starting any work with asbestos, or where asbestos is present, CAR Reg 6 requires an assessment to be made by a competent person with respect to the likely exposure to employees.

There is no known 'safe level' of exposure to Asbestos and the CAR requires:

- a Regulation 11 – Prevention or reduction of exposure to Asbestos.
- b Regulation 16 – Duty to prevent or reduce the spread of Asbestos.

The CAR Regulation 2 specifies Control Limits and peak exposure level for work with asbestos. Where an assessment identifies that either will be exceeded, this then triggers implementation of further regulations of the CAR.

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The Control Limit for all asbestos types is 0.1 fibres per millilitre of air averaged over any continuous period of 4 hours.

The Peak Exposure Limit for all Asbestos types is 0.6 fibres per millilitre of air averaged over any 10-minute period.

Employees must not be exposed above these levels unless they are wearing suitable respiratory protective equipment.

If the exposure likely to arise from work being conducted on, ACMs may exceed either the Control Limit or Peak Exposure Level then this work must be conducted by a Health and Safety Executive (HSE) licensed contractor.

It should be noted that the concentrations of Asbestos detailed above relate to concentrations in the atmosphere when measured or calculated by a method approved by the Health and Safety Commission i.e. HSG 248 'Asbestos': The Analysts Guide for Sampling, Analysis and Clearance Procedures.

CAR Regulation 19 and 20 states that standards for air sampling and analysis and 4-stage clearance procedure must only be carried out by laboratories which can demonstrate they conform to ISO17025 by accreditation with a recognised accreditation body such as UKAS (the United Kingdom Accreditation Service).

Regulation 3 of CAR 2012 specifies conditions under which certain types of work on ACMs may be conducted by appropriately trained persons under controlled conditions without an HSE license.

In addition to the above, the University of Lincoln operates a permit to work procedure restricting access to and/or work in areas presumed or known to contain asbestos. The main purpose of the permit to work system is to help prevent exposure to and the spread of asbestos by ensuring that workers do not enter areas where they may be exposed to concentrations of asbestos unknowingly or where they may disturb ACMs unknowingly.

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It is generally recognised that the first priority is to prevent the release of Asbestos fibres into the air. This is achieved by:

- a identification as to the type, condition and extent of the Asbestos
- b conducting risk assessments for identified or presumed ACMs
- c where materials are damaged or are likely to be damaged, actioning containment by encapsulation, enclosure or abatement (partial removal, reduction)
- d Restricting access and work in areas where ACMs could be disturbed
- e monitoring the condition of retained ACMs to ensure they remain in good condition and are not damaged any further to present a higher risk to health.
- f investigating where airborne fibre levels are discovered in concentrations greater than 0.01 f/ml to identify their source.

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4.0 MANAGING ASBESTOS IN BUILDINGS

4.1 OUTLINE

The measures available to manage ACMs include:

- a Leaving the ACM in place without sealing and introducing a monitoring system.
- b Leaving the ACM in place, effectively seal (encapsulate or enclose) and introducing a monitoring system.
- c Removing and disposing of the ACM.

Where ACMs have been identified, appropriate remedial measures shall be carried out in accordance with the relevant regulations and guidance.

No material or equipment containing asbestos will be installed or specified for any existing or new building.

Any works affecting ACMs shall be carried out using procedures, which safeguard the workers, the occupants of the buildings, other members of the public and the environment.

The following information should be used for guidance purposes only and the Consultant or Contractor employed shall comply with all relevant current legislation when dealing with ACMs.

The removal of materials, which will generate exposure levels above the control limit or the 10-minute peak exposure limit and are not classed as being sporadic and low intensity, requires that those persons carrying out work hold a license granted by the Health and Safety Executive. Advice on complying with the CAR Regulations is provided in the Approved Code of Practice L143 "Work with materials containing Asbestos". Practical advice and guidance on removing sprayed Asbestos coating, thermal insulation and Asbestos insulating board are set out in the Health and Safety Executive Guidance HSG 247 Asbestos: The Licensed Contractors Guide.

4.2 RE-INSPECTIONS

ACMs shall be inspected regularly to check for damage or deterioration; this may alter the original Risk Assessment. Retained ACMs shall be inspected at the interval frequency identified by the risk assessment. As a minimum, retained ACMs shall be inspected at least annually. Information relating to the condition of the ACMs shall be returned to the Asbestos Control Officer who shall update the asbestos register and institute corrective actions as required.

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4.3 THERMAL INSULATION

The installation of asbestos thermal insulation was prohibited in 1986. The University of Lincoln portfolio contains buildings where asbestos thermal insulation is in situ. Areas were identified where debris/residue remained from historical removal activities. Where debris/residue was found the area was locked off to prevent access and or Asbestos removal works carried out.

Where there is asbestos insulation material in an existing installation and it is:

- a damaged or inadequately sealed and it is not reasonably practical to reseal or encapsulate it; or
- b considered a health risk, then

The access to the area shall be restricted by padlocking the door and, where practicable, all the asbestos material shall be removed and replaced by non-Asbestos material and the removal recorded in the Asbestos Register.

If left in situ, Asbestos insulation material shall:

- a be sealed, labelled and its location entered in the Asbestos Register;
- b be inspected at intervals, as determined by the risk assessment, to ensure that damage has not occurred to the seal or encapsulating material. Such inspections shall be recorded in the Asbestos Register.

4.4 INSULATING BOARDS

"Asbestos Insulating Board" (AIB) means any sheet, tile or building board consisting of a mixture of Asbestos and other material which, when in a dry state, absorbs greater than 30% water by weight.

Work on AIB can give rise to high levels of airborne asbestos fibres and advice on the required precautions is given in the Health and Safety Executive Guidance HSG 247 Asbestos: The Licensed Contractors Guide.

In accordance with Health and Safety Executive guidance, the following shall apply:

- a Where existing installations contain AIB which is sound, in good condition and not subject to abrasion or deterioration, the AIB will be left undisturbed. If left in position, the material shall be labelled, inspected at the interval required by the risk assessment and the condition recorded in the Asbestos Register.

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4.4

All surfaces exposed to occupied areas shall be:

- encapsulated or sealed;
- labelled and inspected and the condition recorded in the Asbestos Register.

- b Where existing installations are found to be loose and friable, damaged or deteriorating, access to the area shall be restricted until the material is either removed and replaced or sealed or encapsulated to prevent release of asbestos fibres. The actions taken shall be recorded in the Asbestos Register. If left in position, the material shall be inspected and the condition recorded in the Asbestos Register.

All AIB shall be removed from places where it is likely to be subject to impact or abrasion.

4.5 ASBESTOS CEMENT PRODUCTS

'Asbestos cement' means a material which is predominantly a mixture of cement and chrysotile and which when in a dry state absorbs less than 30% water by weight. Asbestos cement materials have been identified as occurring within the building portfolio of the University of Lincoln. Works on Asbestos cement is permitted to be undertaken by non-licensed companies, although there is a need to comply with the CAR and The Approved Code of Practice L143 "Work with materials containing Asbestos". This should include, as a minimum, ensuring:

- The completion of an adequate Risk Assessment before work begins
- The development of a Plan of Work
- The provision of information, instruction and training
- The maintenance of training records, including on the use of Respiratory Protective Equipment (RPE).
- The exercise of Quantitative Face-Fit Tests for users of RPE.
- The maintenance of records for vacuum cleaners and RPE.
- The carrying out of Air Monitoring and health surveillance.
- The following of decontamination procedures.
- The appropriate disposal and transport of waste.

