

Asbestos Management Plan

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Duty Holder Signed:



VC&P

Responsible Person Signed:



CPO

Adherence to these guidelines will be monitored by University personnel, and any breaches will be treated seriously.

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1 Introduction

The Asbestos Management Plan (AMP) provides a practical and detailed framework to support the Campus Division Asbestos Management Policy (HAS-PD-018). This AMP is intended to comply with the Control of Asbestos Regulations (CAR) 2012, Construction (Design and Management) Regulations 2015 and is applicable to all parts of the UoB estate, constructed prior to the year 2000, where asbestos is present or is liable to be present, which are managed, maintained or developed by UOB Campus Division.

It is the intent of UOB Campus Division to manage the hazard of Asbestos Containing Materials (ACMs) in a manner that will reduce, to the lowest practically achievable level, the risk of harm to the health of all staff, students, contractors, and other visitors in compliance with Regulation 4 of The Control of Asbestos Regulations 2012.

The purpose of this document is to set out how Campus will discharge these duties by management regime for the control of Asbestos Containing Materials (ACMs). This will be reviewed periodically as required by the University policy or where there are changes in the legislation, the Approved Code of Practice (ACoP) or HSE guidance.

Compliance with this Asbestos Management Plan and accompanying Standard Operating Procedures (SOPs) is mandatory throughout the UOB estate and includes all UOB buildings, owned or leased, which are maintained by UOB Campus Division, to ensure that ACMs do not pose a health or safety risk to staff, students, contractors, visitors or members of the public who visit the University Campus.

This AMP provides instruction to University of Bristol Employees and Contractors to undertake their duties safely in order to avoid disturbance and subsequent exposure to asbestos.

Responsibility for the management of ACMs lies with the University as the employer, the Vice Chancellor and President is named as Duty Holder, day to day responsibilities are designated to the Chief Property Officer as the Responsible Person. Under Reg 4 of (CAR) 2012, all staff, students, other visitors, and users have an obligation to assist in complying with that duty under Health and Safety at Work, etc. Act 1974.

1.1 How to Use The Asbestos Management Plan

It is the responsibility of the reader to ensure they are accessing the current version of the current AMP stored on the Campus Division [Integrated Management System](#), and to notify the document owner if terminology is out of date or the published version has passed its review date.

- Understand relevant [Responsibilities](#) for managing asbestos containing materials and preventing exposure
- Follow the [Implementation Procedures](#) to identify, risk assess, survey, inspect, manage, remediate, remove and dispose of ACM's
- Know what to do in the event of [Emergencies](#) – such as how to isolate, communicate, test and report potential or actual exposures
- Engage with the [Asbestos Management Group](#) to provide assurance and escalate issues where necessary
- Understand what [Information, Instruction and Training](#) is required
- Understand what's required to be [Monitored and Reviewed](#).

2 Scope

This Asbestos Management Plan applies, without exception, to all buildings constructed prior to January 2000, as owned and maintained by the UoB. It also applies to any property where the University has maintenance responsibility, whether owned, rented, leased, etc., unless specifically excluded in the relevant contractual documents.

On behalf of the University, the Campus Division manages asbestos hazards in a manner that will reduce, to the lowest practically achievable level, the risk of harm to the health of all staff, students, contractors, and other visitors in compliance with CAR 2012. All work requests likely to disturb asbestos containing materials must be made through Campus Division.

This AMP exists to outline the operational procedures for the management of asbestos during normal building use, maintenance activities, projects, refurbishments, construction, demolition and waste management. It provides information for the Campus Division staff and contractors to carry out their duties safely and in accordance with the Campus Division Asbestos Management Policy (HAS-PD-018).

To manage the hazard of asbestos, the Campus Division undertakes to

- Comply with University health and safety policy and all relevant legislation including, but not limited to, the Control of Asbestos Regulations (CAR) 2012 and any associated Approved Codes of Practice (ACoP) or Guidance.
- Provide the Campus staff with the relevant level of asbestos awareness training that they require to safely discharging their duties. Advise the wider University with asbestos awareness training needs as required.
- Maintain an asbestos register with up-to-date risk assessments for all buildings constructed prior to January 2000 that is accessible to all persons using University Buildings on request to the Campus Division. New acquisitions will be assessed upon completion.
- Ensure all Campus contractors and subcontractors have attained a satisfactory and relevant level of asbestos awareness training, before commencing work e.g. a UKATA or IATP approved asbestos awareness training course.
- Undertake Refurbishment / Demolition Surveys prior to any work upon the building fabric, unless previous assessments are deemed sufficient.
- ACMs identified in a hazardous condition or posing a potential hazard to planned works will immediately be risk assessed and made safe by a [competent person](#) and the necessary management action applied.
- Ensure that removal of ACMs will only be performed by University approved HSE licensed asbestos removal contractors (LARC).
- Ensure work that may disturb asbestos-containing materials will only be performed by University approved competent contractors with appropriate information, instructions, and training in place.
- Restrict access of University personnel and other users to Asbestos Areas (i.e. those areas where Respiratory Protection or other control measures are in place), unless suitably trained and protected, and according to the documented method. They will not work directly upon, or otherwise disturb ACMs unless [authorised](#) to do so via Permit to Work.
- Review the effectiveness of the AMP and attendant procedures via the Asbestos

Management Group meeting; document and implement the findings of these reviews. The management system will be independently reviewed on a regular basis, usually annually by CD appointed asbestos management consultant.

- Promote awareness of the hazards of ACMs and the Campus Division Asbestos Policy, management, and operational procedures through training of the Campus staff.

3 Revocations

3.1 HAS-GD-021 Asbestos Management Plan

3.2 HAS-PD-018 Asbestos Management Policy, Plan and Additional Information

4 Definitions

Clause	Term	Meaning
4.1	ACM	Asbestos Containing Material
4.2	Asbestos Management Consultant	External consultant appointed to advise Campus Division on asbestos management.
4.3	Asbestos Framework Consultant/Contractor	External framework contractor appointed to advise on surveys, remediations and removals.
4.4	Authorised Person	Those deemed competent by virtue of their training, knowledge, qualification, experience, skill and other qualities – and who have received authorisation to undertake specified duties as part of their role.
4.5	ACCM	Asbestos Compliance and Contracts Manager
4.6	ACO	Asbestos Compliance Officer
4.7	BOHS	British Occupational Hygiene Society
4.8	CAR	Control of Asbestos Regulations
4.9	Competent Person	An individual is deemed competent by virtue of their training, knowledge, qualification, experience, skill and other qualities
4.10	HSG	Health and Safety Guidance Note
4.11	HSE	Health and Safety Executive
4.12	IATP	Independent Asbestos Training Providers
4.13	ISO 17020	European Standard EN ISO/IEC 17020, “General criteria for the operation of various types of bodies performing inspection” as revised or reissued
4.14	ISO 17025.	European Standard EN ISO/IEC 17025, “General requirements for the competence of testing and calibration laboratories” as revised or reissued
4.15	LARC	Licensed Asbestos Removal Contractor
4.16	Major Works	Demolition, refurbishment or works with intent to penetrate the fabric of the building.
4.17	NLW	Non-Licensed Work
4.18	NNLW	Notifiable Non-Licensed Work
4.18	POW	Plan of Works
4.19	PPE	Personal Protective Equipment
4.20	Project Manager	Anyone appointing/commissioning a third party supplier/contractor to undertake works. This could be i.e. a Surveyor, Facilities Manager, Maintenance department, School or Faculty Manager.
4.21	RIDDOR	Reporting of Injuries, Diseases & Dangerous Occurrences
4.22	RPE	Respiratory Protective Equipment
4.23	SOP	Standard Operational Procedures
4.24	UOB	University of Bristol
4.25	UKAS	United Kingdom Accreditation Service
4.26	UKATA	UK Asbestos Training Association

