

# ESTATES COMPLIANCE ARRANGEMENT (ECA)

## ECA 07 – Asbestos Management Plan



**University of Lincoln**

**Brayford Pool**

**Lincoln**

**LN6 7TS**

**For**

**University Of Lincoln**

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## ECA 07 – Asbestos Management Plan

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## ECA 07 – Asbestos Management Plan

## 1. ASBESTOS ACTION PLAN

Details	Action	By Whom	By When
Asbestos Training	Undertake Responsible Person training and asbestos awareness training for on-site employees.	Acorn -AS	Sept 23
Documentation	Compile an electronic containing all asbestos information.	Trevor Tomlinson	March 23
Portal Training	Undertake Alpha Tracker Portal training to on-site maintenance staff.	Acorn-as.com	July 23
Asbestos Surveys	Undertake review of all buildings where data isn't stored on Alpha Tracker and produce a survey program to include all buildings constructed prior to 1999.	Trevor Tomlinson	July 23
Documentation	Produce a scoping document to be issued to external contractors, informing of the need for asbestos awareness and practical training.	Acorn- AS	Sept 23
Documentation	Update the induction process to include the request of asbestos awareness certification for all external contractors working on University buildings.	Trevor Tomlinson	July 23

## 2. ASBESTOS MANAGEMENT OVERVIEW

Task	Status
Prepare Asbestos Management Plan	This document completed, after new management surveys have been undertaken
Complete Priority Risk Assessments	Completed as part of the Asbestos Management Surveys
Allocate a central controlled location where all asbestos records will be kept	On Alpha Tracker
Asbestos Management Survey	Building list to be compiled and all buildings where asbestos data isn't on Alpha Tracker to be surveyed.
Asbestos re-inspections	To be completed annually

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Asbestos removal works	Obtaining quotations for removal and encapsulation works.
Updating of all asbestos records when new information becomes available	Undertaken as and when required by approved asbestos consultant
Asbestos training	1 day duty holder and half day awareness course to be undertaken.
Review Asbestos Management Plan	Reviewed on yearly basis or any significant change. Planned review 01 December 2023

### 3. INTRODUCTION

This document sets out the University policy and procedures for managing asbestos, and replaces ECA07v2, ESP08v13 and the University' management of asbestos policy V3.3

The presence of the asbestos-based material does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities that give rise to airborne dust, e.g. breaking, sawing, cutting, drilling or machining asbestos products, are most likely to present risks.

Asbestos fibers were constituent members of a vast range of products, between the 1950's and up until its prohibition in 1999. It was typically used for heat or fire resistance and so can be found in insulation, wall and door boards but also hard bound into toilet cisterns, window putty etc., and other mundane uses. Staff and contractors are not expected to work with or be exposed to asbestos on university sites. Any members of staff or external contractors that work in buildings constructed before 1999 and may disturb asbestos during their day-to-day work activities will be required to have asbestos awareness training as a minimum.

### 4. ASBESTOS MANAGEMENT PRINCIPLES

#### **Regulation 4 Duty to manage asbestos in non-domestic premises**

The duty to manage asbestos in non-domestic premises requires duty holders to manage the risk from asbestos within their premises. Duty holders are required to identify the location and condition of asbestos containing materials (ACMs) in non-domestic premises and to manage the risk to prevent harm to anyone who works on the building or to occupants in the building.

#### **Managing the risk**

The duty holder is required to ensure that a written plan is prepared that shows where the ACM is located and how it will be managed to prevent exposure to asbestos. This includes contractors and other workers who may carry out work on the fabric of the building that could disturb the ACM. This plan then needs to be put into action and communicated to those affected. The duty holder needs to ensure the plan is reviewed regularly and updated as circumstances change, in consultation with all those who may be affected.

#### **Where the duty to manage applies**

The duty to manage covers all non-domestic premises. This includes all industrial and commercial buildings, such as factories, warehouses, offices and shops. The duty also covers public buildings such as hospitals, schools, museums, libraries, leisure centers, churches and other religious buildings.

#### **Identifying duty holders**

The duty to manage is placed on the person or organisation that has the main responsibility for maintenance or repair of non-domestic premises and common parts of domestic premises.

#### **Delegating tasks**

The duty holder's legal responsibilities cannot be delegated, but duty holders can nominate others to do all or part of the work to assist in complying with the duties. Anyone or any organisation who is nominated to do some work as a result of this regulation must know what it is they must do and be able to do it safely. They should be competent to do this work.

The duty holder must satisfy themselves that any person or organisation nominated to assist them in complying with the duty to manage:

- can demonstrate suitable competence and training;
- can demonstrate independence, impartiality and integrity;
- has an adequate management system in place;
- carries out any survey commissioned to locate ACMs, in accordance with recommended guidance.

#### **Reviewing and updating the management plan**

As a minimum, the management plan, including records and drawings, should be reviewed every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed (e.g. there is a change of use of building, work being undertaken, ACMs removed or repaired etc.). The plan, including records and drawings, should then be updated accordingly.