Asbestos dust can be released when working with Asbestos cement materials and all remedial works must comply with the requirements set out in the Health and Safety Executive guidance notes.

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Generally:

- a Products in good condition are to be:
 - Left in position;
 - inspected at the intervals indicated by the risk assessment and the condition recorded in the Asbestos Register.
- b Products, in occupied or external spaces, which are old and deteriorating, friable or loose and capable of releasing asbestos fibres, will either be:
 - removed and such action recorded in the Asbestos Register; or
 - encapsulated or sealed, and inspected at the interval indicated by the risk assessment and the condition recorded in the Asbestos Register.

The supply and use of cement products containing Asbestos is prohibited by the CAR.

4.6 FLOOR TILES AND OTHER BONDED MATERIALS CONTAINING ASBESTOS

Floor tiles normally contain 2% - 10% Chrysotile (white Asbestos), encapsulated in a binder of mineral asphalt thermoplastic resin or vinyl chloride polymer. Asbestos is included as filler, giving strength and form to the binder.

The asbestos is mainly in the bottom of the tile and, unless the tile is badly worn, the chance of fibres being released is very small.

Asbestos containing floor tiles have been identified within the building portfolio of the University of Lincoln.

Generally:

- a Tiles in good condition may be left in position, and inspected at the interval indicated by the risk assessment and the condition recorded.
- b Tiles that are badly worn should either be:
 - removed and replaced with an Asbestos free product and such action recorded in the Asbestos Register or;
 - covered and inspected at the interval indicated by the risk assessment and the condition recorded in the Asbestos Register.

These guidelines also apply to other bonded materials such as roofing felt, windowsills, toilet cisterns and acoustic sink pads.

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4.7 TEXTURED DECORATIVE COATING

Textured Decorative Coatings (TDCs) which contain Asbestos mean decorative and textured finishes such as paints and ceiling plasters used to produce visual effects. These coatings are designed to be decorative and any thermal or acoustic properties are incidental to their purpose.

Loose asbestos fibre was, in the past, added to the coating mixture as a binder to give added strength, usually in a trace amount of around 1% content. TDCs have been identified within the building portfolio of the University of Lincoln.

Asbestos dust can be released if a TDC is disturbed and TDCs should not be scraped, sanded or drilled. It is safe, however, to apply a coat of paint.

Generally:

- a Coatings in good condition are to be left in position and inspected at the interval indicated by the risk assessment and the condition recorded in the Asbestos Register.
- b Coatings, which are old and deteriorating, friable or loose and capable of releasing asbestos fibres, will either be:
 - removed and such action recorded in the Asbestos Register or;
 - encapsulated or sealed and inspected at the interval indicated by the risk assessment and the condition recorded in the Asbestos Register.

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5.0 ASBESTOS MANAGEMENT - RESPONSIBILITIES, THE ROLE OF THE COMPLIANCE OFFICER, CONTRACTORS AND EMPLOYEES

- 5.1 Director Of Estates Services (Duty holder) Responsible for the management of Asbestos construction materials in the building fabric of the University of Lincoln portfolio of buildings and together with the Asbestos Control Officer for the implementation of the Asbestos Management Policy and procedures.
- 5.2 Head of schools & Director Of Estates Services (as delegated down) Responsible for the identification and management of objects and equipment that could contain asbestos.
Responsible together with the Asbestos Control Officer for the implementation of the Asbestos Management Policy and procedures.

Responsible for ensuring team members are aware of the location of surveys, asbestos register and plans relating to known asbestos containing materials.

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- 5.3 Asbestos Control Officer Responsible for the updating and implementation of the Management of Asbestos Policy. Responsible for the continued management, to ensure compliance with the requirements of the Management of Asbestos Policy.
To include the following:
- To initiate pre refurbishment and demolition asbestos surveys as required.
 - To initiate production of the Asbestos Register via the Universities CAFM system
 - To maintain the Asbestos Register via the Universities CAFM system
 - To initiate and manage the re-inspections of retained asbestos containing materials.
 - To carry out Risk Assessments associated with exposure to Asbestos for in house activities.
 - To co-ordinate Asbestos activities under the Construction (Design and Management) CDM Regulations 2015
 - To assess the competence of Contractors working on site when Asbestos may be disturbed.
 - To check the Risk Assessments and Method Statements of Contractors involved with work that may present Asbestos risks.
 - To monitor the work of Contractors on site when there is a risk of exposure to Asbestos.
 - To manage the emergency arrangements in the case of uncontrolled release of Asbestos fibres.
 - To provide guidance to Department/Faculty Heads to ensure the requirements of this policy are adhered to.
 - To ensure compliance with the Control of Asbestos Regulations 2012
 - To identify estates staff and regular contractors who may encounter asbestos and provide awareness training annually.
 - To Issue permits as required for work involving ACM'S as stated on ESP 23.

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- 5.4 Senior Project Manager Ensuring works involving asbestos containing materials on capital projects are carried out in accordance with the Control of Asbestos Regulations 2012.

Ensuring planning of capital works projects takes into account the presence of asbestos containing materials and that they are dealt with in a manner that complies with current regulations.

Liaising with and obtaining guidance from the Asbestos Control Officer appertaining to asbestos.

Ensuring capital works Project Managers adhere to the requirements of this procedure and the University of Lincoln ESP Procedure documents

- 5.5 Maintenance Manager Ensure the asbestos register is maintained and countersigned following each revision.

Ensuring works involving asbestos containing materials are carried out in accordance with Control of Asbestos Regulations 2012.

Ensuring planning of preventive maintenance and the execution of reactive maintenance takes into account the presence of asbestos containing materials and that they are dealt with in a manner that complies with current regulations.

Ensuring that all contractors are assessed for competence including current asbestos awareness training prior to entering into a contract or placing an order. Where term contracts are in place, responsible for ensuring that competence checks are undertaken at least annually.

Ensuring that contractors undertaking maintenance works receive information as to whether asbestos materials are present in their works area.

Liaising with and obtaining guidance from the Asbestos Control Officer appertaining to asbestos.