5 Roles and Responsibilities

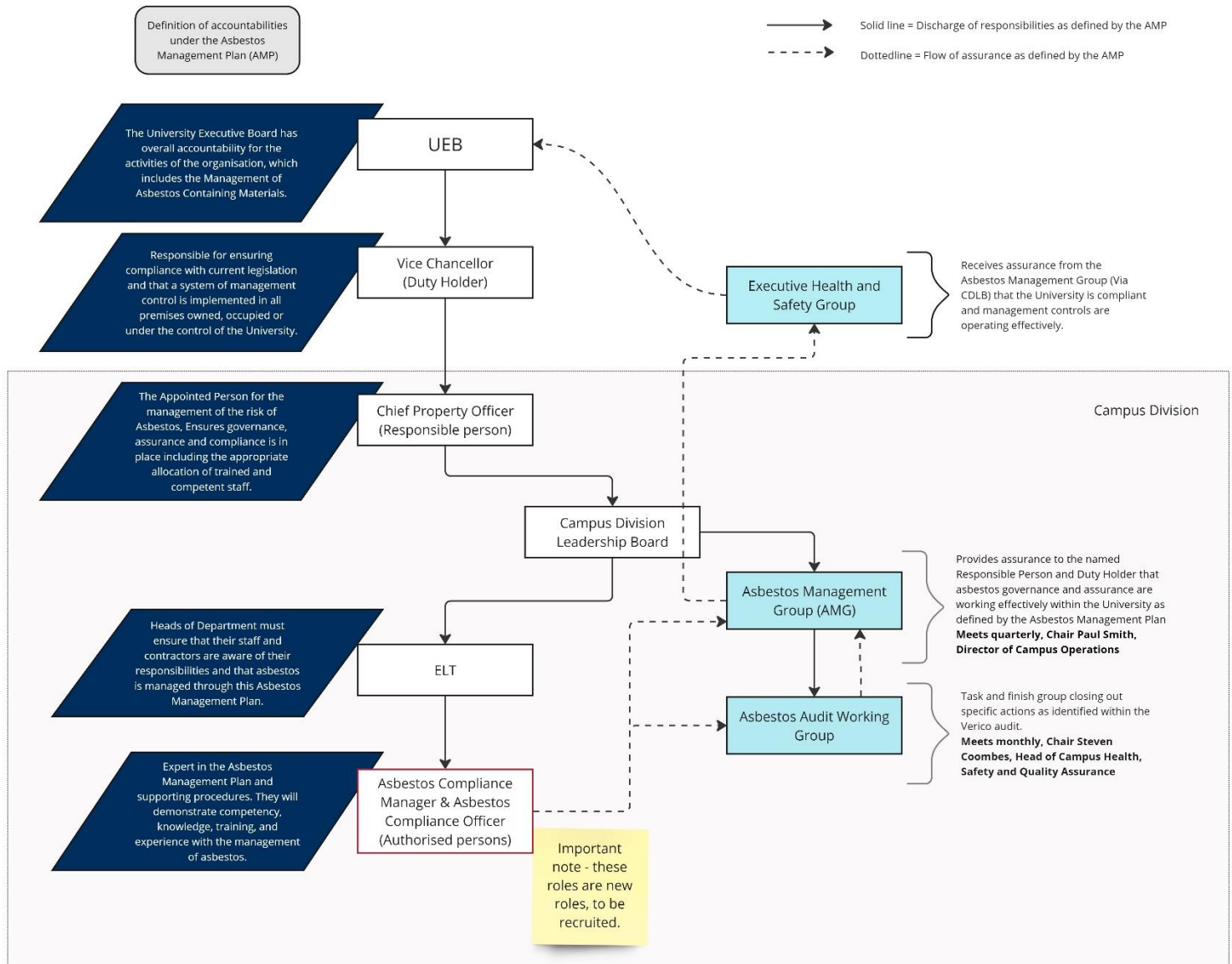
The Campus Division staff with line management responsibilities will ensure that all staff are familiar with the contents of the Campus Division Asbestos Policy and Asbestos Management Plan insofar as it is relevant to their roles and responsibilities. Those with management responsibilities outside of Campus Division have the duty to ensure all works comply with this Plan.

- The Duty holder is named as the Vice Chancellor and President, they discharge the responsibility to the Responsible Person
- Responsible Person is the Chief Property Officer

Responsibility for the implementation of this operational document, along with the operational management of ACMs in premises, will rest with the CPO. The Asbestos Compliance and Contracts Manager (ACCM), Asbestos Compliance Officer (ACO) and the Authorised Person/s (AP) will oversee administrative responsibility, whilst requirements around specialist information and support will be referred to the Asbestos Management Consultant.

Responsibility for the safe management of asbestos for all project, capital works and maintenance will be overseen by the Campus Directors, with all operations works overseen by the Heads of Departments. Individual members of staff within these teams are provided with suitable support by the Asbestos Compliance Officer, Authorised Persons, and Asbestos Framework Contractor/Consultant.

5.1 Organisational Structure



5.2 University Executive Board

The University Executive Board has overall accountability for the activities of the organisation, which includes the Management of Asbestos Containing Materials.

The Board should ensure that it receives appropriate assurance, via the Exec H&S Group, that the risks associated with the presence or liable presence of ACMs on the UOB Estate are appropriately controlled. The Health and Safety Consultative Committee receives H&S concerns from the workforce, including Campus Division, and, where required, has access to University Leadership to escalate issues.

The Board discharges the responsibility for the safe management of ACMs through the Chief Property Officer (CPO).

5.3 The Duty Holder - Vice Chancellor and President

The Vice Chancellor and President is named as the **Duty Holder** in respect to the Control of Asbestos Regulations 2012 and discharge management responsibility for ACMs through the UOB Campus Division Chief Property Officer, as the 'Responsible Person' (Asbestos).

The UOB Vice Chancellor and President is responsible for ensuring compliance with current legislation and, where appropriate, a defined system of management control is implemented in all premises owned, occupied or under the control of the University of Bristol.

5.4 Responsible Person - Chief Property Officer Campus Division

The UOB Campus Division Chief Property Officer, as the Appointed Person for the management of the risk of Asbestos, is responsible for ensuring that suitable and sufficient arrangements are in place including governance, assurance and compliance together with appropriate allocation of trained and competent staff.

The Responsible Person (Asbestos) is responsible for ensuring that all Asbestos Management issues are highlighted at Board level whether derived from within the Campus Division or from other activities of the University such as IT services. This includes the management of ACMs, safety related components of the capital programme and future allocation of funding.

At an operational level, the Responsible Person (Asbestos):

- Is informed of safety matters relating to the Management of ACMs across the UOB Estate and provides information at the Board Level.
- Ensures that the UOB Campus Division has in place a clearly defined Asbestos Management Policy, Asbestos Management Plan, appropriate supporting process and education programme.
- Ensures sufficiently [competent persons](#) are appointed as a full time Asbestos Compliance Officer (ACO) and Authorised Persons (Asbestos) to implement the Policy and Plan.
- Ensures a register of the location and current condition of Asbestos and presumed Asbestos Containing Materials (ACM's) is maintained.
- Ensures that the contents of the Asbestos Register including the location and condition of ACMs and presumed ACM's assessments are communicated proactively and that any limitations of the register are fully understood by the user.

- Ensures there is an assessment of the risk of the likelihood of exposure from ACMs materials in accordance with the HSE Guidance.
- Ensures there is a documented plan to manage the risks from ACMs which is effectively implemented.
- Ensures there is a process for the preparation of risk assessments before commencing any work which is liable to expose employees or others to Asbestos.
- Ensures any works that disturb the fabric of the building are first assessed for the presence of ACMs.
- Ensures that all work with or on ACMs is carried out to a satisfactory technical standard and conforms to all prevailing statutory and mandatory requirements including the issue of a Permit to Work (asbestos).
- Ensures there are appropriate emergency procedures in place to deal with uncontrolled release of asbestos or potential identification or disturbance of asbestos containing materials;
- Provision of appropriate asbestos training for all Campus Division employees and that contractors engaged by Campus Division have completed appropriate asbestos awareness training.
- Ensures through senior management and line management structures that full staff participation in managing and controlling the risks from ACMs is maintained.
- Ensures that agreed programmes of investment in asbestos management, remediation and removal are properly accounted for in the UOB Campus Division financial planning.
- Ensures that an annual review of the Asbestos Management Policy, Plan and Procedures is undertaken, or a more frequent review is undertaken should there be significant change in management or an incident and that the outcomes of the review are documented and communicated to the Board.