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Any identified or suspected ACM must be inspected and its condition assessed periodically, to check that it has not deteriorated or been damaged. The frequency of inspection will depend on the location of the ACMs and other factors which could affect their condition, e.g. the activities in the building, non-occupancy etc. There will also be events or changes, e.g. maintenance work, new tenants or employees, that should also trigger a review of the plan.

There should be periodic checks to make sure that the arrangements and procedures for managing asbestos are working and that people are fully aware of what they should be doing to comply with the duty to manage.

### Communicating and sharing the management plan

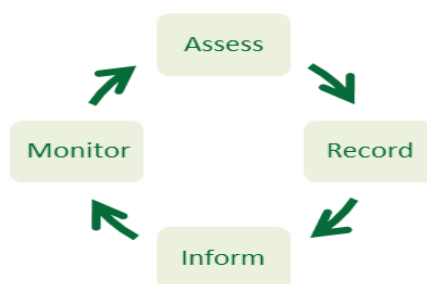
Duty holders should ensure that the management plan is made available to all the individual premises, so if there are separate site managers/building managers responsible for different premises on the same site, they must each make the information available to those in their respective premises.

Duty holders should:

- tell employees what the management plan arrangements are;
- provide the emergency services with information on the location and condition of any known ACMs;
- provide copies of the management plan for employee representatives and trade union safety representatives.

This Asbestos Management Plan has been designed with the sole purpose of managing the risk from asbestos containing materials (ACMs) identified within the listed premises, so that as far as is reasonably practicable no one can come to any harm from ACMs whilst on those premises. It is an integral part of the University's strategy for compliance with all current Health and Safety legislation regarding asbestos.

**The Principles of asbestos management:** are to



**Assess** - asbestos in premises does not necessarily create an unacceptable risk. Asbestos is the hazard; the risk can only be defined when the hazard is assessed within the environment it is found. The assessment must take into account the activities carried out near or on the asbestos in order to be able to present viable recommendations.

**Record** - all assessments together with the location and condition of any known or suspected asbestos containing materials (ACMs) must be recorded, updated and regularly reviewed. Similarly, details of any changes, training, removal works, re-inspection, etc., must also be recorded. It is imperative that all asbestos documents are kept up to date and are coherent and accessible.



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**Inform** - asbestos records must be made available to anyone who may require them, this may include staff, contractors, regular building users, maintenance staff, etc. Additionally, training sessions as well as site inductions will be undertaken to ensure that everyone is kept informed about asbestos and that the information they have access to is relevant, accurate and understandable.

**Monitor** - all asbestos records, procedures, training and safe systems of work must be regularly monitored and reviewed; this is an Approved Code of Practice (ACoP) requirement. The purpose of ongoing monitoring is to ensure that the aims of the Asbestos Management Plan and Policy are being met, that all systems are efficient and workable and that no-one is being exposed to asbestos.

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## 5. RESPONSIBLE PERSONS

Under 'The Control of Asbestos Regulations 2012' there is a requirement for the formal allocation of responsibilities with regards to asbestos management. Below are the roles and responsibilities for the client and site:

Overview of role	Site specific Responsible Person
<b>Duty Holder</b> The person to whom the statutory duty falls	Vice Chancellor
<b>Delegated Duty Holder</b> Person / Organisation to carry out the Duty Holders responsibilities	Director of Estates
<b>Responsible Persons</b> Delegated person to carry out the Asbestos Manager's responsibilities	Head of Maintenance and Facilities
<b>Approved Asbestos Consultancy</b> To work with the client for the provision of any service relating to asbestos e.g. surveys, re-inspections and asbestos remedial works etc.	Acorn Analytical Services 01924 443 552 <a href="http://www.acorn-as.com">www.acorn-as.com</a>

### The Duty Holder and Delegated should:

- Appoint a competent asbestos surveyor to locate asbestos containing materials within the property and provide relevant detailed information on their findings, which should include material risk assessments.
- Presume building materials/voids (inaccessible by a management survey) contain asbestos materials unless there is presentable evidence that they do not
- Provide additional duty holders with an asbestos register based on the provided information.
- Arrange for periodic monitoring and condition checks of all identified asbestos containing materials.
- Produce priority risk assessments for all identified asbestos containing materials.
- Establish an asbestos management plan which sets out how the identified risks from asbestos containing materials will be managed and then carry out any required actions to implement the plan.
- Manage asbestos containing materials in full accordance with an appropriate asbestos policy and procedures, and in full accordance with all current and relevant regulations, approved codes of practice and guidance notes.
- Maintain and keep up to date the asbestos register and all other relevant asbestos information.
- Ensure that, as part of a commitment to the health and safety of its employees, contractors and others on its premises, information regarding the asbestos register and guidance on the arrangements in place to manage asbestos are made available to all those who require it when they require it.

### Responsible Persons:

- Oversee the implementation of the asbestos management plan in liaison with the organisation's asbestos consultant.



