University of

ASBESTOS MANAGEMENT PLAN

Policy, organisation and arrangements

8th Edition, September 2021

History of revisions

Issue	Date	Nature of revision	Prepared by	Approved by
2	April 2013	First issue	Sean Callaghan	Health & Safety Committee
3	April 2014	Annual review amended to reflect Introduction of new HSE guidance L143 Managing and working with Asbestos Clarification of work that may be undertaken by non-framework contractors Updates to improvement plan	Sean Callaghan	M Simpson, H&S Services, Director
4	April 2015	Annual review amended to reflect updates on improvement plan	Sean Callaghan	M Simpson, Health and Safety Services, Director
5	October 2015	Amended to reflect duties of Principal Designer under Construction (Design and Management) Regulations 2015 (CDM 2015)	Sean Callaghan	Moira Simpson, Health and Safety Services, Director
6	October 2016	Annual review amended to include link to asbestos register on EDMS	Sean Callaghan	Moira Simpson Health and Safety Services Director
7	September 2018	Annual review amended to reflect Removal of reference to Asbestos Working Group Review of flow charts appendices 3 to 9 Introduction of frameworks for reactive maintenance Restructuring of Estates and Facilities Review of training requirements	Sean Callaghan	Jenny McGrother Health and Safety Services Director
8	September 2021	Annual review amended to reflect Additional duty holder nominated Changes to roles and responsibilities of ASCA and project teams Addition of Priority Risk Assessment to reflect asbestos re-inspection frequency Asbestos Management for leasehold buildings included		

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1. Asbestos Policy

1.1. Introduction

policy, organisation and procedures for managing the risks from Asbestos Containing Materials (ACMs) in all of its premises.

Some buildings owned or occupied by the University of Reading were built or refurbished at a time when the use of ACMs in their construction was common. Therefore, this Plan is designed to effectively manage and minimise asbestos related health risks to staff and other persons working or occupying University premises.

Implement and maintain an effective Asbestos Management Plan

Keep an up-to-date written record of the location and condition of ACMs

Assess the risk of anyone being exposed to these materials

Prepare and put into effect a management plan to manage the risk and keep ACMs in a good state of repair, or ensure that it is repaired or if necessary removed

Provide information on the location and condition of the material to anyone potentially at risk

Regulation 5 y at risk

3.1 Definitions

Duty Holder

The Duty Holder is the person or organisation that has clear responsibility for the maintenance or repair of non-domestic premises through an explicit agreement such as a tenancy agreement or contract.

as per Regulation 4 of the Control of Asbestos Regulation (CAR) 2012 (Ref. 1)

Appointed Person

To help comply with the legal requirements and to ensure that ACMs in premises are properly managed, Duty Holders should identify a person within their organisation who will be responsible for the day-to day-management. The appointed person will need the resources, skills, training and authority to ensure that the ACMs are managed effectively as described in the HSG264 - Asbestos: The Survey Guide (Ref. 3)

3.2 Responsibilities

All persons employed by the U0 50yeW*nB/*nBF 11.04 Tf1 0 0 1 75.2oi>BC q0.thei>ad 59.2 8*nBF 11.04

Advising on appropriate level of air monitoring strategies, analytical support and attendance on request of Project Managers.

Project Managers and Project Leads

Responsibilities:

Providing cost estimates for asbestos work

Tendering asbestos work and raising instructions in accordance with procurement procedures

Authorising invoices for completed work

Preparing a specification for asbestos remedial works

Assessing the Asb

Assessing and directing the appropriate level of air monitoring, analytical support and attendance required in consultation with the ASCA

Informing appropriate staff of asbestos related works in good time

Making local arrangements with building users and service providers to facilitate the asbestos works

Organising where appropriate an asbestos contract pre-start meeting to agree the Plan of Works, attended generally by the ASCA, Project Manager, Contractor and Analyst.