The CPO has appointed the following to assist in fulfilling their duties under the Asbestos Policy and AMP:

- The [Asbestos Compliance and Contracts Manager \(ACCM\)](#), [Asbestos Compliance Officer \(ACO\)](#), and [Authorised Person/s](#) oversee and coordinate the implementation of the Campus Asbestos Management Plan. The ACO reports into the ACCM, responsibilities are set out in section 5.10 of this AMP. *It should be noted that, at the time of issue of this document version 1.3, these full-time roles are currently new and unbudgeted.*
- Campus [Asbestos Management Group](#) with responsibility for developing and monitoring the implementation of the AMP and assisting with the development of associated University Policy. The output of the AMG flows into the Campus Division Operations Group, which then flows into the Executive Health and Safety Group.

5.5 Directors (Campus LT)

Directors are responsible for ensuring that their Heads of Department are aware of their responsibilities and that asbestos is managed through this Asbestos management Plan.

Make available the required budget to implement the requirements of the AMP including

the training requirements and escalate any concerns to the Responsible Person.

Capture significant concerns on the Campus Risk Register following the Campus Division Risk Management process.

5.6 Heads of Department (Campus ELT)

Ensuring that their staff and contractors are aware of their responsibilities and that asbestos is managed through this Asbestos Management Plan.

Ensuring the appropriate level of [competence](#) of all staff and contractors in line with the Asbestos Management Plan is arranged and that an up-to-date record of the training is retained.

Ensuring that those appointing works with the potential to disturb the fabric of buildings will ensure in all cases RAMS are in place and have been reviewed by a competent person. Appropriate supervision and inspections must be undertaken to ensure RAMs/Plan Of Work (POW) are effective and being followed.

Ensuring that those appointing non-licensed (NL) and notifiable non-licensed works (NNLW): Will ensure in all cases RAMs/POW are in place and Permit to Work process is followed.

Ensuring that those appointing licensable works with asbestos: are managed via the Authorised Person and/or the ACO. The Campus Division framework LARC are used.

Ensuring all asbestos **removal** works whether NNLW or Licensable works are carried out via Campus Division frameworks LARC.

Ensuring any incidents, or unwanted circumstances and/or concerns are reported via the [incident management system](#) and appropriately investigated. Sharing any findings with the HSQA team for discussing with in the Asbestos Management Group.

Capture significant concerns on the Campus Risk Register following the Campus Division Risk Management procedure (QUA-SP-005).

5.7 Project Managers

Also includes staff who may not have the title Project Manager but are responsible for minor works and projects that may disturb the fabric of the building.

Shall be competent to manage building and refurbishment projects and conversant in CDM 2015. See [Appendix 1 Competence Needs](#)

Appoint asbestos contractors, LARC, and separate analytical contractor/consultant according to the Campus Division Framework. Removals can only be undertaken by framework LARC.

Ensure appropriate level of competence for contractors, analysts and surveyors (on advice from the ACO/AP)

Ensuring that suitable risk assessments, POW, and Permit to Work are requested and in place prior to works. Establishing the status of asbestos containing materials within the building fabric before works.

Carry out suitable communication, co-ordination, supervision, monitoring and reporting on contractor works, in accordance with CDM 2015.

Report any incidents including near misses on the [incident management system](#), ensure appropriate investigation and take corrective and preventive action.

Liaise with ACCM, ACO and AP's where required, and where there may be gaps in knowledge or experience.

Return any asbestos-related documentation to the ACCM on completion, unless the Project Manager is also an Authorised Person, in which case, they are responsible for ensuring the Register is updated to reflect the work completed.

5.8 Health, Safety and Quality Assurance (Campus)

Develop and maintain the Asbestos Policy, Asbestos Management Plan, and associated procedures in consultation of the Asbestos Management Consultant, ACO and the Asbestos Management Group.

Carry out audit and assurance to verify compliance with the Control of Asbestos Regulations 2012. Identify and communicate legislative updates.

Provide information and escalate any issues to Campus Division Leadership Team and the Health and Safety Consultative Committee.

Capture significant concerns on the Campus Risk Register following the Campus Division Risk Management process.

5.9 Campus Digital Technologies

Responsible for system administration for Micad, together with provision of training and support to users with technical queries.

5.10 The Asbestos Compliance and Contracts Manager (ACCM), Asbestos Compliance Officer (ACO) and Authorised Person/s (AP) (Asbestos)

The ACCM, ACO and the AP's will be fully familiar with the UOB Campus Division Asbestos Management Policy, AMP and supporting procedures. They will demonstrate competency, knowledge, attitude, aptitude, training, and experience with the management of asbestos and will have respect for their limitations in relation to the individual tasks.

The Asbestos Compliance Officer (ACO) is responsible for day-to-day management of asbestos including arranging surveys, recording accurate data, maintaining the asbestos register.

The ACO reports into the Asbestos Compliance and Contracts Manager (ACCM) who is responsible for, in addition to the ACO duties, the establishing, maintaining and monitoring of framework contracts.

It should be noted that, at the time of issue of this document version 1.3, the full-time ACO and ACCM roles are currently new and unbudgeted.

Authorised Person/s are responsible for reviewing the sufficiency of plans submitted within Permits to Work, issuing permits, supervising and monitoring works.

The ACCM, ACO and AP all undertake the following tasks and duties:

- Ensuring a suitable and sufficient assessment of the presence or liable presence of ACMs is made, without exception to all premises within the UOB estate constructed prior to the year 2000 and that this assessment is recorded in the Asbestos Register.
- Providing competent advice on the management of ACMs to those with a responsibility under this AMP.

- The maintenance and update of the Asbestos Register including recording any removal and remediation work, changes in conditions of ACMs or changed in space allocation.
- Ensuring that all records of ACMs include a Material and Priority Risk Assessment in accordance with [HSG 227 'A Comprehensive Guide to Managing Asbestos in Premises'](#).
- Regularly reviewing the risks from all known ACMs and making recommendations to others involved in the works concerning asbestos on the appropriate control measures required to mitigate the risks.
- Ensure that all asbestos waste generated on the site is disposed of in accordance with the Hazardous Waste Regulations and appropriate consignment notes are retained and passed on to the Sustainability department.
- Monitoring the performance of contractors undertaking survey, analytical or asbestos works and reporting any issues in line with the Campus Division Contractor Management requirements.
- Ensure all air monitoring and four stage clearance work is undertaken by a competent, independent 3rd party analytical body accredited by UKAS to ISO17025.
- Reporting any accidents, incidents and near misses relating to asbestos management in accordance with the UOB Incident Reporting protocols.
- Keeping suitable records of all work on asbestos containing materials including records of removal and transfer of asbestos waste.
- Ensuring only framework approved contractors are awarded works for the surveyors, analysts, and removals.
- Ensuring those who may interact with ACM (not the removal) are competent before allowing works to commence.
- Seeking assurance that:
 - a PTW is in place for all asbestos removal works. Whether LW or>NNLW.
 - LARC has notified HSE where required.
 - Pre-Construction information is provided to the nominated contractor in advance to allow Plan of Work to be developed.
 - Appropriate communications and precautions have been undertaken before mobilisation of works.
 - Work is undertaken in line with other regulations such as CDM 2015.

Note: Unless you are on the Authorised list you are not permitted to manage asbestos removal works or arrange asbestos surveys.

The ACCM and ACO are additionally responsible for:

- Day to day management of ACMs.
- Continually improving our management of asbestos.
- Keeping up to date with best practice and legislation changes effecting the management of asbestos.
- Managing the update and retention of asbestos records supported by the Authorised Persons.

- Ensuring an adequate inspection programme is in place for known and presumed ACMs and that the findings from the inspection are appropriately recorded, actioned and the [asbestos register](#) updated.
- Carrying out regular focused documented inspection on Authorised Persons, Project Managers and their contractors to ensure they are working according to their RAMS / Plan Of Works and within the requirements of the AMP.
- Contractual management of asbestos framework contractor/consultants, analysts, and removal companies.
- Providing monthly asbestos compliance reports to the HSQA Manager and Compliance Manager in relation to the updating of MICAD, condition monitoring, inspections, and contractual management of contractors.