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- Review nominated responsible individuals and identify any training needs.
- Review and agree roles and responsibilities and nominate responsible individuals as appropriate.
- Oversee the implementation of asbestos remedial works on a prioritised basis from asbestos risk assessments and action plans.
- Keep the Duty Holder informed of any changes to asbestos management strategy (i.e. changes to staff, procedures and survey information).
- Oversee and co-ordinate the maintenance and updating of all asbestos information and records.
- Fully co-operate with the Duty Holder to achieve the goal of effective asbestos management.
- Ensure that an assessment and safe system of work is provided by all contractors prior to undertaking works at the premises
- Be the on-site contact for any queries regarding asbestos.
- Ensure asbestos safe working procedures are followed by third party contractors as far as is practicable i.e. spot checks / walk around.

#### **The Approved Asbestos Consultancy should:**

- Provide support and assistance to the Duty Holder and their associated Responsible Persons.
- To work with the client for the provision of any service relating to asbestos e.g. surveys, re-inspections, asbestos remedial works etc.
- Be the first port of call for any asbestos related issues or enquiries.

## 6. POLICY AND PROCEDURE

General asbestos policy and procedure objectives are to minimise the risk of exposure to asbestos materials by staff, visitors or contractors (including maintenance workers) whilst at the property. The Duty Holder is responsible for controlling and coordinating this policy and associated procedures.

To comply fully with the 'Duty to Manage Asbestos' the following policy and procedure must be implemented by the Responsible Persons as detailed within this plan.

- Do not permit any person to disturb or risk disturbing asbestos containing materials.
- Convey to all staff and work people the location of all asbestos containing materials (relevant to areas they occupy as part of their work).
- Assess the risks of asbestos based on location, material and activity within each area.
- Damage or deterioration of asbestos containing materials must be reported immediately.
- Immediately action safety precaution procedures, include prohibiting access (by way of locking doors, erecting barriers and posting signs) to any area that is suspected to have been contaminated by asbestos as a result of damage or deterioration to an asbestos containing material.
- Presume all materials contain asbestos in areas detailed as not being accessed unless evidence is available to the contrary.
- Where required: establish local document control procedures in order that future amended asbestos data issued by the Duty Holder is immediately available for reference on site and that superseded versions are archived.
- Ensure control of staff, workpeople, contractors, and others when carrying out any works likely to disturb asbestos containing materials

### Accessing information

This Management Plan must be maintained and made available and accessible to:

- HSE and EHO Inspectors.
- Fire and Building Control Officers.
- Duty Holders.
- Responsible Officers / Key Holders.
- Health and Safety Managers (for incorporation into and implementation of their property Health and Safety Policy).
- Staff (including site supervisors and cleaners) as part of their awareness of the location, management and reporting requirements required by this plan.
- Workpeople, cable installers, and contractors to assess and eliminate or minimise the risk of disturbing asbestos containing materials when carrying out DIY type, small or large alteration / building works.

### The 'Asbestos Management Plan' procedure:

This document together with any associated records is the asbestos management plan for the premises to which it relates. This section specifies the management plan and process to be implemented within the property to monitor and manage the condition of asbestos containing materials.



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- Manage asbestos containing materials in accordance with the University's policy and procedures, current legislation and associated guidelines issued by the Health and Safety Executive.
- Raise the awareness of the duty to manage asbestos containing materials on site.
- Complete asbestos management surveys, re-inspections or assessments to identify the type, condition and priority action rating.
- Provide responsible persons with a complete asbestos register based on relevant assessments.
- Presume building materials / voids (inaccessible by asbestos management survey) contain asbestos materials unless there is presentable evidence that they do not.
- Maintain updated asbestos registers.
- Do not disturb or remove asbestos containing materials unless absolutely necessary.
- Assess the risk of exposure from known and presumed asbestos containing materials.
- Frequently monitor the condition of asbestos containing materials and report any damage or deterioration.
- Prepare and implement a formal written asbestos management plan in the form of required actions for all asbestos containing materials including deadlines for implementation.
- Formally complete annual (or as required) checks on asbestos containing materials and update the registers as necessary.
- Duty Holders will complete risk assessments of any activity involving the potential disturbance of asbestos containing materials by employees, contractors, and users of buildings.
- Agree method statements prior to the commencement of works/activities as required to minimise the risk of asbestos disturbance.

#### The 'process to implement the Asbestos Management Plan':

- Complete an asbestos management survey, re-inspection or suitable assessment identifying the type and condition of asbestos containing materials within the property.
- The asbestos risk assessment prepared by the surveying company lists the material assessment score for all asbestos containing materials.
- Risks of fibre release discovered during the survey are reported immediately to enable appropriate remedial action to be undertaken.
- Once the remedial works are complete, a management regime will be implemented and monitored by the Duty Holder with guidance from the approved consultant to ensure that asbestos containing materials stay in a safe condition.
- A priority assessment algorithm is completed for any asbestos containing materials identified within the property.
- The risk rating defines High, Medium, Low, or Very Low Risk and dictates the frequency of the checks on the material to ensure that asbestos fibres are not released into the air to pose a risk to the health of people in the premises.
- The frequency of checks required by the Duty Holder or their delegated representative is set out within the priority assessment section of the management plan.
- Priority assessments must be completed based on the delegated person's experience and knowledge of room usage and of other characteristics of the use of the premises.
- Current guidance notes state that as a duty holder: "Although you may appoint a competent person to carry out all or part of the work to meet the requirements to manage asbestos, you will have to be involved in the final assessment of the potential risk. In particular, it is you who will know how the premises are used and what disturbance is likely to occur".
- Priority assessments must be reviewed whenever changes to activities are proposed.