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| 5.6 | Project Managers or Building Surveyors | <p>Ensuring that all Contractors are assessed for competence including current asbestos awareness training prior to entering into a contract or placing an order</p> <p>Reviewing method statements and risk assessments to ensure that they are suitable and sufficient</p> <p>Instructing refurbishment/demolition surveys as required during the design Providing information appertaining to asbestos in a timely manner to the Principal designer</p> <p>Providing copies of all Project initiation forms to the Asbestos Control Officer</p> <p>Establishing a Health & Safety Management Plan for all projects, which addresses all the risks to the University's core business, customers and staff. The Plan is to be in accordance with the Departments applicable Procedures and Processes.</p> <p>Undertaking Health and Safety monitoring to ensure Health and Safety standards are maintained. Reporting any concerns or deviations to the Asbestos Control Officer.</p> |
| 5.7 | Employees | <p>Accessing the University's portal site for information relating to the location and condition of any known asbestos containing materials within their area of work</p> |
| 5.8 | Contractors | <p>To produce a Health & Safety Management Plan for all projects, which addresses all the risks to the University's core business, customers, staff and students? The plan is to be in accordance with the Estates and Commercial Facilities Departments applicable procedures and policies.</p> <p>To ensure that they have requested and taken into consideration the information within the University of Lincoln Asbestos Register whilst planning and undertaking work. To carry out their responsibilities in accordance with the guidance contained within the Asbestos Management Procedures, their risk assessments and method statement and conditions of the Permit to Work.</p> |

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6.0 THE ASBESTOS REGISTER & RECORDS

- 6.1 The Asbestos Control Officer shall compile and maintain the Asbestos Register to provide an accurate database of all identified/presumed asbestos locations and conditions.
- 6.2 Annotated plans are available showing the location of ACMs within the buildings and the risk level as determined from the risk assessment.
- 6.3 The Asbestos Register, surveys and annotated plans are available via the Universities CAFM system, the University of Lincoln web based information system. This can be accessed by estates department staff, our term contractor and the Security Staff who have access and can provide the information out of hours or for an emergency services attendance. All other contractors who may work in our buildings will be allocated work through the Support desk (see procedure ESP09 - Support desk Services) and where it is identified that asbestos may be present, it will be sent to the Asbestos Control officer and a permit to work would be generated to ensure that the correct method of work is applied.
- 6.4 Records and documentation of Asbestos removal and remedial works shall be maintained by the Asbestos Control Officer. It is the intent of the University of Lincoln to scan all asbestos documentation and maintain electronic files for each building.
- 6.5 Paper copies of relevant areas will be supplied as necessary.

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7.0 RISK ASSESSMENTS AND MANAGEMENT PLAN

7.1 Where the presence of ACMs has been confirmed or presumed, a risk assessment shall be undertaken. The risk assessment shall include for:

Material Assessment

- a Product type
- b Extent of damage/deterioration
- c Surface Treatment
- d Asbestos type

Priority Assessment

- a Location
- b Access
- c Amount
- d Exposure (No. of people)
- e Use of building
- f Average Time exposed to ACM
- g Maintenance, type and frequency

7.2 Risk assessments shall be conducted by the Asbestos Control Officer in conjunction with the Senior Engineer (Compliance).

7.3 Where remedial action is required this shall be instructed by the Asbestos Control Officer and authorised by the Head of Maintenance

7.4 The risk assessment will determine the required re-inspection interval and any further actions; this will then be updated as necessary on the re-inspection sheets produced automatically via the Universities CAFM system.

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- 7.4.1 Where areas are subject to change of use this is recorded on Project Initiation forms, and copied to the Asbestos Control Officer by the Project Manager for review to ascertain that it does not affect the asbestos risk assessments
- 7.4.2 Project Manager. Risk Assessments are reviewed for areas, which are to be subject to change of use using the new occupancy/maintenance requirements to determine whether any change to the management of ACMs in the area is required.
- 7.4.3 The Health and Safety department must inform the Asbestos Control Officer of any notified changes of use of areas (by Colleges) to enable a revised risk assessment to be carried out.

8.0 ACQUISITIONS AND DISPOSALS.

- 8.1 **Acquisitions:** When the University or any other Business Unit of the University acquires premises (by purchase, rental, lease or other) the person entering into the contract on behalf of the University shall procure an asbestos management survey in order to identify the presence and condition of any ACMs in all buildings constructed prior to 2000. If a management survey is not produced prior to take over the asbestos control officer will initiate a management survey be carried out and the findings shall be recorded on the Universities CAFM system. The results shall be acted on in order that the occupants and others will remain free from exposure to the identified hazards.
- 8.2 **Disposals:** Where buildings become the subject of disposals, information relating to the presence of asbestos shall be made available to the proprietor or purchaser of that building. Prior to the undertaking of any recovery of technical equipment, plant, cables, furniture etc, the Universities CAFM system must be consulted and a detailed report provided by the Asbestos Control Officer.

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9.0 REGULAR INSPECTIONS OF RETAINED ASBESTOS MATERIALS/AREAS TO CONFIRM CONDITION (IN REPAIR) AND RETENTION OF CONTROL MEASURES EG FENCES, WARNING NOTICES.

- 9.1 All retained asbestos materials will be inspected regularly to ensure the integrity and state of repair of the material. Where the risk assessment has required that labels be affixed to materials it will be ensured during the reinspection that labels are still in place.
- 9.2 These inspections shall be undertaken at intervals determined by the risk assessment, not exceeding 12 months.
- 9.3 The inspections will be carried out by the Asbestos Control Officer, or if deemed necessary the retained Asbestos Consultant. Inspections shall be recorded in writing and retained in the Universities CAFM system.
- 9.4 Inspections are managed through the Universities CAFM system, which contains the intervals determined from the risk assessments; the inspection schedule is currently listed on the Universities CAFM system.
- 9.5 Where the integrity and state of a material has changed or the area has changed use then the risk assessment will be reviewed following the procedure in section 7.

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10.0 **PROTOCOL FOR ASBESTOS SURVEYS**

10.1 Standards for Surveying Sampling and Reporting Services

a **Management Survey**

b **Refurbishment and Demolition Survey**

a **Management Survey**

Identifies the location of ACMs which could be damaged or disturbed through normal occupancy, the survey can involve a combination of presumption and sampling. The use of caveats and survey limitations accepted under MDHS100 is reduced.

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b Refurbishment and Demolition Survey

Identifies the location of all Asbestos materials that may be disturbed during refurbishment or demolition works. This survey is required **before any** refurbishment or demolition work..

Post March 2010 all surveys will be undertaken in accordance with the guidance given in HSG264, management or refurbishment and demolition surveys will be undertaken to meet the specified requirements. In view of the change of guidance with regard to asbestos surveys, the University of Lincoln has conducted a review of the portfolio and determined that all buildings constructed prior to 2000 will be subject to a Management Survey, these surveys will be completed and the information entered onto the registers by October 2010.

Only organisations able to provide evidence of compliance with ISO17020 (General Criteria for the operation of various bodies performing inspection) through accreditation by UKAS will be appointed to undertake surveys on behalf of the University of Lincoln.

Only organisations able to provide evidence of compliance with ISO17025 (Organisation Sampling and for analysing Asbestos containing materials) through accreditation by UKAS will be appointed to take and analyse samples on behalf of the University of Lincoln.

- a The Surveying organisation must employ Surveyors who are trained and experienced in the type of Survey to be undertaken and be able to demonstrate competence by compliance with RG8 produced by UKAS and the Working Group consisting of the Health and Safety Executive, Local Authorities, professional bodies, Contractors, training organisation bodies and customers.
- b The level of Professional Indemnity insurance required from Surveying organisation shall be £5M as detailed in Health and Safety Executive Guidance HSG227 Managing Asbestos in Premises.