The following responsibilities in relation to an **Emergency**:

- It is the responsibility of the ACO / ACCM to ensure the response to the asbestos incident is appropriate and all steps are undertaken to reduce the exposure and spread of asbestos ALARP and that the emergency asbestos process has been appropriately followed.
- The ACO / ACCM once notified of the incident shall assess the situation and plan and manage a response based on the nature of the incident, material involved and potential release of asbestos fibres. This is the case during normal working hours.
- Provide support and advice to the personnel involved in the initial incident,
- Confirming or refute the presence of asbestos including arrangement of sampling and analysis as required
- Undertake the assessment and management of potentially contaminated personnel
- Ensure access into potentially contaminated areas is fully restricted
- Arranging and management of required remediation
- Arrangement of any supporting air monitoring including background or reassurance testing immediately after the incident,
- Assisting in the completion of the asbestos incident exposure report (appendix B) including the log of the personnel involved in the incident, their activities and potential exposure.
- Assisting the H&S department in the assessment of whether the incident is RIDDOR reportable
- Providing advice and support to the investigating officer assigned to review the incident
- Updating of the Asbestos Register, retention of records relating to the incident
- Undertake a review of the incident and nature / location of the ACM to ensure it is an isolated occurrence or whether further investigation needs to be undertaken

5.11 Health and Safety Consultative Committee

The UOB Health and Safety Consultative Committee monitor workplace standards on all matters related to health and safety and is the formal consultative forum for staff representatives on all matters of health and safety.

The Health & Safety Consultative Committee receives Compliance reports from Campus Division and has direct access to the University Executive Board where required.

5.12 Asbestos Management Group (AMG)

The [AMG](#) is made up of representatives across the UOB Campus Division with a management responsibility for ACMs. The AMG is chaired by the Campus Operations and is responsible for the coordination and oversight of asbestos risks and remedial activities, reporting to the Campus Division Operations Group.

Quarterly meetings of the AMG will be formally documented and will form part of the asbestos risk management records. The Group will work to agreed Terms of Reference.

5.13 Contractors Undertaking Work with Asbestos

All contractors undertaking work with asbestos containing materials shall:

- Correctly identify the classification of works as Non-Licensed (NL), Notifiable Non-Licensed (NNLW) or Licensed and shall work in accordance with CAR2012, L143 Managing and Working with Asbestos, HSG210 Asbestos Essentials and where relevant CDM 2015 regulations
- Be appropriately qualified and competent organisations and persons with demonstrable management systems, insurance and individual skills, knowledge, experience, and training
- Ensure all ACM **removals** are undertaken by a Campus Division approved LARC only
- For NNLW – provide statutory notice to the HSE. Copies of all such notices must be submitted to the project manager and or ACO and/or the Authorised Person before work commences and any PTW is issued
 - Raise any issues relating to health and safety, or potential additional costs, to the Authorised Person / Project Manager at the earliest opportunity.
 - Have in place current and adequate insurance cover for the asbestos works to be undertaken.
 - Attend site to assess and prepare quotations against asbestos work specifications.
 - Provide a written Plan of Work and risk assessments to the relevant parties prior to works commencing.
 - The Plan of Work and risk assessments must indicate the resources and timetable allocated to the project in accordance with CAR 2012 and CDM 2015.
 - Agree and document the emergency procedures with the relevant parties.
 - Carry out their obligations under the contract, including maintaining high standards of safety and hygiene in asbestos works, and all related work areas, and supplying labour, materials and equipment of the highest standard, complete with all supporting documentation as may be required.
 - Arrange transport and disposal of asbestos waste materials in accordance with legislative requirements and provide copies of all consignment notes, carrier's registration(s) and waste management licence(s)

- Comply with the [Campus Division Contractor Handbook](#) (HAS-GD-009).
- Inform the Project Manager and/or the ACO and/or the Authorised Person of any additional elements of work which are to be agreed. The Plan of Work and Risk Assessment must be updated accordingly.
- Provide technical assistance and recommendations relating to safe remediation of ACMs.
- All appointees, workers and sub-contractors are competent to undertake the services required, including checking their training records.
- Ensure they are authorised to carry out the work by the ACO or AP and comply with local health and safety arrangements including Permit to Work (asbestos).
- Must apply for a PTW, and not mobilise any works until the PTW has been gained.

The LARC shall additionally to the above;

- Be on the Campus Division framework and not sub-contracted
- Maintain a current license from the HSE to work with asbestos.
- Provide statutory notice to the Health and Safety Executive (HSE) as may be required prior to the commencement of any asbestos related works. Copies of all such notices must be submitted to the project manager and or ACO and/or the Authorised Person before work commences and any PTW is issued.
- Liaise with the contractor/consultant analyst regarding the provision of testing and reoccupation certificates.
- Carry out regular inspections of the work environment. Any defects found, or any reported by the project manager or to the project manager and or the ACO and or the Authorised Person.
- Liaise with the UoB appointed asbestos surveying consultant/contractor to ensure the satisfactory progress of the works.

5.14 Asbestos Surveying and Analytical Consultant/Contractor.

Must:

- Be on the Campus Division framework and not sub-contracted.
- Be appointed by Campus Division and not a contractor or LARC unless the works are major projects via a Principle Contractor and in consultation with the ACO.
- Be a UKAS accredited company to ISO 17020 for asbestos inspection with trained, experienced, and knowledgeable staff with demonstrated competency in undertaking all types of survey work in a similar environment.
- Ensure UKAS Accreditation to ISO 17020 is maintained for Management and Refurbishment / Demolition Surveys
- Ensure all bulk analysis for the identification of asbestos in materials is undertaken by a competent organisation accredited by UKAS to ISO17025
- Ensure, for the analysis of asbestos in air including the issue of Certificate for Re-occupation that UKAS accreditation is maintained to ISO17025;
- Ensure that the person instructing the work / issuing the Permit to Work Asbestos is provided with, prior to the work, a suitable and sufficient risk assessment and safe system of work for the work in line with Regulation and industry standards. Have read the POW / SOP received from the LARC.

- Report all incidents, accidents or near misses to the ACO and/or the works appointed AP.
- Report to the ACO, AP and others if appropriate, any aspects of asbestos management encountered on site that could give rise to health risks, for example, breaches of Asbestos Management Plan, Procedures, suspect or damaged asbestos materials.
- Ensure compliance with all health and safety legislation and relevant industry guidance.
- Ensure that they are authorised to carry out the work and comply with local health and safety arrangements including Permit to Work for Asbestos.
- Provide evidence of the competence (qualifications, training and experience) of the individual surveyors and analysts carrying out work
- Maintain adequate insurance cover for the tasks to be undertaken.
- Provide support to the ACO / APs / PMs
- Review and comment on, when requested, specifications, contractor's Plans of Work and risk assessments, work procedures, etc.
- Carry out analytical works and inspections as agreed as well as additional work that may be requested in line with their competence.
- Report to the ACO / AP / PM any defect or non-compliance relating to the contractor's performance, including suitability of the work area, adherence to the Plan of Work etc. To take such measures as may be deemed necessary to ensure the health and safety of contractors and subcontractors and building occupants.
- Inspect areas on completion of asbestos removal works to ensure that the contractor has completed their scope of works and all affected areas have been left in a satisfactory condition.
- Carry out air monitoring tests as may be required.
- Issue formal reports, including Certificates of Re-occupation.
- Update the Campus Division asbestos register (MICAD) following analytical works if requested.

5.15 Asbestos Management Consultant

The Asbestos Management Consultant will provide advice and governance on the effectiveness and delivery of the AMP and Policy.

5.16 All UoB Staff, Contractors, Students and Visitors

Will:

- Ensure that they act in a safe manner when working near to asbestos based materials thereby not putting themselves or others at risk from the exposure to asbestos.
- Carry out the requirements of the Campus Division Asbestos Policy and the Asbestos Management Plan, as [communicated and instructed](#).
- Follow instruction, including signage, given as regards asbestos management, and not intentionally interfere with asbestos safety measures.
- Report incidents or near misses as relates to asbestos containing material i.e.

upon discovery or disturbance of material.