senior Manager

Ensuring site works comply with relevant University requirements

Stopping work where an Asbestos Contractor does not perform to the required health and safety standards, or where their actions appear likely to result in a breach of health and safety or University requirements

University Supervising Officers (SO) (see Section 7.1 for definition)

Responsibilities:

Compliance with the requirements of this AMP in all aspects and as specifically defined in Appendices 3, 4 & 5

Liaising with the ASCA on all projects in buildings constructed before 2000

Providing information on known ACMs to contractors undertaking work

Notifying the ASCA on any changes in project scope that may impact on asbestos management

Maintenance personnel

Responsibilities:

Checking the asbestos register before undertaking any work in properties built before 2000

Notifying the ASCA immediately and stopping work if they encounter damaged or disturbed known or suspected ACMs

Guidance:

The use of asbestos in UK buildings has been progressively prohibited until a complete ban of all use in construction in 1999. Some products containing chrysotile were still

actions or remediation work to be taken. Refurbishment and Demolition surveys must be commissioned from an approved framework consultant accredited by the United Kingdom Accreditation Service (UKAS) as complying with ISO/IEC 17020.

New refurbishment and demolition surveys

Changes in building layout or area use

The record of the ACM will be archived on the EDMS system each time an update is made.

Storage and availability

The register will be stored electronically on the University Wren system. Read-only access will be available to all authorised University personnel through the Wren portal. Where Wren access is not granted, Staff, Consultants and Contractors can access the register through the **E**lectronic **D**ocument **M**anagement **S**ystem.
https://edms.reading.ac.uk/sites/EF/WrenSS/SitePages/Asbestos.aspx
Consultants and Contractors will require a University Username and Password. They should

Estates will review the proposed work to determine whether it can safely be carried out without Estates supervision. As part of the review process, for buildings constructed before 2000 the request form will be forwarded for review to the Asbestos & Safety Compliance Adviser who will make a suitable and sufficient assessment of asbestos risks in accordance with the AMP. Work cannot start until it has been authorised, in writing, by Estates.

5.4 Training

University Staff

Regulation 10 of the CAR2012 places a duty on an employer to provide adequate, information, instruction and training to employees. The University will support this AMP by providing asbestos training and refresher training at an appropriate level to all relevant University staff.

Asbestos training is mandatory for all staff who may come into contact with asbestos in the course of their work. In particular, it will be given to all workers involved in demolition, refurbishment, maintenance and allied trades where it is foreseeable that their work will disturb the fabric of the building because ACMs may become exposed during their work. Exemption from this requirement will apply only where the University can demonstrate that work will only be carried out in or on buildings free of ACMs.

Training will be delivered by the Asbestos & Safety Compliance Adviser as 0.000008871 0 5eW*nance Advis

Asbestos & Safety Compliance Adviser

Asbestos & Safety Compliance Adviser will attend such courses as may be required to remain up to date with current legislation, best practice and any other matter that will maintain competence.

Table 1 Summary of asbestos awareness training provided

Attendees	Course Content
Direct Labour Maintenance Managers	Asbestos awareness in accordance with ACOP L143 Procedures for planned and reactive maintenance Accessing and limitations of the asbestos register Call out procedures Emergency procedures Refresher training as directed
Project Leads Project Managers Estates Surveyors Maintenance Managers Consultants acting as PMs Duty Engineers	Asbestos awareness in accordance with ACOP L143 Procedures for project management Accessing and limitations of the asbestos register Emergency procedures Refresher training as directed
Framework contractors undertaking maintenance	Procedures for planned and reactive maintenance Accessing and limitations of the asbestos register Call out procedures Emergency procedures Refresher training as directed
Building Support Officers Health and Safety Co-ordinators Technicians, IT Staff	Asbestos awareness in accordance with ACOP L143 Accessing and limitations of the asbestos register Emergency procedures Refresher training as directed
Directors of Estates, Property Services and Health and Safety Services	The provisions of this AMP and their responsibilities under it
Security Room Controllers	Accessing and limitations of the asbestos register Emergency procedures Refresher training as directed
Contractors undertaking Project work	Accessing and limitations of the asbestos register Site specific toolbox talk Emergency procedures

6. Work with Asbestos Containing Materials

6.1 Asbestos remediation work

Work involving the repair, encapsulation or removal of ACMs may only be carried out by the

contractors will generally be made directly but may be made through a principal contactor when agreed by the Project Manager.