Where access cannot be immediately achieved during a survey (for example, railway link bridge requiring Network Rail approval for possession) this must be arranged for the first convenient date. Such areas are to be kept to a minimum, and until surveyed it is to be presumed that they contain asbestos containing material.

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For live electrics that have been presumed to contain asbestos materials these will be investigated when the annual power downs are undertaken to check the circuits. In conjunction with the university term contractor, site attendance will be required by the retained asbestos Consultant and a licensed contractor will be in attendance to open the isolated electrics, investigate the contents for suspected asbestos containing materials, remove any asbestos textiles found and replace them with an appropriate non-asbestos material.

Where materials are found on surveys that are suspected to contain asbestos and are in a poor condition/potentially posing a risk then the surveyor will inform the Asbestos Control Officer and the Health and Safety department immediately. Access to the area will be restricted following the procedure in section 19.

- 10.4 Where areas are to be subject to refurbishment or demolition the Project Manager will ensure that a further refurbishment/demolition survey is undertaken during the planning stage of the areas subject to works. The survey will be provided to the contractor, the Asbestos Control Officer and where applicable the principal designer prior to works commencing.

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11.0 ACTIONS TO PREVENT EXPOSURE TO, OR RELEASE OF, ASBESTOS FIBRES TO AIR

11.1 The actions to be taken to prevent exposure to or release of asbestos fibres to air may include a combination of the following:

- a Identification
- b Labelling
- c Enclosure, encapsulation
- d Permit to work
- e Restricted Access
- f Management (inspection and procedures)
- g Training
- h Controlled and monitored abatement
- i Asbestos management system updates

11.2 The communication of information on the presence or presumed location of asbestos materials will be given to employees and contractors affected by the same. This communication is implemented by the following:

Site Induction pack
Permit to Work system
Portal web based University of Lincoln information System

11.3 Instructions on restriction in areas containing asbestos or presumed to contain asbestos will be given to those likely to be exposed to the same through the permit to work system. Surveys, annotated plans and the asbestos register are held on the Estate The Universities CAFM system, it also shows areas that are known or suspected to contain asbestos materials.

11.4 Asbestos awareness training and refresher updates will be given to staff who in the course of their work activity either encounter asbestos or who need to provide information about it.

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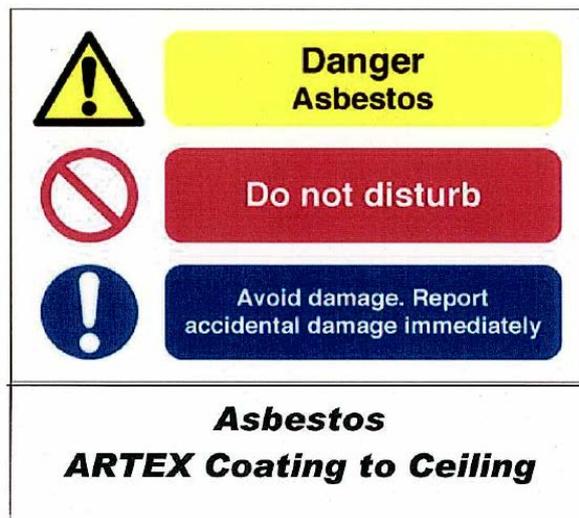
- 11.5 It is a requirement that contractors working for the University of Lincoln have current asbestos awareness training; this is verified at the competency stage prior to engagement or at least annually intervals for term contractors.
- 11.6 The management of the asbestos or presumed asbestos will be controlled via a Permit to Work system. Where any work is required in an area, which contains asbestos an asbestos Permit to Work, is required prior to work starting.
- 11.7 Where a project falls under the Construction (Design and Management) Regulations 2015, the CDM Principle designer ensures that the information relating to location of asbestos containing materials is included within the Pre-Construction Health and Safety File, which is circulated to all parties.
- 11.8 For projects, which fall outside the Construction (Design and Management) Regulations 2015, the survey information is provided to the contractor through the Asbestos Control Officer. The Permit to Work system will also ensure that persons are provided with the information appertaining to asbestos containing materials in their work areas.

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12.0 PROTOCOL FOR LABELLING OF IDENTIFIED AND PRESUMED ASBESTOS MATERIALS/AREAS

- 12.1 Labels will be applied to presumed/identified asbestos materials where it is the recommendation of the asbestos risk assessment.
- 12.2 The presence of labels will be confirmed by the re-inspections and they will be replaced where necessary.
- 12.3 In the event that asbestos containing materials are damaged the area will be padlocked off and a warning label applied to the access door in accordance with the University of Lincolns emergency procedures.



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13.0 PROTOCOL FOR ANALYTICAL SAMPLING AROUND THE SITE

- 13.1 Air Monitoring will normally be undertaken when confirmed asbestos materials are identified in a state of disrepair and during the course of any remedial works.

- 13.2 Copies of all Analytical Monitoring Certification/Records are to be forwarded to the Asbestos Control Officer for inclusion in the premises asbestos records. The Universities CAFM system will be amended accordingly following receipt of Analytical Monitoring Certification by the Asbestos Control Officer.

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14.0 SPECIFICATION FOR ABATEMENT WORK TO MEET WITH THE REQUIREMENTS OF ASBESTOS MANAGEMENT, MAINTENANCE AND FUTURE REDEVELOPMENT

14.1 Specification and Management

14.1.1 All works involving the disturbance of asbestos shall be carried out in accordance with the site-specific technical specification and shall take into account all statutory/general requirements together with the proposed future development of the site.

14.1.2 The specification, plan of work, method statement, monitoring and clearance testing strategy must be agreed with the Project Manager in conjunction with the Asbestos Control Officer prior to implementation.

14.1.3 The management and monitoring of all works involving the disturbance of asbestos-based materials shall be undertaken by the appointed Asbestos Consultant who will issue a detailed "Description of Works" which shall form part of the Specification.

14.1.4 The licensed Asbestos Contractor and the Analyst Consultant shall be appointed independently by the University of Lincoln.

14.1.5 During "Asbestos Works" an approved monitoring strategy shall be implemented to monitor and ensure effectiveness of all control measures being employed on site.

14.1.6 All areas subjected to disturbance of asbestos shall have clearance certification issued prior to returning to normal usage. The clearance certification shall be provided to the Asbestos Control Officer who will issue a copy to the line manager in whose department the works were undertaken. The original copy to be kept on file for reference for 40 years.