5.17 UoB Faculties and Divisions Including IT Services.

The University Faculties and Divisions ensure all work carried out by those departments and their contractors complies with the arrangements shown in this plan. Ensure Faculty/Divisional Managers and their contractors are aware of their responsibilities as stated on this plan and comply with them. See section 6.2 on [Non-Campus Division Works](#)

5.18 Out Of Hours

Campus Division have arrangements for out-of-hours issues in the event of an emergency, i.e.:

- Campus **Security** will be contactable on the emergency number 24hrs per day and will have access to further emergency call lists i.e. for **Building Services** Duty Manager, and **Shift Maintenance**.
- The out of hours responders shall have access to the Micad asbestos register and be conversant with the **Asbestos Emergency Procedure HAS-SP-009**.

5.19 Implementation

This Management Plan document will be formally adopted by the Campus Division and all other employees, students, contractors, and visitors to the UoB. It will form the basis for all asbestos management activities under the control of the Campus Division.

This document is held within the Campus Division IMS, can be viewed via the University website and the [Information for Contractors](#) page.

The Campus Division assisted by [competent persons](#) will manage the asbestos within its estate through a combination of the following three approaches.

- In-situ Management
- Remediation and Management
- Removal

The approach in each given scenario is dependent upon the risk assessment of the material, followed by a cost-benefit analysis. The approach regime is:

5.19.1 In-situ Management

The preferred option is always to leave ACMs in-situ provided such material can be managed in such a way as to not pose a hazard to health. Asbestos that is in good condition with a low risk of accidental damage is perfectly safe and may be left in place for many years. Identified ACMs will be risk assessed using the methodology described on the Health and Safety Executive's website (Priority and Material Assessments). This information is recorded in the asbestos register and its condition monitored under re-inspection regime.

5.19.2 Remediation and Management

Asbestos that is currently in a poor condition need not necessarily be removed. If the assessment identifies an ACM as posing an elevated risk, it may be that remedial work such as encapsulation can reduce the risk to an acceptable level, so that the material can be left in-situ and managed as above. ACMs requiring remediation should be assessed on a case-by-case basis, and the difficulty and costs involved should be balanced against any achievable reduction in risk. It should be noted that certain ACMs require such stringent control measures during encapsulation that removal may prove to be a better option in the longer term.

5.19.3 Removal

This should always be considered a last option, but sometimes it can be the only way of safely dealing with an asbestos material. The University will only allow licensed asbestos removal contractors (LARCs) to perform removal operations on its buildings, irrespective of whether their use is mandatory in a particular case or not. As noted above, removal is not an easy option, and frequently it can prove impossible to remove all ACMs from a given area, as they may have been installed mid-construction for example. Asbestos removal works should be planned in detail, and all parties should be aware of what is required, the desired outcome and how to most safely achieve it. Furthermore, a risk assessment will be carried out after the ACMs removal for further encapsulation, or four stage clearance or reassurance certificate will also be produced to ensure full compliance.

5.20 Surveys and Bulk Sampling for Asbestos

All surveying, sampling and analysis works will be undertaken by suppliers from the

University's asbestos framework. Each of these will have UKAS accredited laboratories. All surveyors hold appropriate training certificates appropriate to the work that they will be undertaking. Their presence on the framework list will be an indicator that their accreditation is up to date, and that their insurance cover is adequate. The level of accreditation required will be:

- Sampling: The organisation will hold UKAS accreditation for sampling of asbestos in bulk materials according to ISO17025:2005.
- Analysis: The organisation will hold UKAS accreditation for analysis of asbestos in bulk materials according to ISO17025:2005.
- Surveying: The organisation will hold UKAS accreditation for surveying of asbestos in premises according to ISO17020:2012.

The Campus Division will update the list of approved laboratories on an annual basis, or in the event of a change in status. Accreditation will be checked against the UKAS website and will not rely on evidence submitted by the organisation

5.20.1 New Building Assessment

New acquisitions to the estate will be assessed as follows:

The initial assessment will consider the date of construction, date of any major refurbishment, floor area and known asbestos in order to arrange buildings by survey priority. The agent purchasing or leasing the property to provide asbestos surveys/registers that have been carried out by an organisation with UKAS accreditation for surveying of asbestos in premises according to ISO17020:2012. All bulk analysis for the identification of asbestos in materials is undertaken by a competent organisation accredited by UKAS to ISO17025. A survey programme will then be developed which will investigate the higher risk properties first.

Generally, those constructed between 1945 and 1999 will be considered most likely to contain asbestos, but it should be noted that pre 1945 properties may well have had substantial amounts of asbestos installed during any refurbishment.

Those properties constructed wholly after 2000 will not require survey or full assessment. However, if plant or equipment therein predates 2000 (e.g. fume cupboards or laboratory equipment) these shall require survey if intrusive works are planned.

5.20.2 Survey Types

The UOB Campus Division commission two forms of asbestos survey in accordance with HSE guidance HSG 264 The Survey Guide. Ad-hoc Bulk Sampling and analysis may also be required to aid the ongoing identification of ACMs.

All Management and R&D survey and sampling work is subject to the issue of a Permit to Work (Asbestos).

All survey information must be updated in the UOB digital asbestos register in a timely manner by the Asbestos Survey Contractor/Consultant, and full PDF reports received. This will be audited by the ACO on a regular basis.

Management Survey

All buildings within the [scope](#) of this AMP shall have an Asbestos Management Survey completed in accordance with HSG264 Asbestos: The Survey Guide by independent,

competent organisations accredited by the United Kingdom Accreditation Service (UKAS) to ISO 17020 for Asbestos Inspection.

Its purpose is to locate, as far as reasonably practicable, the presence and extent of any ACMs in a building which could be damaged or disturbed during normal occupancy and to assess their condition. The survey will involve minor intrusive work. These can usually be performed in occupied buildings and should locate most asbestos materials that may be encountered during normal occupation and routine maintenance. However, all such surveys will be risk assessed prior to being carried out to ensure that surveyors and occupants are not exposed to the risk of exposure to asbestos fibres.

Inspected areas are deemed to include all freely accessible areas but also, beneath floor coverings, inside risers where access is via screwed or generic key hatches/panels, floor ducts where specialist keys or lifting equipment are not required, above all suspended ceilings and lofts where access would not cause un-repairable damage. Where an area is inaccessible or requires the breaking out of building fabric it will be deemed outside of the scope of the management survey. These surveys are NOT suitable prior to major works, i.e. demolition, refurbishment or works with intent to penetrate the fabric of the building.

Areas inaccessible at time of survey will be noted as 'No Access' with a reason provided, these access issues are to be resolved as soon as reasonably practicable to ensure all accessible areas are surveyed. Permanently inaccessible voids will be recorded as such, with a precautionary ACM added matching the worst-case material present elsewhere in the building, a yearly re-assessment for changes to the environment is required. All historical information will be retained so that the University will have an ongoing record of management actions. Information on materials that have been removed should be retained, albeit clearly identified as removed.

Refurbishment and Demolition Survey

Will be undertaken prior to refurbishment or demolition work which disturbs the fabric of the building in which persons will be required to work. This type of survey is intrusive and is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the work is being carried out or in the whole building if demolition is planned.

Refurbishment & Demolition surveys require very precise planning, and it should be ensured that the prospective surveyor is aware of the planned building works, their extent and what is expected from the survey.

5.20.3 Bulk Sampling

Sampling and analysis of materials suspected of containing asbestos is routinely undertaken during an asbestos survey, however this can also be utilised where a material has been identified outside of a survey, during intrusive work or where the result of the survey needs clarification.

5.20.4 Specifying and Procuring an Asbestos Survey.

All surveys must be undertaken using an ISO17020 UKAS accredited survey company from the UOB Asbestos Consultancy Contractor Framework and an asbestos survey report produced and returned to the Project Manager in PDF format. All asbestos surveys or sampling exercises procured by UOB Campus Division should follow procedure HAS-SP-028 Specifying and Procuring Asbestos Surveys.

All surveys are to be uploaded in the MICAD in a timely manner by the Frame works

Surveyor/ CD Project Manager (Authorized) and notified to the ACO.