Remedial action will be carried out where:

- Remedial action was identified following inspection under this AMP
- The work is required to facilitate a maintenance task
- The work is required to facilitate a planned project
- ACMs are to be removed prior to demolition
- There is a strategic benefit
- There are unplanned circumstances such as damage to ACMs, leaks or bursts in pipes etc.

The scope and specification of such remedial action will be at the direction of the Asbestos & Safety Compliance Adviser.

Work with ACMs requires effective management which includes clear communication with and consideration of building stakeholders. The timing of the work to be undertaken will be based on an assessment of the inherent risks and may need to be undertaken out of normal working hours as directed by the Asbestos & Safety Compliance Adviser.

Work falls into three categories:

- Licensed work
- Notifiable non-licensed work
- Non-licensed work

Guidance:

Full details of work involving bulk sampling and analysis; air monitoring sampling and analysis; site certification for reoccupation and decontamination procedures can be found in: HSG248 -

6)

Control of hazardous waste

ACMs shall be double bagged in clean sealed and labelled sacks (or wrapped) and be removed as it is produced. Bags may only be carried on transit routes agreed by the Asbestos & Safety Compliance Adviser for immediate removal from site or to a lockable container in an agreed location on site.

All asbestos waste shall be disposed of to a site licensed to receive it in accordance with the

In all cases a detailed project specific method statement and risk assessment must be approved by the Project Manager with assistance upon request from the Asbestos & Safety Compliance Adviser before any work proceeds.

7. Asbestos Management Plan for Project Work

7.1 Scope

The asbestos management plans for undertaking project work where ACMs are known to be,

Guidance:

The Building Maintenance team is directly responsible for maintenance of the University's built estate, which comprises more than 400 buildings, including academic, residential and administrative premises.

The department deals with over 30,000 repairs and inspections each year, ranging from minor leaks to major improvement projects. The maintenance team employs labour directly in all aspects of building trades undertaking routine and reactive maintenance including providing a 24 hour call out service 7 days a week. The direct labour team are supported

access control, Building Management Systems, water quality etc. In most instances the

Specialist Installations
The University remains responsible for the installation of data cabling and CCTV throughout the transferred Halls. Any work undertaken will be in accordance with the procedures set out in this AMP. The Asbestos & Safety Compliance Adviser will be responsible for coordination with UPP where additional survey inspection is required. The inspections, where required, will be undertaken on behalf of the University in accordance with this AMP. Any relevant findings will be passed to UPP for incorporation into their asbestos management plan.

10.2 Asbestos Management for Leasehold buildings – Harborne

Background and Scope
A lease term between the University of Reading (UOR) and Royal Berkshire Hospital NHS Trust (RBH) has been entered into for the occupancy of the Harborne Building in July 2021. NHS RBH took on the responsibility for managing asbestos containing materials in the Harborne building and is required to develop an asbestos management policy and plan in accordance with CAR 2012.

University Health and Safety Services (normally the ASCA) will periodically review the NHS

both parties. This review will be at least annually, but may be more frequent as necessary.

Retained Areas
The University has retained the responsibility within Harborne on underleases for the following areas.