14.2 Detailed Working Procedures will be developed to the proposed work prior to work commencing

14.2.1 Asbestos Removal Contractors

14.2.2 Only specialist outside contractors must undertake all work on asbestos. The appointed contractor must hold a CURRENT 3 YEAR LICENCE from the Health and Safety Executive Asbestos Licensing Unit. (This will include all asbestos including non-notifiable asbestos products)

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- 14.2.3 The majority of licences are issued for 3 years but all new applicants are issued with 12-month licences. Licence terms can be downgraded from 3 years to 1 year for existing licence holders who are deemed by Health and Safety Executive Asbestos Licensing Unit to be repeat poor performers as a first step to removing their licence. Companies, which change their name, are also required to take a 12-month licence and any existing licence they may hold will be cancelled.
- 14.2.4 In accordance with regulation 9 of CAR only HSE Asbestos licence holders may undertake certain works with Asbestos containing materials, for these works license holders are required to give minimum 14 days notice of intention to work on or remove asbestos. Work may commence within the 14-day notice period at the discretion of the Enforcing Authority.
- 14.2.5 HSE has found that competency depends more on local management of a Contractor rather than the company itself. It is for this reason that the Asbestos Control Officer must satisfy himself/herself that the written Plan of Work and Risk Assessment are adequate and that essential PRECAUTIONS are being observed at all stages of the contract.
- 14.2.6 Contractors Method Statements or written Plan of Work must detail how and where the work will be carried out. The written Plan of Work will be kept within the premises asbestos file after the work has been completed. In brief, the plan must include:
- a The nature and probable duration of the work.
 - b The location of where the work is to be carried out.
 - c The methods of handling asbestos or asbestos materials.
 - d Details of the protection and decontamination equipment utilised by the contractor's employees.
 - e The methods and controls for the protection of staff and others near to the work site.
 - f What segregation and signage will be utilised for the work area.
 - g Asbestos waste disposal

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- 14.2.7 Where asbestos work is being undertaken the Project Manager in conjunction with the Asbestos Control Officer will undertake active Health and Safety Monitoring in accordance with the University of Lincoln ESP03 Contractor Selection and H&S Monitoring Procedure. Where performance is found not to be that required by the standards or there is deviation from the agreed method statement then this will be notified immediately to the Health and Safety Department and the Asbestos Control Officer.
- 14.2.8 The minimum level of insurance cover is to be agreed with University of Lincoln representatives in advance of any tendering procedures commencing.

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15.0 PROCEDURES TO BE FOLLOWED FOR CAPITAL PROJECT WORKS AND REFURBISHMENT WORKS IN RELATION TO ASBESTOS MANAGEMENT

15.1 Capital Project work is conducted in accordance with the procedures given in the Estates and Commercial Facilities documents, ESP02, ESP03 ESP05 and ESP06.

15.1.1 A Space Change request (SCR) must be completed for all works to the Estate that are not reactive or pre-planned maintenance or emergencies with immediate health and safety implications. No Space Change Request will be generated for general repairs and non-planned maintenance and minor works such as painting, decorating, internal reconfigurations and reallocations of spaces

15.2 On approval of the completed Space Change Request from the requesting University Department, a Project Manager will be appointed.

15.3 The nominated Project Manager will liaise with the Asbestos Control Officer to obtain a copy of the Refurbishment or Demolition Survey where applicable.

15.4 The Project Manager will complete the Pre-Project Asbestos Checklist at the project design stage and where required instigate the Refurbishment or Demolition Survey to a standard in accordance with HSG 264. All orders for Refurbishment or Demolition Surveys shall:-

- a be carried out by organisations which meet the qualification standards as detailed in University of Lincoln's Asbestos Management Policy, section 10.1 Specifically they must be accredited to ISO/IEC 17020 and operate a Quality Management System including a minimum 5% re-inspection by another surveyor, desk top audits of completed surveys and a quality control scheme for checking survey reports. Analysis of bulk samples shall conform to the requirements of ISO/IEC 17025 by laboratories accredited by UKAS.
- b be issued in writing and must include a marked up drawing or drawings clearly identifying the extent of the survey.

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- c specify the survey report must be received as a pdf document.
 - d specify that the survey company **must attempt to survey all areas** and that they are required to liaise with the Asbestos Control Officer should any areas not be accessible.
 - e specify surveys must be carried out in a diligent and professional manner and that each area / room shall be cleaned by the surveyors as the survey proceeds.
 - f Survey reports shall specify details relating to the asbestos present or presumed and include photographs and marked up floor plans.
 - g specify that the surveyors must carry out a risk assessment and plan of work to ensure the survey is carried out in a safe manner.
 - h specify insurance cover of £5m to cover injury or death to persons or injury or damage to property and £5m level of Professional Indemnity Insurance.
 - i specify that where suspected asbestos materials are found that are in a damaged condition they must be reported to the Asbestos Control Officer immediately.
- 15.6 The Asbestos Control Officer must ensure adequate time, resource and project information are available to the surveyor to allow a thorough survey to be conducted prior to any site works beginning.
- 15.7 The nominated Asbestos Control Officer must liaise with the survey company to ensure wherever possible all areas are surveyed. This may entail agreeing return visits and liaising with other University of Lincoln staff to ensure access is gained to previously inaccessible areas.
- 15.8 Survey reports will be returned to the, University of Lincoln's Asbestos Control Officer and for notifiable projects the University of Lincoln's Principle designer.
- 15.9 The Asbestos Control Officer will review the survey report and highlight significant issues for the Project Manager. In particular, the CDM Principle designer will highlight any areas, which have not been surveyed, and hence where asbestos is presumed as well as highlight those asbestos materials that have been found.

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- 15.10 The Contractor shall establish a Health & Safety Management Plan, which addresses all the risks to the University's core business, customers and staff. The Plan is to be in accordance with the Departments applicable Procedures and Processes.
- 15.11 The Project Manager shall ensure the full requirements of the CDM regulations are dispersed throughout the project in accordance with the University of Lincoln CDM procedure contained in the document ESP07.
- 15.12 The Asbestos Control Officer shall ensure wherever possible asbestos abatement is undertaken and the area is cleaned and certificated clear before works commence.
- 15.13 In the event asbestos cannot be abated before works commence, the CDM Principle designer in liaison with the Project Lead and Asbestos Control Officer shall ensure relevant survey reports are issued to the Principle Contractor before works commence wherever asbestos is known or presumed to be present and ensure safe working practices are followed thereafter.
- 15.14 All management and monitoring of asbestos abatement work shall be carried out using independent accredited Asbestos Management Consultants (management, monitoring and certification). Only organisations that can demonstrate they conform to ISO17025 through Accreditation by UKAS for Asbestos air sampling, fibre counting and the four stage clearance process to the methods approved by the Health and safety Commission i.e.: HSG 248 'Asbestos': The Analysts Guide for Sampling, Analysis and Clearance Procedures, will be appointed as Asbestos Management Consultants.

The Asbestos Management Consultants shall:-

- a provide one set of **Project Completion Documents** detailing the asbestos abatement work carried out, including analytical reports for air monitoring undertaken within the location, the re-occupation certification issued upon completion of the abatement works, as well as copies of the licensed asbestos contractor's hazardous waste consignment certificates.
- b remove or amend asbestos warning labels and restricted warning signs to reflect the conditions prevailing after abatement.