Reinspection Surveys – see [Reinspection and Reassessment](#)

5.21 Asbestos Risk Assessments

All materials found to or presumed to contain asbestos shall be logged in the asbestos register with a recorded assessment of their **material risk** and also the potential to cause harm based on the location of the material and usage of the area known as the **priority risk**. The total score of the material and priority risk assessment will give the overall **total risk score**. This risk scoring is in line with HSG264 and HSG227 and uses the HSE asbestos risk matrix which can be located here:

<https://www.hse.gov.uk/asbestos/assets/docs/materials-priority-scoring.pdf>

Material Risk Score: Assess the material type, condition, surface treatment and type of asbestos contained within the Asbestos Containing Material (ACM).

Priority Assessment Score: Assess the location, extent and the position of the ACM in relation of the occupancy

Total Risk Score: Total added score from the material and priority risk assessment and is given out of a maximum of 24. The following risk allocation is applied in line with HSE guidance:

Very Low	≤ 4
Low	5 to 8
Medium	9 to 14
High	≥ 15

Table 2: Total Risk Score

Risk scoring is routinely undertaken and reported as part of asbestos surveys, including re-inspections which is then populated into the asbestos register. The **material risk assessment** is undertaken by the asbestos surveyor and is supplemented by the bulk sample analysis results. **The priority assessment scoring** is undertaken by the surveyor with input from the UOB Campus Division representative for the building, project, or the ACO. As building users have a more practicable knowledge of building usage and occupancy this input is essential to ensure the priority score is robust. The risk assessments will be reviewed and updated in the asbestos register during the Re-inspection programme or immediately where there is a significant change in the condition of the material or usage of the area.

The ACO is responsible for reviewing, minimum annually, the accuracy of the risk assessment and the allocation of appropriate Management or Control Actions to ensure the risk from ACM's is kept to the lowest practicable level but also the risk of disturbance of the ACM is reduced. This risk assessment review is to be documented, assurance of any management actions shall be sought, and the outcome included within a Compliance Report for Campus Leadership.

Any material in the **High-Risk** category (Total Risk Score >14) shall be reviewed by the ACO immediately and where necessary, controls shall be implemented with immediate effect. For those materials with a score of 14 or below where the release of fibres is not occurring nor likely to occur without significant disturbance, management or control actions shall be implemented within 3 months of identification.

Any ACM given a recommended management action other than 'manage' by the

surveyor will be reviewed and actioned by the ACO.

In order to manage the risk from ACM's remaining in situ UOB Campus Division will implement two measures: **Control Actions** and **Management Actions**.

A '**control action**' is a physical action taken to render the ACM in good condition to allow subsequent management and reduce the risk of fibre release.

A '**management action**' is often described as an on-going procedural action, implemented to control and to manage or reduce the risk.

Implemented measures such as restricted access, enclosed asbestos material, will be recorded in the asbestos register.

Records will be retained of any testing, of the control actions where practicable and required to support the risk assessment, to ensure they are and remain effective.

5.21.1 Control Actions

Control Actions which can be introduced as a physical measure to reduce the potential for fibre release or exposure from ACM's are as follows:

- **Restrict Access:** Isolate the ACM by and restricting access to the area;
- **Protect / Enclose** the ACM by the construction or placing of a suitable physical barrier to prevent accidental disturbance of the ACM or over clad with non-asbestos alternative.
- **Encapsulate** with proprietary sealant such as ET150, hessian or tape to prevent the migration of asbestos fibres from the original material.
- **Repair** the ACM, to be readily repairable, the damage will be slight therefore repair will be restricted to patching e.g. floor tiles /sealing small areas).
- **Remove** prior to refurbishment or when condition dictates.

5.21.2 Management Actions

In general, ACMs in good condition and which are unlikely to be disturbed will be left in place, managed, and monitored in accordance with processes laid out in this AMP. The specific Management options adopted by the UOB Campus Division are as follows:

- Signage
- Reinspection Surveys
- Condition Monitoring
- Air Monitoring:
- Information, Instruction and Training
- Permit to Work:

Signage: It is not the policy of UOB Campus Division to routinely label ACM's. Awareness of the presence or likely presence of asbestos containing materials will be delivered through the Asbestos Policy, AMP, asbestos register, control of contractors policy, site inductions, permit to work and asbestos awareness training.

Areas of high risk or restricted access will have appropriate warning signage applied to support the permit to work system and use of the asbestos register. This signage shall include clear instructions not to enter, that asbestos may be present, and

instructions for who to contact, including contact details. ACM's hidden beneath or beyond non-asbestos materials may have warning notices applied to assist with identification and to ensure the materials are not drilled into or disturbed in any way.

Reinspection Surveys: Reinspection Surveys will involve checking all known or presumed ACMs identified in the asbestos register. The purpose of this inspection is to review the existing data and to revise the risk assessments for each ACM considering the impacts of any remediation works or change in use of the areas that has taken place throughout the year.

All Reinspection survey information shall be updated in the asbestos register. See section [Reinspection & Re-Assessment](#).

Condition Monitoring: On a routine basis, as part of building inspections, Asbestos Awareness trained Facilities Managers to visually inspect ACM's for signs of deterioration and changes of concern. These shall be prioritised based on the material assessment score, and the priority assessment score i.e. frequency of inspection shall depend on the use of the space, the occupants, and likely anticipated damage. The ACO shall set the schedule, and receive reports of deterioration or change.

Air Monitoring: Will be utilised, as required, to ensure that control measures are effective. See section [Air Monitoring and Reassurance Testing](#).

Information, Instruction and Training: UOB Campus Division recognises that adequate [information, instruction and training](#) for staff and contractors working on the estate is essential for the safe management of asbestos.

Permit to Work: Will be required for all work on asbestos materials. It is the responsibility of the Project Manager to ensure the correct permits are in place and that the appointed contractor adheres to the terms of the issued permit.

Work required to have a Permit to Work (Asbestos) includes:

- Survey work including bulk sampling
- Air Monitoring Activities
- Removal or Remediation work
- Entry into an area of known asbestos contamination

Please read in conjunction with HAS-SP-006 Permit to Work Process

5.22 The Asbestos Register

The UOB asbestos register is a live digital system and contains information such as location, risk assessment and management action for all identified (via sampling and analysis) and presumed ACMs. The system is managed by Campus Division Building Services via the ACO.

The asbestos register will be accessible to all persons that require access. Where information is requested by University staff outside of the Campus Division the ACO will provide this information along with any advice and guidance on the contents of the risk assessments, with support provided by the Authorised (Asbestos) staff within Campus Division. This will ensure that people requesting the information are provided with appropriate advice to understand the type of asbestos material identified, its risk rating and potential hazards.

The majority of asbestos information in the asbestos register is generated from asbestos management surveys, therefore the known asbestos information held in the register is applicable to the 'day to day' accessible areas of a building, including routine maintenance. Although some information is present relating to internal, structure, sealed voids, service areas etc this must never be considered an extensive or conclusive record of all ACMs within the structure and fabric of a building. If the fabric of the building is to be disturbed, further assessment to identify the presence of hidden ACMs within the building fabric, including plant and machinery, will need to be made. This will usually be in the form of an R&D Survey.

It is the responsibility of those using the register or receiving information from the register to fully understand the limitations and implications of information contained therein and to seek advice from the ACO if in any doubt.

Accessing the register

UoB staff can access the asbestos register via MiCad, instructions for access can be granted via the [Asbestos Sharepoint](#).

Contractors can access Micad via the [Contractor Portal](#) and full asbestos reports can be requested via the UoB Project Manager.

It should be noted that the Micad register contains management survey data only i.e. non-intrusive surveys. This is not sufficient for intrusive works where other investigations should be made, most likely, an R&D survey. Efforts are made to access spaces during a survey, where spaces have not been accessed, presence of ACM's should be presumed.

Refer to Procedure HAS-SP-026 Managing and Updating the Asbestos Register. This includes instructions for:

- Updates to the register when asbestos is removed;
- Additions to the register when new materials are identified;
- Changes to the register if the condition of ACMs has altered;
- Revised risk assessments following periodic re-inspections.
- Updates when premises are purchased, sold or demolished.