CAF Lab (to be held by UOR only until November 2021)
Radiation Room (to be held by UOR until radiation matters are closed out)
Herbarium areas (to be held by the University of Reading long term)
Plant areas servicing the Harborne Building which are located within the Lyle

11. Review and Audit

11.1 Review

This AMP and associated policy will be reviewed regularly by Asbestos & Safety Compliance Adviser. The intention of the review is to assess:

The effectiveness of the AMP

13. References

1. Control of Asbestos Regulations 2012.
2. L143 - Managing and Working with Asbestos
3. HSG264 - Asbestos: The Survey Guide
4. HSG227 - A Comprehensive Guide to Managing Asbestos in Premises.
5. HSG247 - Asbestos: The Licensed Contractors Guide.
6. HSG248 -
   Procedures.

Appendix 1 Authorisation to Work form

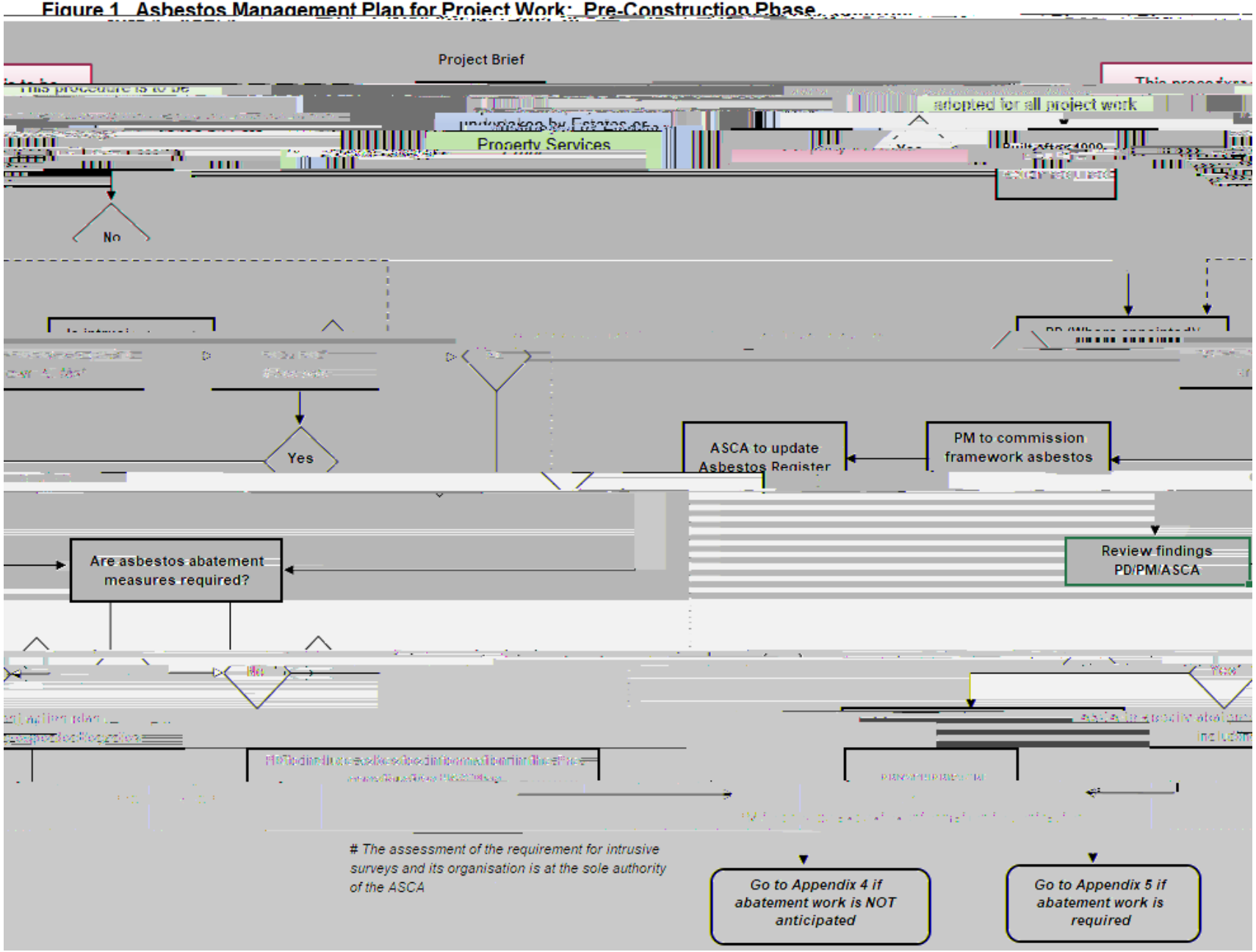
Estates
'AUTHORISATION TO WORK' REQUEST

CLIENT REQUEST FOR 'AUTHORISATION TO WORK'

Appendix 3 Management of Project Work – Preconstruction Phase (Figure 1)

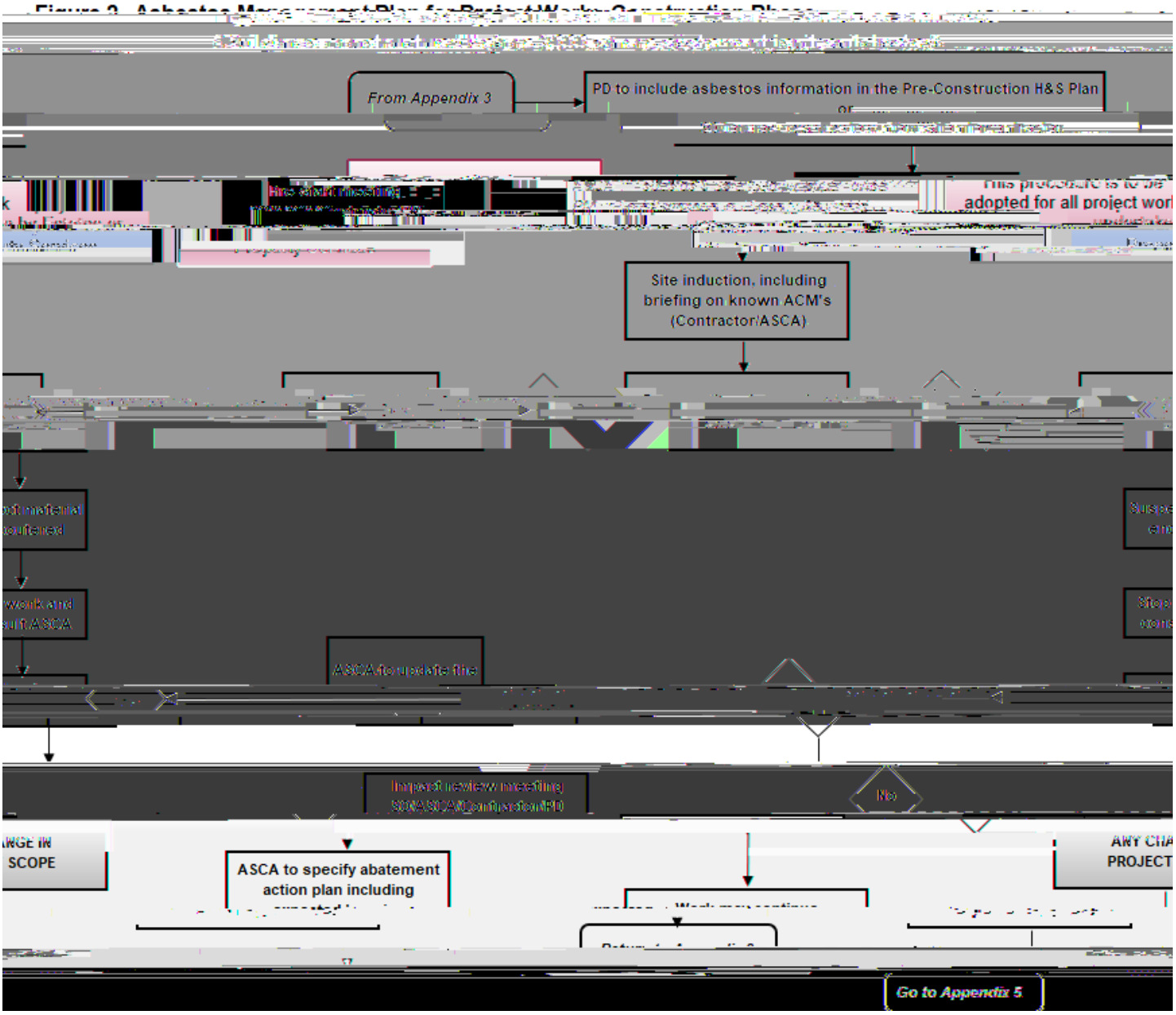
1. For all work in buildings constructed before 2000 Supervising Officer (SO) to advise the Asbestos & Safety Compliance Adviser of outline project brief.
2. SO/ASCA/Principal Designer (where appointed) to [illegible] 11.04 Tf1 0 0 1 236.57 ,9 Tf1 0 0 1 453.91 22.344 T