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- 15.15 Where asbestos work is being undertaken the Asbestos Control Officer will undertake active Health and Safety Monitoring in accordance with the University of Lincoln ESP02 Contractor Selection and H&S Monitoring Procedure. Where performance is found not to be that required by the standards or there is deviation from the agreed method statement then this will be notified immediately to the Health and Safety Department.
- 15.16 The Asbestos Abatement Project Completion Document will be passed to the Asbestos Control Officer and retained within the premises Asbestos file held in the Estates Department. The Universities CAFM system will be updated following receipt of the Project Completion Documents.
- 15.17 The flow chart shown on the following page shows the procedure to be followed for Capital or Minor Works Projects.
- 15.18 For notifiable projects, a copy of the Asbestos Abatement Project Completion Documents will be passed to the CDM Principle designer by the Project Manager. The Project Manager in conjunction with the CDM Principle designer shall ensure the construction phase does not start unless the Principal Contractor has prepared a construction phase plan which is sufficient to ensure the construction phase is planned, managed and monitored to enable construction work to be started, so far as is reasonably practicable, without risks to health or safety
- 15.19 The Contractor will ensure that the Construction Phase Health and Safety file relating to a project includes the asbestos information and is kept available for inspection.

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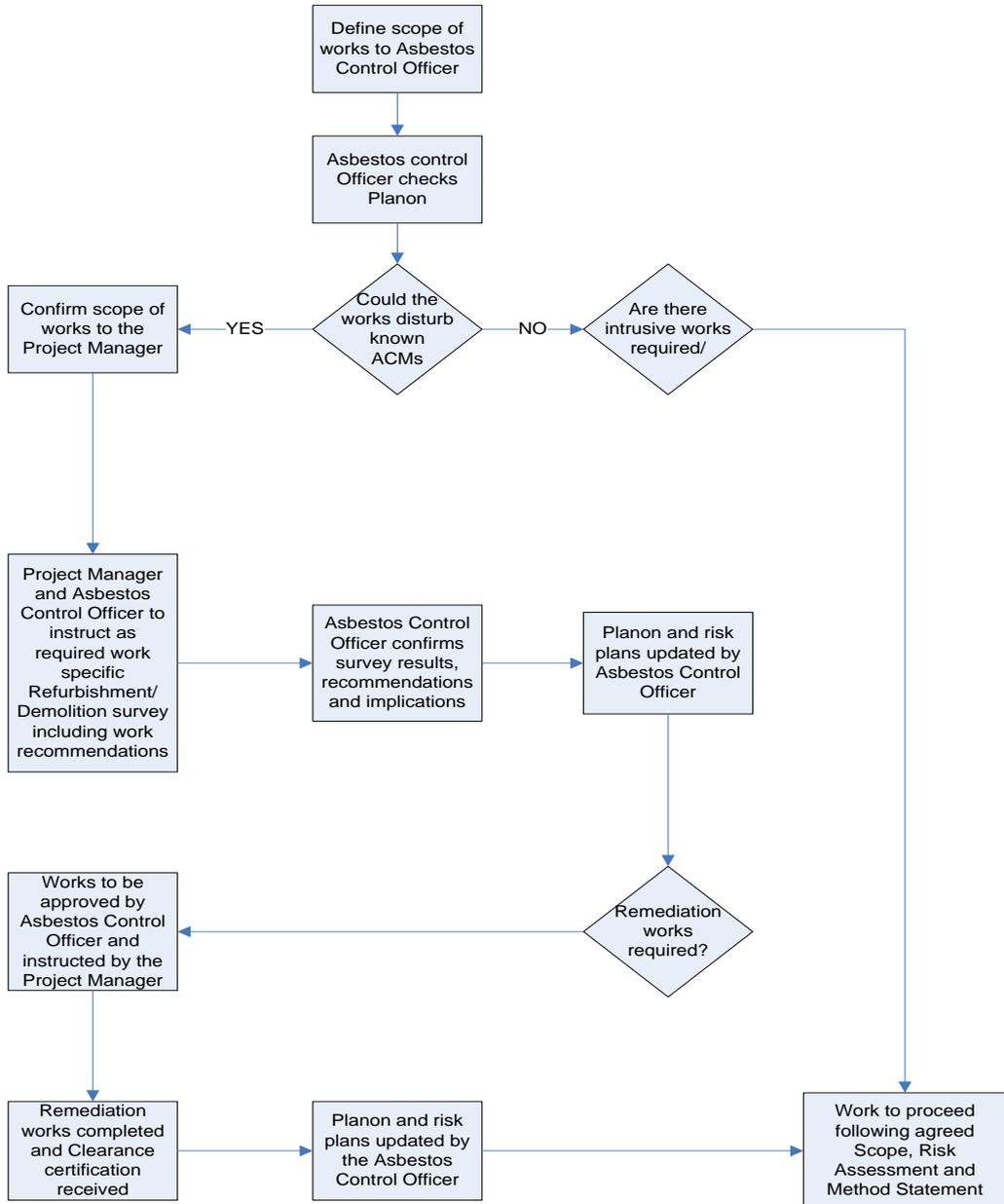
**16.0 PROCEDURES TO BE FOLLOWED FOR MAINTENANCE WORKS IN
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- 16.1 Reactive and planned maintenance is provided through the Estates and Commercial Facilities Department using Term Maintenance Contractors following the procedures given in ESP04, ESP05, ESP06, and ESP09.
- 16.2 Details of reactive maintenance requests are sent through to the Estates & Commercial Facilities Support Desk who contacts the relevant Term Maintenance Contractor with the details of the work required.
- 16.3 Cyclical and planned maintenance is carried out by Term Maintenance Contractors at predetermined intervals with forethought, control and the use of records to an established plan.
- 16.4 The following pages shows the flowchart to be followed for either reactive maintenance requests; or planned maintenance as shown in the title