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- Material and priority assessment scores as algorithms must then be combined and the results assessed to establish a reasoned view of the risk category and action necessary for each incidence of asbestos containing material.
- Establish a regime for regular checking, recording, and if necessary taking action to control risks which have been identified.
- The combined assessment scores will be assessed to determine the risk of exposure of an individual or individuals to asbestos.
- Complete annual technical checks on the condition of all asbestos containing materials.

#### **Duty Holder and Responsible Person's actions to facilitate the Asbestos Management Plan**

- Carry out all tasks as detailed within the 'Duties and Responsibilities' section of the asbestos management plan.
- Ensure that access to areas possibly contaminated by asbestos fibres is strictly prohibited.
- Be responsible for the site based asbestos register (i.e. this document and other related records), which must be consulted when preparing method statements or risk assessments prior to undertaking tasks which may potentially disturb asbestos containing materials.
- Be responsible for implementing an appropriate recognition or labelling regime (where required indicating the presence of asbestos containing materials).

#### **Asbestos labelling policy:**

It is the policy of The University of Lincoln not to label asbestos containing materials. This procedure will be reviewed and at such time any asbestos containing materials are labelled the Asbestos Management Plan will be updated

## 7. ASBESTOS SURVEYS

It is essential that any works undertaken on site of an intrusive nature are backed up by an appropriate asbestos survey prior to commencing work.

If the works are to disturb the fabric of the building then a more intrusive survey that is specific to the works must be undertaken prior to carrying out any further works. It is the responsibility of both the Duty Holder and the contractor undertaking the works to ensure a suitable survey has been undertaken prior to completing any part of the works.

The approved asbestos consultant must undertake the survey to ensure that consistency of information is sustained and that all relevant associated information is updated as part of the survey, e.g. asbestos register, asbestos management plan etc.

### Management Asbestos Surveys

An asbestos management survey must be undertaken within any non-domestic premise that is constructed prior to the year 2000. This is required for the general occupancy and day to day occupation at site. The survey does not cover any works that are intrusive.

### Refurbishment Asbestos Surveys

A refurbishment asbestos survey must be undertaken when works are undertaken in or through areas that have not been intrusively inspected as part of the management survey e.g. running cables through ceiling voids and bulk heads, removal of sections or whole walls, changing windows through to major refurbishment works.

### Demolition Asbestos Surveys

A demolition asbestos survey must be undertaken when works are to be undertaken to demolish any part of any structure or building located on site.

The assistance of the asbestos consultant can be sought at any point to clarify the requirements.

### Asbestos Surveys, assessments and information

Results of all ad-hoc surveys undertaken at the property are to be kept with the main asbestos register and other asbestos records irrespective of whether the results are positive or negative.

If further guidance or clarification with regards to asbestos surveys is required then it is recommended that you refer to HSG264 Asbestos: The Survey Guide. This is the guidance prepared for those carrying out asbestos surveys and for clients who require surveys and as such contains a range of useful information.

## 8. MATERIAL ASSESSMENT INFORMATION

The material risk assessments detailed within this report are part of the material assessment algorithm as detailed within HSG264 Asbestos: The survey guide.

The following algorithm is a material assessment that identifies high-risk materials, that is those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for a remedial action.

Materials with assessment scores of 10 or more are regarded as having a high potential to release fibres if disturbed. Scores of between 7 and 9 are regarded as having a medium potential, and those materials with a score between 5 and 6 are regarded as having a low potential to release fibres if disturbed. Scores of 4 or less have a very low potential to release fibres and those materials which are analysed and found to be non-asbestos are not given a materials assessment score.

## 9. PRIORITY ASSESSMENT INFORMATION

Priority risk assessments detailed are based on the priority assessment algorithm as detailed within HSG227 A comprehensive guide to managing asbestos in premises.

The material assessment identifies the high risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for remedial action.

Management priority must be determined by carrying out a risk assessment, which will also take into account additional factors such as:

- Maintenance activity.
- Occupant activity.
- Likelihood of disturbance.
- Human exposure potential.

These additional factors represent the information required to formulate the required priority risk assessments.

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## 10. PRIORITY ASSESSMENT RISK DEFINITIONS

The assessment algorithm helps to produce priority assessments in a consistent format.

Scores from the material assessment and the priority assessment are added together to give the overall risk assessment. Risk assessment scores for different locations can then be compared to develop your action plan. In many circumstances the scores will be similar, making decisions on frequency checks more dependent on the knowledge of the Duty Holder / Responsible Person.

Algorithms are provided as a guide, but they are assessments and will often require the Duty Holder / Responsible Person to make their own additional judgments.

### Priority Risk Guide to Action Plan

Risk of Fibre Release	Score	Guide to Action Plan
<b>High</b>	<b>&gt;18</b>	<b>High Risk</b>
<b>Medium</b>	<b>14 – 17</b>	<b>Medium Risk</b>
<b>Low</b>	<b>9 – 13</b>	<b>Low Risk</b>
<b>Minor</b>	<b>1 – 8</b>	<b>Very Low Risk</b>

The “Guide to Action Plan” forms the basis of the action plan relating to the asbestos containing materials. If any elements change to the material risk or priority risk assessments then these need to be reflected and updated here so that the actions are based on the most up to date information.