Figure 1 Asbestos Management Plan for Project Work: Pre-Construction Phase



Appendix 4 Management of Construction Work – where remediation is not anticipated (Figure 2)

10. Pre-start meeting SO/ASCA/Principal Designer/Contractor/Designer.
11. Site induction for all operatives including briefing on known ACMs.
12. Confirmation that all site personnel have asbestos awareness training.
13. Work may proceed.
14. IF suspect material encountered.
15. Stop work and consult Asbestos & Safety Compliance Adviser.
16. Impact review meeting where ACMs confirmed.
17. Asbestos & Safety Compliance Adviser to advise on asbestos remediation action plan (where required) including advising of expected legacies.
18. Where asbestos remediation is not required work may continue.
19. Where asbestos remediation is required proceed to Step 20.


From Appendix 3
PD to include asbestos information in the Pre-Construction H&S Plan
Site induction, including briefing on known ACM's (Contractor\ASCA)
No
ASCA to specify abatement action plan including
Go to Appendix 5

Appendix 5 Management of Construction Work – where remediation is required (Figure 3)

20. Asbestos & Safety Compliance Adviser to specify remediation action plan including highlighting expected legacies to remain following work. Action plan to include extent of analytical support to be provided.
21. Procurement of asbestos contractor and analyst by PM