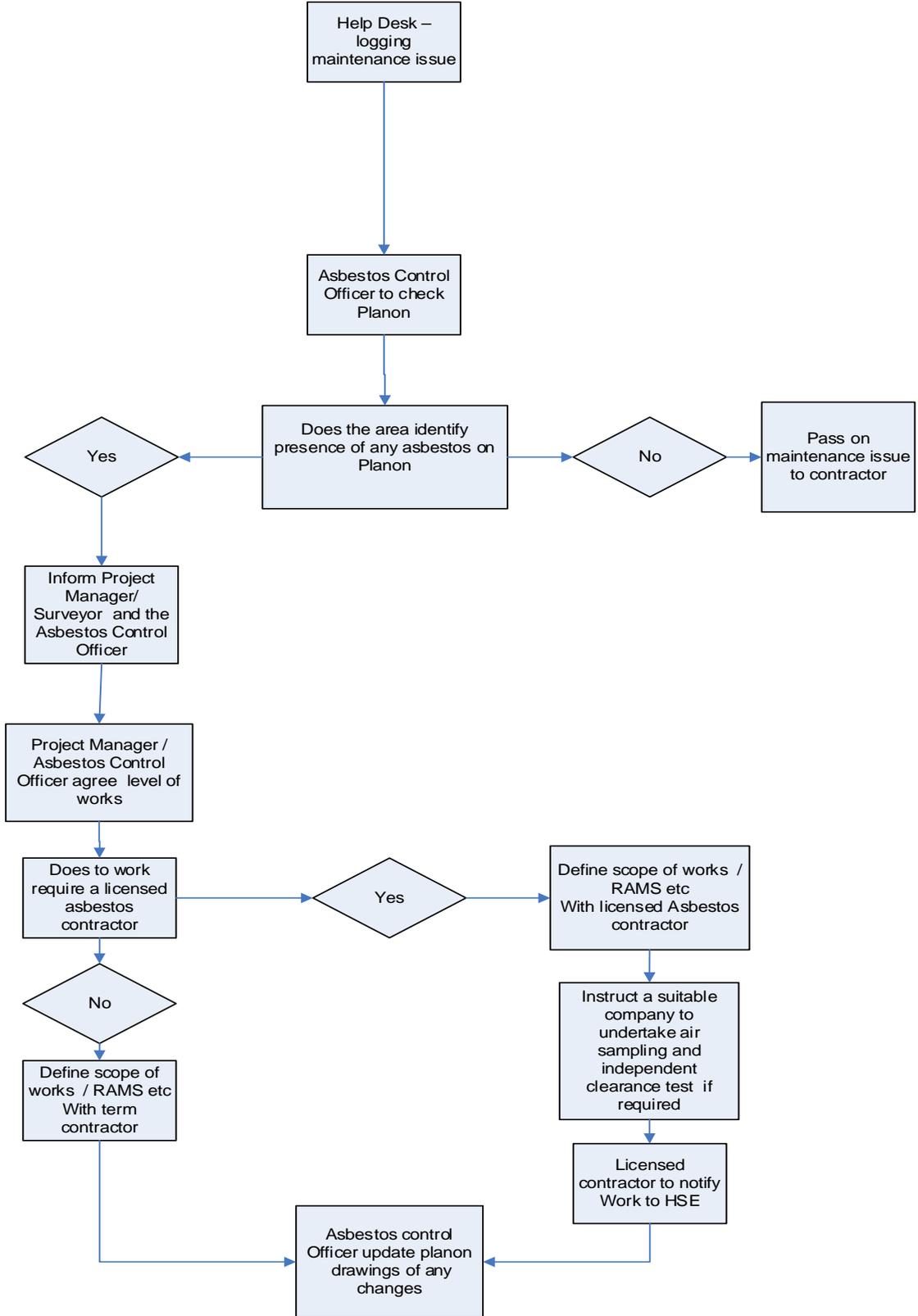
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CONTROL OF CAPITAL PROJECTS WORKS AND PLANNED MAINTENANCE INVOLVING ACMs



REACTIVE MAINTENANCE REQUEST PROCEDURE



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17.0 CONSERVATION AND HISTORIC OBJECTS

- 17.1 The University of Lincoln is a centre for the study of conservation and restoration, in addition to the teaching provided historic objects are received from collections for restoration. Objects are received for conservation which have been identified to contain asbestos e.g. World War II Gas Masks. The potential for other objects to contain asbestos has been considered and a procedure is in place.
- 17.2 Prior to accepting an object for conservation technical staff will check initially by thorough research and inquiry whether the object is known or suspected to contain asbestos materials and the nature of the content. The relevant staff member will assess the potential risk posed by the object and reach a decision whether to accept the object before it is brought onto the University premises.
- 17.3 If any object is considered to present too great a risk to staff or students it will not be accepted for conservation.
- 17.4 Where an object is received and asbestos is suspected that has not been identified by the pre-acceptance research and enquiry then the object will be quarantined. The Asbestos Control Officer will be notified and the object investigated to ascertain, where possible, if asbestos is present.
- 17.5 If asbestos is confirmed or suspected then a decision will be made as to the potential risk it poses to staff and students. Where it is determined that it poses a risk it will be returned to the owner.
- 17.6 Information relating to the presence of asbestos in historic objects is included within the teaching programme.

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18.0 TRAINING AND INDUCTION

18.1 Training requirements are discussed at Directorate management Meetings, each Manager will determine the specific training programme for their reporting group taking account of their risk assessments and the risk to their staff based upon the framework indicated in Appendix A of the University of Lincoln Health and Safety Training Policy.

18.2 In accordance with the University of Lincoln Health and Safety Training Policy all staff whose work could bring them into contact with asbestos materials will receive Asbestos Awareness training on an annual basis. The course content will be:

- The nature of asbestos, sources and uses.
- Typical uses of asbestos in construction materials
- Asbestos related health effects and diseases.

- Overview of Legislation
- The Control of Asbestos Regulations
- The Duty to Manage Asbestos in Non-Domestic Premises

- Safe working procedures
- Use of Personal and Respiratory Protective Equipment

18.3 In accordance with the University of Lincoln Health and Safety Training Policy all roles identified in the Asbestos Management Procedure and Policy and other staff, as identified by the line Managers who will have significant involvement with asbestos will hold the BOHS (British Occupational Hygiene Society) P405 (Management of Asbestos in Buildings including Safe Removal and Disposal) qualification.

18.4 Records of training will be maintained via the department training database maintained by the Asbestos Control Officer.

18.5 In accordance with the requirements of regulation 10 of CAR, employees of contractors working on the University of Lincoln sites are required to have current asbestos awareness training and be able to demonstrate the competence of their employees.

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- 18.6 All contractors will be assessed for competency by the Project Manager or person responsible for the work before entering into a contract or placing an order for work. As part of the competency assessment as detailed in the University of Lincoln ESP02 Contractor Selection and H&S Monitoring Procedure, details of the health and safety training provided to operational employees is provided. It will be ensured that evidence of current Asbestos Awareness training (i.e. conducted within the last year) is provided for those contractors who are working within the trades stated in paragraph 124 of the Approved Code of Practice L143 (Work with Materials Containing Asbestos).
- 18.7 For term contractors the information will be provided at the commencement of a contract and reviewed at periods not exceeding one year.
- 18.8 Where new projects are initiated (as opposed to existing term maintenance contracts) or a new Contractor arrives on site the Contractor/Main Contractor/Principal Contractor must report to the Project Manager controlling the works. The University Health and Safety Induction will be carried out as detailed in the University of Lincoln Health & Safety Inductions and Authorisation to Work for Contractors Procedure ESP03. The site induction pack contains the extracts of the Asbestos Register applicable to those areas, which the Contractor will be working in.
- 18.9 No Contractor/Main Contractor/Principle Contractor will be allowed to work on the Universities premises until they have been inducted as per ESP03 and 05 in the University's Health and Policy arrangements and a permit to work has been issued in accordance with ESP21
- 19.0 **PERMIT TO WORK SYSTEM**
- 19.1 A Permit to Work is required for any work in areas that contain identified or presumed asbestos materials. This includes all Maintenance and Capital Works.
- 19.2 Where the annotated plans held on the Estates Infrastructure portal pages show asbestos materials are present (blue, orange, red or grey shading) in the area that requires work to be carried out a permit must be issued before work can begin.

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**20.0 PROCEDURES IN THE EVENT OF AN EMERGENCY AFFECTING
ASBESTOS OR PRESUMED ASBESTOS MATERIAL.**

20.1 Action if any Person Suspects Presence of Asbestos

20.1.1 The discovery of a suspect asbestos bearing material shall be notified to the Asbestos Control Officer and the Health and Safety Department.