## 11. PLANNED SITE WORKS

It is essential to ensure that works of any nature are conducted to appropriate standards and carried out safely. Ensuring the quality and competence of contractors can reduce the risk of accidents and the occurrence of defective work.

### **Selection of contractors**

All contractors working on the University's sites are inducted on a yearly basis, the induction includes details on how the University is managing its asbestos. No contractors are permitted on site without having an in date induction by the university.

All contractors must comply with the requirements of University of Lincoln Asbestos Management Plan and any associated procedures.

All contractors shall ensure that all their staff working on or in University of Lincoln premises have undertaken certified asbestos awareness training, therefore ensuring that the University of Lincoln complies with its statutory duties.

## 12. PLANNED ASBESTOS WORKS

### Selection of Asbestos Removal Companies

For any work with asbestos an appropriate asbestos removal company should be sought in conjunction with the approved asbestos consultant.

The consultant will have the most up to date information regarding the contractors that are on their approved list and their current industry performance.

Their selection will also be based on the following criteria:

- Current asbestos removal licence with no restrictions imposed upon the licence.
- References from clients where similar work has been undertaken.
- Good health and safety performance and safety record.
- Checks for prohibitions, prosecutions or claims brought for similar works.
- Quality of staff: training records, years of service, training programme.
- Members of a recognised trade association such as ARCA.

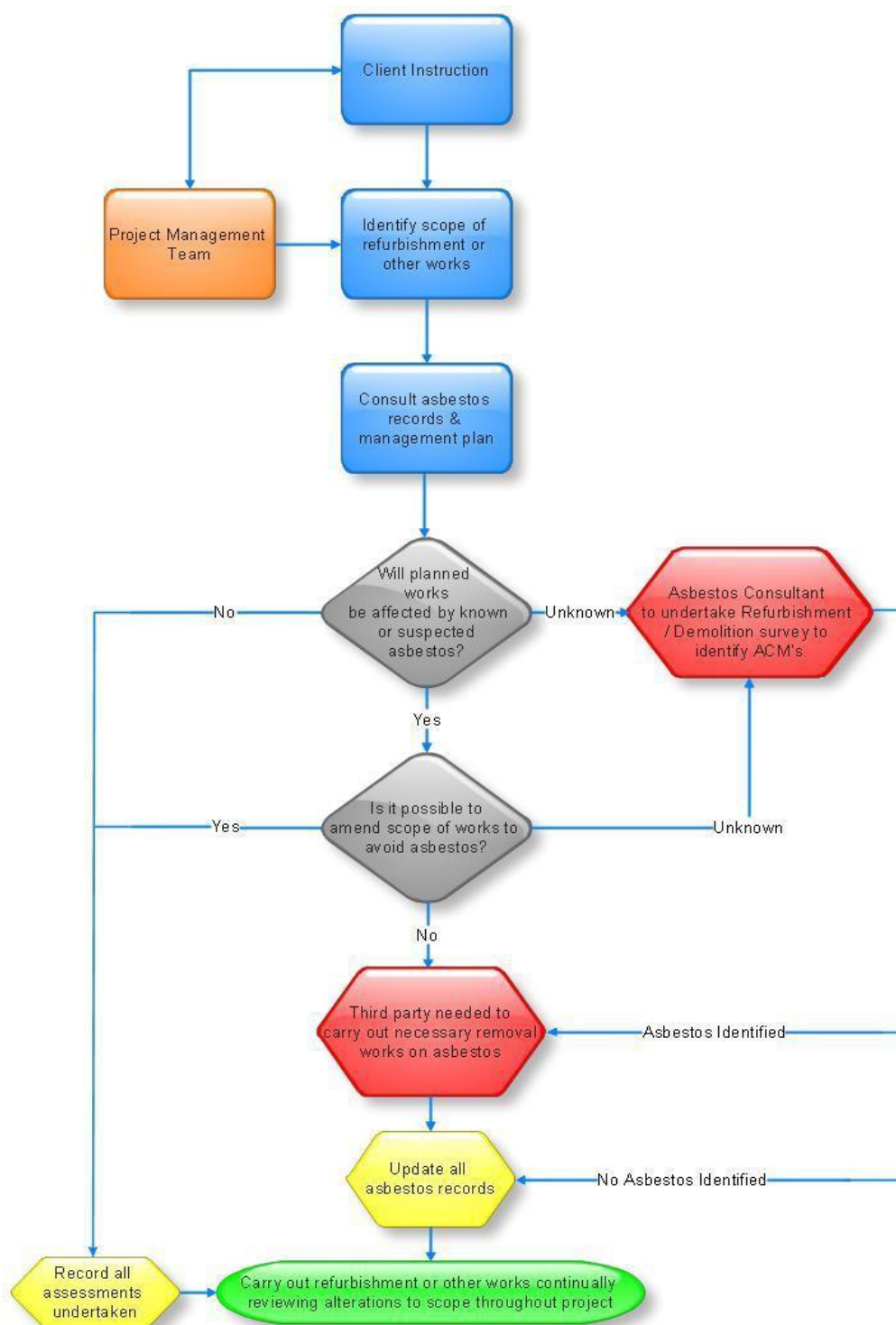
The definition of "work with asbestos" includes:

- Work which consists of the removal, repair or disturbance of asbestos.
- Work that is ancillary to such work, e.g. the maintenance of equipment which could be contaminated with asbestos or scaffolding to provide access for asbestos removal works.
- Supervising any asbestos works.