The Register shall include a record of:

- ✓ Location of the ACM (e.g. Building identifier, floor, room and position);
- ✓ Product type;
- ✓ Extent or quantity (area, length or volume);
- ✓ Level of identification of the ACM (presumed, strongly presumed or sampled);
- ✓ Asbestos type (Chrysotile, Amosite, Crocidolite);
- ✓ Accessibility of the ACM;
- ✓ Condition (amount of damage or deterioration);
- ✓ Surface treatment (if any);

- ✓ Material assessment score;
- ✓ Priority assessment score;
- ✓ Overall risk score;
- ✓ Control Measures

In the event of an emergency, and/or where out of hours access to the register is required, this shall be obtained by Campus Division personnel supporting the incident/Silver Duty Officer i.e. Shift Maintenance, Building Services On Call Manager, or Security Team.

Contractors working on building fabric or services will be able to access the asbestos register remotely prior to commencement of work. Details on how to set up log in details will be sent to all contractors listed in our contractor management system. Campus Division Personnel are responsible for managing contractors should satisfy themselves that their contractor has reviewed the register prior to commencement of work, by checking the MICAD Portal Activity Report.

Project managers overseeing minor works and maintenance activities are responsible for ensuring that suitable and sufficient asbestos information is provided to their contractors. This should be provided at tender stage, so far as is reasonably practicable, but in any case, before any works are allowed to commence. The ACO will support where required.

Where no survey information is available then it will be presumed that asbestos containing materials are present. The project manager or the ACO will engage one of the University's asbestos framework contractors to carry out an appropriate Refurbishment and Demolition Survey to ensure that suitable and sufficient asbestos information is available.

The Register is a tool to aid in the assessment of whether ACMs are known to be present within a premises. The information held in the register should always be supplemented with asbestos awareness training and additional surveys where appropriate. If any doubt is thrown onto the accuracy of the Register or asbestos survey report the issue must be referred to the ACO and any work being undertaken should stop immediately. Discovery and disturbance of a potential ACM should trigger the [Emergency Procedure](#).

Arrangements for routine maintenance are covered in section [6.1](#) of this plan.

Arrangements for works that will interact with the building structure (intrusive) are covered in [Section 6](#) of this plan.

Arrangements for works that required the removal or remediation of ACMs are covered in [Section 6.5](#).

5.22.1 Storage and maintenance of asbestos records

All asbestos records from 2017 onwards are stored in MICAD. Anything earlier is archived and can be accessed by request to the ACO. See [5.22](#) for the information that is stored within the MICAD register, accessing the MICAD register, and its limitations.

The Campus Division Asbestos Records including the following documents:

- Asbestos Register
- Asbestos Surveys, Re-inspection Reports and certificates of analysis
- Remediation Works Documentation
- Certificate(s) for Re-Occupation (CfR)
- Air Monitoring

- Asbestos Location Plans/Drawings
- Asbestos Exposure Records (supported by Occupational Health)
- Asbestos Training Records
- Records of Asbestos Audits

Any person or department commissioning any works involving asbestos at any location on the UOB estate are required to return copies of associated paperwork to the Campus Division ACO for retention and the update of the asbestos register.

All records relating to asbestos shall be maintained and retained for the life of the building or until point of sale as detailed below, except when they are being used to supplement health records.

Retention Summary	Required Time
Asbestos Policy and Procedures	40 years from date of last entry
Health Records	40 years from date of last entry
Survey / Re-Inspection Records	Life of the building (min 20 years)
Abatement / Air Monitoring Records	Life of the building (min 20 years)
Training Records	End of employment +40 years
Asbestos Waste Consignment Notes	On file for 3 years

Table 1 Retention of Records

5.22.2 Building Plans

Building space information is held on Planon. CAD plans are available for all buildings, those making changes to buildings, such as updates to room names/numbers, must advise the Campus Division Planning department to make the relevant changes to these plans. The Planning department shall advise the ACO of space changes on Planon, so that these can be reflected within MICAD. The ACO shall make updates to space changes in MICAD, as well as updating MICAD when there are actions taken with regard to asbestos within the estate.

Any data or layout anomalies are to be raised with the ACO and Planning Department and resolved prior to data entry into the MICAD system.

5.22.3 Areas not Inspected:

Any areas or parts of buildings which have not been previously surveyed will be presumed to contain asbestos materials, unless there are good reasons not to do so. No works shall be undertaken in these areas until an appropriate assessment has been made by the ACO. All such areas will be recorded in the Asbestos Register within the relevant building section. It is the objective of the UOB Campus Division to reduce the number of these areas within the Asbestos register as low as reasonably practicable.

5.22.4 Areas of Restricted Access

UOB Campus Division will secure (by locking off or otherwise physically fixed and labelled barriers) and control access to plant areas, service ducts, roof, floor, and ceiling

voids etc, which are or may potentially be contaminated with ACMs or asbestos debris or fibres. This will be managed by the ACO or their designee. Areas which are restricted due to the presence of asbestos in poor condition will be listed in the Asbestos Registers as 'Restricted Access'. Access into these areas is strictly prohibited except in an emergency, access will be risk assessed on a case-by-case basis by an Authorised Person, and only a LARC utilising appropriate control measures may access. Access into these areas is controlled by authorised-only access key under control by Campus Division Building Services. Whilst the area is restricted access, routine maintenance and inspection is not permitted.

5.23 Reinspection & Re-Assessment

Its purpose is to reinspect previously identified asbestos containing materials held within MICAD. These materials may have been identified in a previous management, refurbishment or demolition asbestos surveys or by ad-hoc sampling. It is important to note that this survey is not designed to locate or identify new ACMs.

All survey information must be updated in the UOB digital asbestos register in a timely manner by the Asbestos Survey Contractor/Consultant, and full PDF reports received. This will be audited by the ACO on a regular basis.

5.23.1 Re-Inspections of ACMs

In accordance with Approved Code of Practice (ACOP – CAR2012) any ACM identified or suspected during the inspection process will need to be re-inspected periodically in order to monitor its ongoing condition. Frequency of reinspection is determined with the following criteria:

- **Physical location of the ACM** - is it easy to reach, is it readily accessible or hidden in an area that is remote from the normal operational activities within the space, potential for damage as a result of maintenance activities.
- **Local Environment** – what activities and/or numbers of people will be impacted by the re-inspection.
- **Potential for damage** – will the ACM be damaged as a result of water ingress, normal operational activities and or vermin activity for instance.

Unless advised otherwise agreed the minimum timeframe for re-inspection will be 12 months. This is based upon the criteria outlined above and any additional site-based features as applicable to each scenario. Where surveyors recommend removal, but this is deemed not reasonably practicable then the ACO will consult with the surveyor to identify an alternative course of action that mitigates against the risk of exposure to fibres. This may be through encapsulation, removal of access or some other form of suitable action.

Any material listed in the asbestos register noted as 'no longer present' during a Re-inspection will be referred to the ACO who will ensure all relevant documentation is in place and that the UOB Asbestos Removal and Remediation SOP has been followed, including the upload into the record of asbestos maintained by the AP (asbestos). Any exception to this will trigger an investigation by the Campus Division HSQA Team.

Where the Re-inspection survey has made additional recommendations for the ongoing management of a material or group of materials this will be assessed alongside the material and priority rating to establish the most effective management or control measure is implemented to ensure that the risk is minimised as far as is

reasonably practicable.

Should the risk score of an ACM during a Re-inspection increase to the degree that remediation is required, this work will be scoped and performed as soon as possible.

5.24 Air Monitoring and Reassurance Testing

- Air monitoring must only be performed by a UKAS accredited laboratory holding accreditation to ISO17025:2005 for both asbestos in air sampling and fibre counting.
- Air monitoring will be instigated by the University to meet all legislative requirements (e.g. clearance testing after asbestos removal) but may also be used to ensure the effectiveness of control measures by the following means:
 - Leak Tests: Leak tests are performed outside asbestos enclosures in order to prove that the integrity of the enclosure is being maintained, and that no asbestos fibres are escaping.
 - Background Tests: Usually performed adjacent to asbestos works that do not require an enclosure, or during controlled works that may disturb asbestos materials.
 - Reassurance Tests: Performed in the presence of asbestos materials that are not being actively disturbed. Their purpose is to reassure building occupants that the materials pose no actual hazard.
- Air testing will be conducted where Notifiable, Notifiable Non-licensed and Non-licensed works are being completed to meet regulatory requirements and ensure the effectiveness of control measures
- As part of four-stage clearance after ACM removal, Certificates for reoccupation are to be issued to both the LARC and ACO.