20.1.2 If the suspect material is, in the view of the Asbestos Control Officer/Health and Safety Department, in poor condition and posing a risk, then the area containing the material should be closed off by:

- a Closing all doors and windows in the immediate vicinity;
- b Advising people not to enter the area unless they are appropriately trained and are wearing protective clothing and respiratory protective equipment.
- c Restrict access, padlocking the door where necessary and place the area under the asbestos Permit to Work system
- d Affix an asbestos warning notice to the area access and inform maintenance contractors and security.
- d If external cordon off the area with barrier tape.

20.1.3 No person shall interfere with any suspect material.

20.1.4 On receiving notification of suspected asbestos, the asbestos Control Officer will:

- a Inspect the areas as soon as possible;
- b If he/she considers it necessary, they will arrange for a sample of the materials to be taken for analysis;
- c Give a written report of the results of the investigation to the Health and Safety Department
- d Provide advice on any measures considered necessary to minimise the risk to health in the interim period.

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20.1.5 In an emergency situation an asbestos awareness trained contractor may enter the sealed area wearing the correct PPE and RPE to carry out the emergency work, the PPE and RPE must be removed and bagged up as soon as they have left the suspected contaminated environment.

20.1.6 Action if Presence of Asbestos is confirmed

20.1.7 The action taken will be based on the risk to health posed by the location and condition. **The possible courses of action are:**

- a Leave alone and monitor condition on a regular basis - monthly intervals, or other such period agreed as indicated by the risk assessment.
- b Leave the asbestos product in situ but seal it in an approved manner and inspect/monitor on a regular basis;
- c Remove asbestos product by a method approved by the Asbestos Control Officer for that particular product and replace with a non-asbestos-containing substitute.

20.1.8 The consideration on which a choice of options is to be based will be based upon the risk assessment, which will be conducted following the procedure detailed in section 7.

20.2 Damaged Asbestos Materials

20.2.1 Where an asbestos material or suspected asbestos material has been damaged the person(s) who have disturbed the material will stop work immediately and notify the Asbestos Control Officer and the Health and Safety Department.

20.2.2 The Asbestos Control Officer will provide advice on any required personal decontamination based upon the guidance given in the HSE publication HSG 210.

20.2.3 The area affected will be locked off with a padlock and a notice prohibiting entry placed on the door.

20.2.4 The incident will be logged and investigated by the University of Lincoln following the accident/incident near miss procedures. Where applicable the incident will be reported as a Dangerous Occurrence to the HSE Incident Contact Centre by the Health and Safety Department, the guidance threshold values for work without effective controls given in the Local Authority Circular HSE265/50 are as follows:

- Sprayed coatings (excluding textured decorative coatings) and loose thermal insulation – 15 minutes
- Thermal Insulation – 30 minutes
- Asbestos Insulating Board – 60 minutes
- Asbestos Cement – 8 hours

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- 20.2.5 The Asbestos Control Officer will ensure the area will be remediated.
- 20.2.6 Following any incident where asbestos or suspected asbestos is disturbed the asbestos management procedures will be reviewed taking into account the findings of the Health and Safety department investigation.
- 20.3 Accidents, Incidents, Near Miss Reporting and Investigation
- 20.3.1 The University of Lincoln will ensure, as far as is reasonably practicable, that all accidents (including disturbance of asbestos materials) and “near-miss” incidents (including discovery of suspected asbestos materials) are reported internally and, where appropriate, to the enforcing authority. In addition, all incidents will be investigated and reasonable measures put in place to prevent recurrence.
- 20.3.2 Reports can be submitted to the Health and Safety Department through a number of channels:
- Managers, staff or visitors wishing to report an accident can complete an electronic accident report form which is available on the Portal system
 - Persons not having access to a computer may record the accident, incident, near miss on the University’s paper form. Copies are available from the Health and Safety Department
 - Managers can complete a submission through the on-line reporting system.
- 20.3.3 A competent person will be identified and appointed to undertake the investigation. Investigations will follow the procedure in the University of Lincoln Accident, Incident and Near Miss Investigations Policy.

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20.3.4 The investigation will determine the root cause and any corrective actions required. Accidents, incidents and near misses involving asbestos materials will automatically trigger a review of the University of Lincoln asbestos management system. The findings and recommendations of the investigation will be incorporated into the review.

20.4 Attendance by Emergency Services

20.4.1 In the event of an emergency, the Fire Service has access to the Portal system and can access the asbestos survey and risk plans.

21.0 MONITORING AND PERIODIC REVIEW OF ASBESTOS MANAGEMENT PROCEDURE, ASBESTOS REGISTER AND ASBESTOS RISK ASSESSMENTS

21.1 The Asbestos Management Policy and Procedures and any revisions will be agreed with the Health and Safety Department and the Joint Consultative Health and Safety Committee prior to implementation.

21.2 The Asbestos Management Policy and Procedures will be reviewed by the Director of Estates, Maintenance Manager, Head of Health and Safety and the Asbestos Control Officer every 12 months or earlier where there is reason to believe it is no longer suitable or sufficient.

21.3 The review will include implementation of improvements required as identified by any investigations (with reference to section 20.3 of this document), changes to best practice and guidance and proposed changes to buildings.

21.4 The Asbestos Register will be updated regularly by the asbestos Control Officer to reflect further site investigations or abatement actions.

21.5 Asbestos Risk Assessments will be reviewed at least on an annual basis or more frequently if an area changes use, a materials condition has been noted to have changed or works are required in that area.

21.6 The Health and Safety Department will audit the asbestos management procedure annually.

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Amendment record

Issue number	Date	Changes
1	01/11/2010	N/A issued to the HSE
2	03/11/2010	Flowcharts converted to Microsoft Visio
3	09/11/2010	Compliance Manager title changed to compliance Officer through out the document
4	12/11/2010	Holder of training records changed to the PA of the Director of estates. Debra Spedding added to procedure review panel. duty holder responsibilities further expanded to make clear that it only includes building materials in the fabric of the building and faculty Heads moved up the responsibility table
5	08/12/2010	Duty holder changed to the Director of Estates, Capital works manager removed and replaced with the Head of Infrastructure
6	09/12/2010	Amendment table added
7	21/02/2011	Comments accepted and added from the University health and safety department. new procedure for the issue of permits to work now also incorporated.
8	08/06/2012	Minor changes to reflect the change with recent legislation changes, flow charts updated.
9	08/09/2012	Many changes to reflect current known asbestos on campus. Never adopted due to this being a significant reduction from original OHS procedure, Concerns from health and safety department around amendments and that this required SMT ratification.
10	22/11/2013	Minor changes to show amended supporting documents and associated procedures, charts up updated
11	08/04/2014	Changes to reflect new departmental structure and confirm emergency protocols, rectification of minor typographical errors.
12	11/01/2016	Minor clerical amendments to correct minor errors from previous document and reflect document review
13	09/02/2018	Annual review, minor changes to more accurately reflect current University holdings and procedures