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### Asbestos management process maps

**Project work:** This flow chart should be used as a guide for planning refurbishment works or works which are liable to disturb the fabric of the building or areas previously not surveyed or not accessed.



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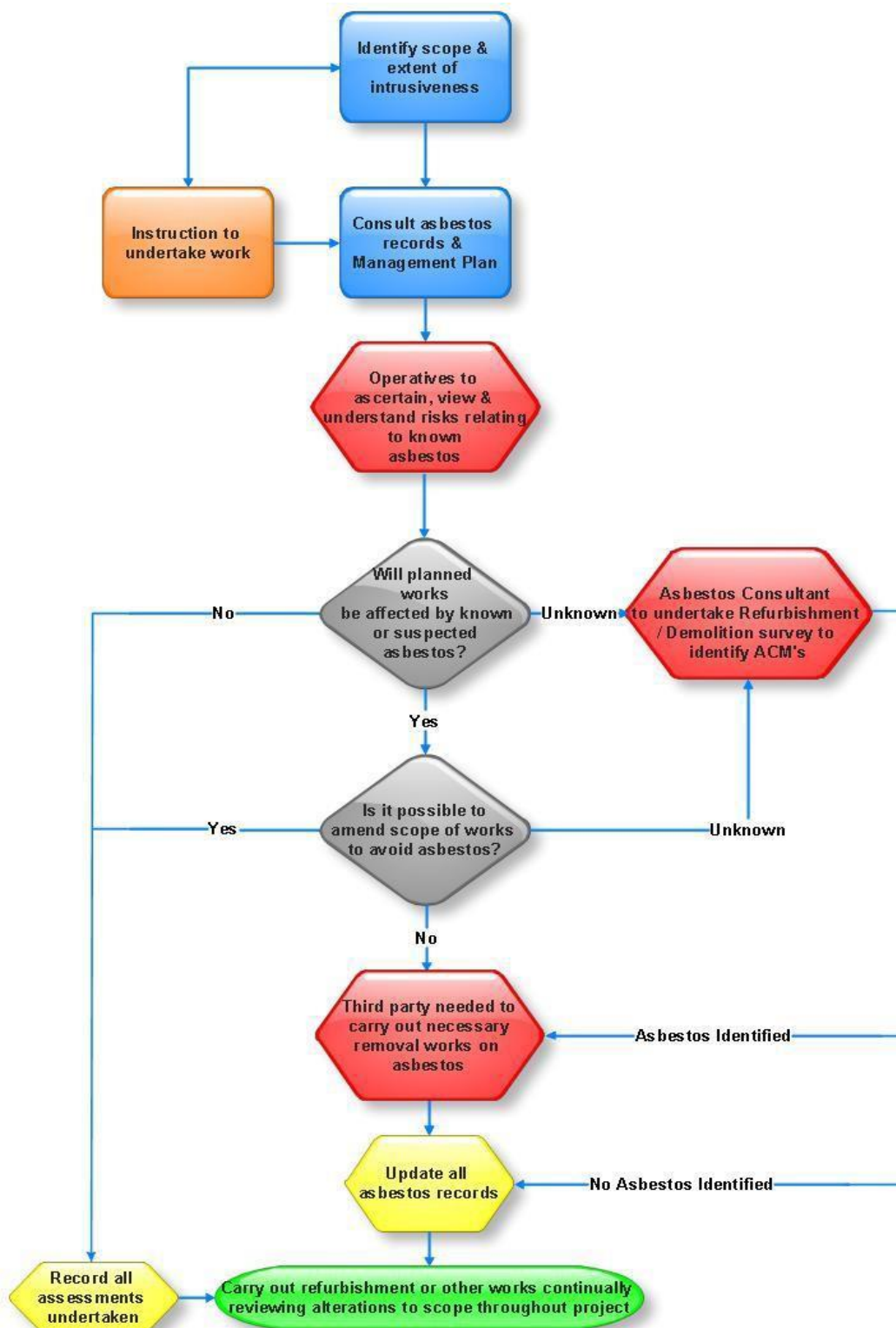
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**Non-project work:** This flow chart should be used as a guide for planning large maintenance activities or smaller projects throughout the property.



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## 13. CONTRACTOR CONTROL AND SUPERVISION

This section is aimed at situations where "clients" use contractors. It clarifies the general health and safety responsibilities of clients and contractors to protect each other, their workforce and anyone else (e.g. visitors, people living nearby and other members of the public). These responsibilities, if not properly managed, can lead to events that could prove costly to all parties.