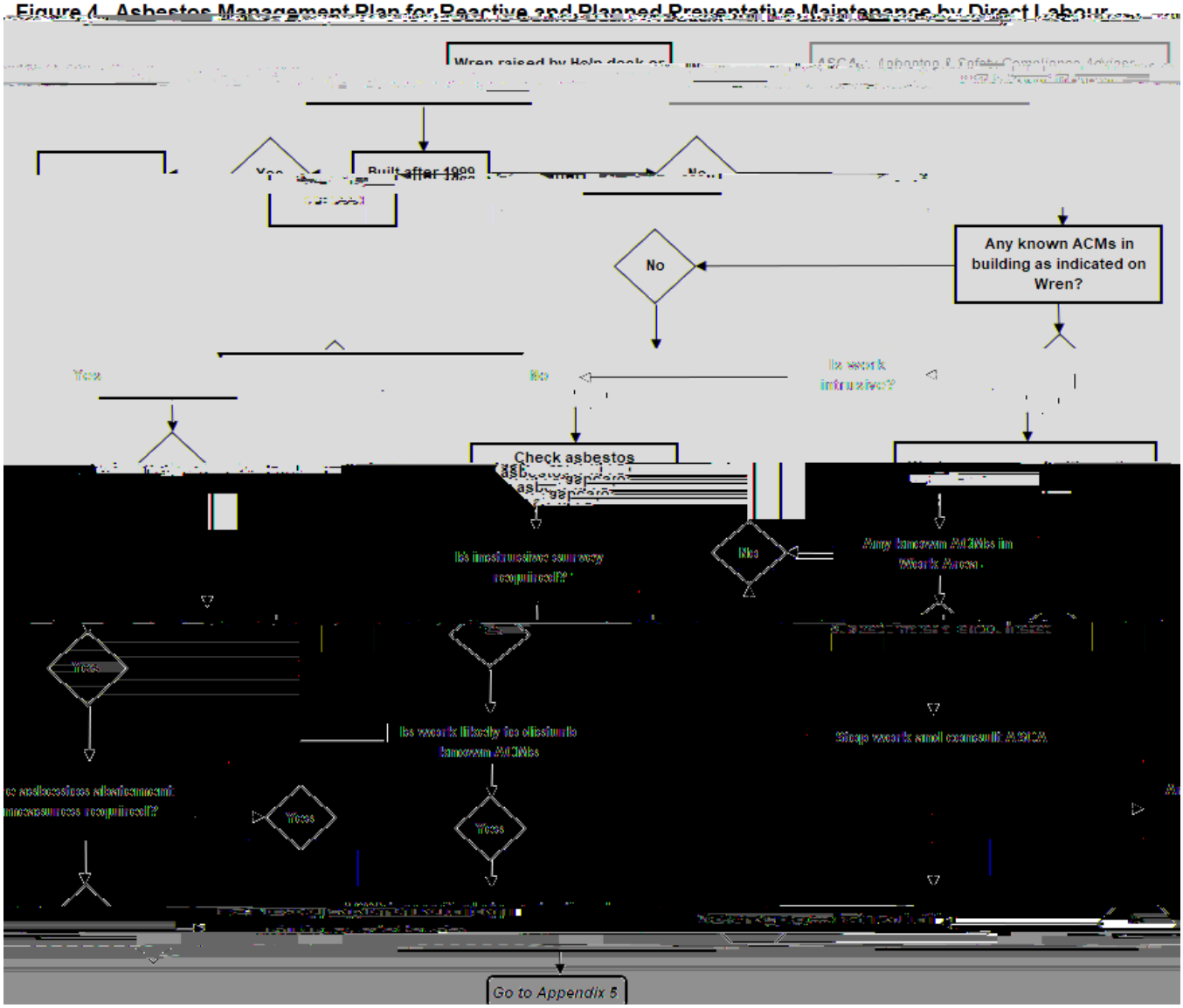
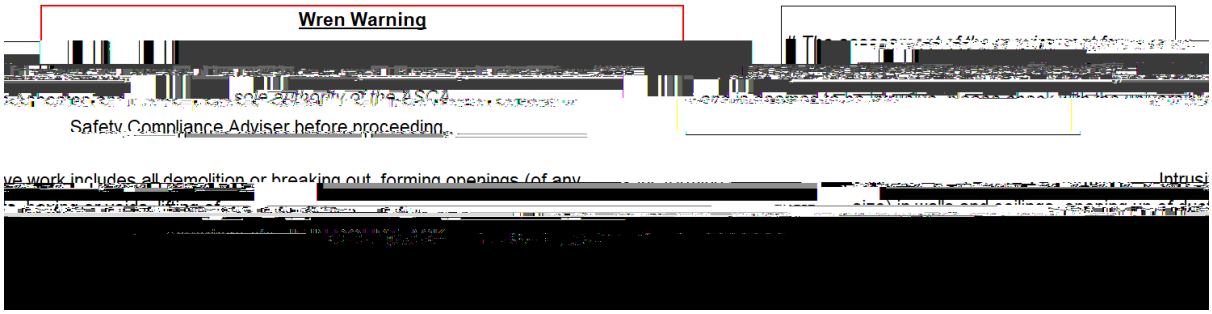



Figure 1. Asbestos Management Plan for Reactive and Planned Preventative Maintenance by Direct Labour