As well as the immediate effects, further consequences can arise from delays to the work and claims for damages. All parties must co-operate to ensure that health and safety is properly managed - this will avoid things going wrong in the first place.

Work undertaken for a client by a contractor is usually covered by a civil contract. It is good practice for health and safety requirements to be written in to such a contract. However, health and safety responsibilities are defined by criminal law and cannot be passed on from one party to another by a contract.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors to carry out some or all of the work, all parties will have some health and safety responsibilities. The extent of the responsibilities of each party will depend on the circumstances.

### **Identify the job and assess the risks**

Clients need to clearly identify all aspects of the work they want the Contractor to do, including work falling within the preparation and completion phases. The level of risk will depend on the nature of the job.

Whatever the risk, clients need to consider the health and safety implications of the job they want done.

This will involve selecting someone suitable to do the job, assessing the risks, deciding what information, instruction and training is required, how co-operation and co-ordination between all parties is achieved, how the workforce is to be consulted and the level of management and supervision required.

Any risk in respect of asbestos is both the responsibility of the client (the duty holder, in accordance with Regulation 4 – 'The duty to manage asbestos in non-domestic premises' of the Control of Asbestos Regulations 2012) and the employer (the contractor, in accordance with Regulation 5 – 'Identification of the presence of asbestos' of the Control of Asbestos Regulations 2012'.

The client manages this responsibility by providing the contractor (employer) with all required asbestos information which will allow an appropriate assessment to be carried out by the contractor (employer) prior to work being undertaken.

The information is provided either electronically or in paper format and is confirmed as having been received and being adequate either by confirmation email, fax or letter or by signing the site specific contractor confirmation record as detailed within section 21.3.

### **Select a suitable contractor**

Clients need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

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Make sure contractors know and understand what performance you expect. Explain your health and safety arrangements to them. Show them your procedures, health and safety policy statement and make sure they understand and will act in accordance with it.

You need to decide how you will determine a contractor's competence by asking prospective contractors for: -

- What experience they have in the type of work you want done;
- What their health and safety policies and practices are;
- About their recent health and safety performance (number of accidents etc);
- What qualifications and skills they have;
- Their selection procedure for sub-contractors;
- For their safety method statement;
- What health and safety training and supervision they provide;
- Their arrangements for consulting their workforce;
- If they have any independent assessment of their competence;
- If they are members of a relevant trade or professional body; or
- Whether they or their employees hold a 'passport' in health and safety training.

You can then decide how much evidence (e.g. references) you need to seek in support of what prospective contractors have told you.

#### **Select a suitable sub-contractor**

The selection of any sub-contractors is probably best left to the contractor. Clients must, however, satisfy themselves that a contractor has an effective procedure for appraising the competence of a subcontractor. When selecting a suitable sub-contractor, a contractor may use some or all of the criteria that a client may use in selecting a suitable contractor (see above). Again, the degree of competence required will depend on the work to be done.

#### **Assess the risks of the work**

A risk assessment must be done and both the client and contractor should be party to it.

The client should already have a risk assessment for the work activities of their own business. The contractor must assess the risks for the contracted work and then both parties must get together to consider those risks from each other's work that could affect the health and safety of the workforce or anyone else.

#### **Provide information, instruction and training**

Clients, contractors and sub-contractors must provide their employees with information, instruction and training on anything, which may affect their health and safety and this will include asbestos awareness training.

All parties need to consider what information should be passed between them and agree appropriate ways to make sure this is done.

They need to exchange clear information about the risks arising from their operations, including relevant safety rules and procedures, and procedures for dealing with emergencies. This exchange of information should include details of any risks that other parties could not reasonably be expected to know about. The information must be specific to the work. In other words, you must talk to one another.

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#### **Co-operation and co-ordination**

In any client / contractor relationship, there must be co-operation and co-ordination between all the parties involved, to ensure the health and safety of all at the workplace and anyone else likely to be affected. Clients should set up liaison arrangements with all parties. This could take the form of regular meetings or briefings. Liaison is particularly important where variations of the work are proposed or where more than one contractor or sub-contractor is engaged.

#### **Consulting the workforce**

Clients, contractors and sub-contractors must consult their employees on health and safety matters. Where there are recognised trade unions, consultation should be through safety representatives appointed by the unions. Trade unions have an important role to play and can provide expertise to help in the area of health and safety. Where there is no recognised trade union, different arrangements will have to be made e.g. through representatives elected by their employees. However where the workforce is represented, they should be part of the liaison arrangements set up by the client and should be involved from the outset.

#### **Management and supervision**

Clients must decide what they need to do to effectively manage and supervise the work of contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of client.

Clients will also have greater management and supervisory responsibilities where they know more about the health and safety implications of the contracted work than the contractor.

In all circumstances, clients need sufficient knowledge and expertise to manage and supervise the contracted work. It is essential that the nature of the controls exercised by the client is agreed before work starts. An important part of this is the arrangements for the selection and control of any sub-contractors. Clients may need to agree with the contractor how the work will be done and the precautions that will be taken. Again, the extent of the client's responsibilities will be determined by the impact that the contractor's work could have on anyone likely to be affected. Relevant issues include:

- What equipment should or should not be worked on/used.
- Personal protective equipment to be used and who will provide it.
- Working procedures.
- The number of people needed to do the job.
- Reporting of accidents and safe keeping of records and plans.

Clients, contractors and sub-contractors should monitor their health and safety performance. This means checking whether the risk assessment is up to date and that control measures are working. The level of monitoring depends on the risks - the greater the risks, the greater the monitoring. Clients should make periodic checks on the contractor's performance to see if the work is being done as agreed. Contractors and sub-contractors should carry out day-to-day checks to see that what should be done is being done.

Some work-related accidents, diseases and dangerous occurrences must be reported to the enforcing authorities. It is good practice to investigate all injuries, cases of work-related ill health and 'near misses' to find out what went wrong and why they were not prevented. Clients, contractors and subcontractors should share the lessons learnt from monitoring and investigations with each other and with the entire workforce. Where health and safety

requirements are not being met, the first step is for the client and the contractor to find out why and put matters right.

If health and safety performance is not brought up to requirements, the client will need to stop the contractor working on the job until requirements can be met.

Both the client and the contractor should review the work after completion to see if performance could be improved in the future.

## 14. DISPOSAL OF ASBESTOS

Asbestos waste, whether it includes small amounts of waste or large scale removal by contractors, is subject to waste management controls set out in The Hazardous Waste Regulations 2005.

Asbestos waste should be double bagged in appropriate polythene bags and clearly labelled with the signage prescribed for asbestos before it is transported to the disposal site in line with HSG247.

The waste can only be transported from site by a certified carrier and disposed of at a site licensed to receive it.

There are requirements for all movements of waste off site to be accompanied by a Waste Consignment Note that is signed by the producer, carrier and disposal site.

The waste consignment note is to be kept on record with all other documents relating to the asbestos works that have been undertaken.

## 15. INFORMATION, INSTRUCTION AND TRAINING

The communication of information is important in controlling asbestos risk. Training is a tool for the dissemination of information to key people. The Duty Holder / Responsible Person will undertake a training strategy to educate and instruct all employees likely to be affected, come into contact with or deal with matters concerning asbestos including regular update and refresher training.

Employees that are likely to come into contact with or could potentially disturb asbestos as part of their works will be required to undertake a half-day certified asbestos awareness course.

There will be a requirement for all contractors working within the premises to ensure their staff have undertaken a certified 'asbestos awareness' course which complies with Regulation 10 of The Control of Asbestos Regulations 2012. Copies of certificates will be required to be provided as proof of training. Where necessary, contractors will also need to supply details of other practical training prior to them commencing work on site.

The Duty Holder / Responsible Person will ensure that staff involved in building maintenance work and any contractors working on the premises know that the building contains or may contain asbestos, its type and location and make sure they know the risks to their health if they disturb it. They will be made aware of the asbestos register and the possibility of coming across hidden ACMs which might not be recorded on a register.

The Duty Holder / Responsible Person will ensure that other staff are made aware of the asbestos materials on site as deemed appropriate. These staff will be empowered to stop other contractors on site and check they have signed in and read and understood the sites asbestos register.

## 16. EMERGENCY PROCEDURES

The following procedure must be followed whenever suspected ACMs are discovered or accidentally released or disturbed.

- Stop works immediately, leave all equipment, tools and belongings.
- Isolate the area and ensure it is evacuated by those within the area.
- Do not attempt to clean up the area.
- Segregate those that may have been contaminated / exposed, remove clothing and bag up contaminated items if necessary, ensure they undertake localised decontamination.
- Seal the door to the area and place a “do not enter” sign on the door.
- Refer to the asbestos register to establish the exact nature of the material.
- Inform the Duty Holder and Responsible Person or their nominated deputies.
- If significant damage has occurred it may also be necessary to undertake air monitoring,
- Once the incident has been controlled the asbestos must be made safe or removed before areas are re-occupied.
- Record the incident, keep health records for any person(s) thought to have been exposed. Wherever any person is exposed, records should be kept of that exposure for a minimum of 40 years.
- A full investigation must be undertaken by the Duty Holder or Responsible Person to identify the fail point within the procedures. The management plan and procedure must be updated to reflect their findings.
- Wherever necessary the approved asbestos consultant can be consulted throughout the process.

## 17. ASBESTOS MANAGEMENT FORMS AND PROCEDURES

### **Employee / Maintenance Staff Confirmation Record –**

This form is to be utilised to record all staff and maintenance personal who have been shown where and how to access all up to date and relevant information and records with regards to asbestos containing materials at the site.

These are completed and stored within Appendix II of the asbestos management plan.

### **Contractor Confirmation Record –**

Contractors or visitors undertaking works which could potentially disturb asbestos and who have not previously confirmed acceptance of site asbestos information must sign this record to confirm that they have received all required information and undertaken the necessary assessments as required by the regulations.

It is usual that these forms are kept within or near the same file which contains the site visitor log so that they can be completed where required as contractors visit the site. For this management procedure to be effective the site must adopt a robust visitor / contractor signing in requirement. As and when these forms are complete they are stored within Appendix III of the asbestos management plan.