These tests are generally measured against the Control Limit as defined in (CAR) 2012, but for the purposes of the University they will be used to ensure that no staff, students, visitors or contractors- are exposed to unacceptable levels of airborne respirable fibres.

6 Different types of works

6.1 Routine and Reactive Maintenance Work

It is the policy of UOB Campus Division that 'routine or reactive maintenance work' likely **to disturb ACMs** shall not be undertaken by UOB employees or routine maintenance contractors not on the approved asbestos framework.

All Persons involved in work within areas, which may potentially contain, or with the potential to disturb ACMs, must have appropriate asbestos awareness training.

All Persons involved in work within areas, which may potentially contain, or with potential to disturb ACMs will be given access to the asbestos information for that area prior to the commencement of the work.

For employees or contractors engaged in maintenance work on behalf of Campus Division in buildings constructed prior to the year 2000 the asbestos register shall be checked prior to the commencement of the work. Where ACMs are present in the work area but will not be disturbed the work may proceed. Where the maintenance work is in close proximity to or likely to disturb an ACM the work shall not proceed until measures to control the risk have been implemented to ensure the ACM is not disturbed.

Where no existing information is available for the room or location or area where maintenance work is planned then work shall be halted and ACM's must be assumed to be present until appropriate measures can be implemented to confirm the presence of ACMs (See 5.4.6 Areas not Inspected). Where there is any doubt as to the accuracy of the asbestos information, the ACO is to be consulted.

Where the fabric of the building is to be disturbed or ACM's may be present and as yet unidentified such as within live plant and equipment further investigations will be required prior to any work being undertaken. These investigations are likely to take the form of an [R&D Survey](#).

6.2 Non-Campus Division Works

No alterations to the building fabric or services can be carried out without engaging Campus Division. Campus Division shall then help to risk assess and identify the impact on building fabric or services and update relevant building records. This will involve ensuring that the [asbestos register](#) is checked and analysed by a competent person. If the asbestos register cannot validate the absence of asbestos for the work location then further investigations (likely an [R&D survey](#)) shall be required, funded by the department or project. Departments and faculties shall then revise risk assessments and work programmes depending on the outcome of these surveys. Any surveys shall be organised via Campus Division, and meeting the [survey requirements](#) in this AMP.

6.3 Projects

6.3.1 Alterations Refurbishment and Demolition Work

Where the fabric of the building is to be disturbed or any demolition is planned the person commissioning the work will ensure an appropriate Refurbishment and Demolition survey is undertaken in line with Regulation 5 of CAR. This survey will ensure all ACMs are identified within the works area allowing the plan of work to include measures to mitigate the risk of uncontrolled exposure to asbestos. For further information on R&D Survey refer to [Refurbishment and Demolition Surveys](#).

Refurbishment and Demolition (R&D) surveys for projects are required for compliance with the Construction, Design and Management Regulations (CDM) 2015 and the Control of Asbestos Regulations 2012.

The procedure for specifying an asbestos survey including standard scope requirements can be found in the Procedure HAS-SP-028 Specifying and Procuring an Asbestos Survey.

Where ACMs are likely to be disturbed during refurbishment they should be removed as far as reasonably practicable before the work begins.

Where demolition is planned all ACMs should be removed from the building as far as reasonably practicable before any other major work begins.

6.4 Development of Brownfield Sites

The development of brownfield sites in the UK requires site investigation for contamination as part of the regulatory planning process. The Project Manager shall ensure asbestos is appropriately considered during the acquisition, planning and development of brownfield sites.

6.5 Removing and Remediating Asbestos

The UOB Campus Division will ensure any works it undertakes or commissions involving asbestos will be carried out in accordance with The Control of Asbestos Regulations (CAR) 2012 and HSE guidance HSG 247: Asbestos: The Licensed Contractors Guide.

As part of contract and / or project planning, a Refurbishment & Demolition survey will be undertaken, and a Scope & Specification for abatement works produced. The abatement need will then be programmed into the refurbishment plan. This will usually be coordinated by the Project Manager.

For removals, a Campus Division framework LARC is preferred. Where this is not possible i.e. where a Principle Contractor is nominated through CDM Regulations, alternative LARC can be selected in consultation with the ACCM/ACO.

If an ACM is damaged by building works, accident or vandalism, then all works in the immediate vicinity will cease immediately and the emergency procedures will be followed.

All accompanying analytical work shall be in accordance with HSG248: Asbestos, The Analysts Guide and undertaken by an analytical company independent of the LARC, certified to ISO17025 for, sampling, analysis of asbestos in air and 4 stage clearance assessment including the Certificate for Reoccupation (CfR).

Work with asbestos falls into three categories as defined in Regulation 2 of CAR. It is the responsibility of the person commissioning the asbestos work to ensure the work is correctly classified as either:

[Non-licensed work with asbestos \(hse.gov.uk\)](https://www.hse.gov.uk/asbestos/non-licensed/)

[Notifiable Non-Licensed Work \(NNLW\) \(hse.gov.uk\)](https://www.hse.gov.uk/asbestos/notifiable/)

[Licensable work with asbestos \(hse.gov.uk\)](https://www.hse.gov.uk/asbestos/licensable/)

All work undertaken on ACMs commissioned by or on behalf of UOB Campus Division will follow the Procedure HAS-SP-025 Commissioning Asbestos Remediation Work.

All Licensable work on ACMs, and all asbestos removals, shall be completed by a Licensed Asbestos Removal Contractor (LARC) selected from the approved list retained by UOB Campus Division. Non-Licensed Work or Notifiable Non-Licensed Work with ACM's shall be undertaken by contractors who are appropriately trained, competent, insured and working in line with CAR, Licensed Contractors may also be utilised for such work.

The Project Manager is responsible for ensuring that all work undertaken on ACMs has a UOB Campus Division [Permit to Work](#) Asbestos in place.

Any asbestos waste produced during removal or remediation work including disposable RPE and PPE must follow Regulation 24 CAR. See Section [Asbestos Waste](#).

All paperwork relating to asbestos remediation must be returned to the ACO in order to
Only the master version of this document is controlled

update the Asbestos register and ensure proper records are retained and are traceable.

7 Asbestos Waste

Asbestos waste describes asbestos products or materials that are ready for disposal, including building materials, dust rubble and disposable PPE and RPE.

Any asbestos waste produced during removal or remediation work or where RPE and PPE is used for the purpose of asbestos risk mitigation must follow Regulation 24 CAR and be securely sealed in suitable labelled bags or wrapping as it is produced.

Asbestos (or suspected asbestos) waste that is identified on UoB property i.e. through fly tipping, shall be notified to the ACO and the area restricted.

Management of asbestos waste generated falls under the responsibility of the of the ACO and must be strictly managed and controlled. Hazardous waste carriers are organised and co-ordinated with Campus Division Sustainability department.

Fly-tipped waste can foreseeably be in damaged condition and therefore must only be removed by a LARC.

On special request from University faculties/departments, Campus Division can organise for asbestos containing materials to be removed from buildings (e.g. ACM's within laboratory equipment). For Campus Division staff to remove these items they must be bonded (i.e. in a matrix) and without damage. The items are double bagged, labelled, and placed in the on-site asbestos waste bin. The bin is emptied periodically by a licensed waste contractor.

Storage of asbestos waste by must be in a suitable and clearly labelled sealed receptacle such as a lockable bin, skip or freight container. Management of asbestos Waste generated by UOB Campus Division falls under the responsibility of the of the ACO and must be strictly managed and controlled.

Waste containing more than 0.1% asbestos is considered Hazardous Waste and must comply with the Hazardous Waste Regulations 2005. It is prohibited that other non-asbestos materials are not 'mixed' with asbestos waste in order to reduce the percentage of asbestos below the 0.1% threshold.

Asbestos waste should be transported in accordance with the Hazardous Waste Regulations 2005 and the Carriage of Dangerous Goods Regulations 2009 unless exempt under Regulation 2 of CAR.

A Hazardous Waste Consignment note is required to evidence the safe transport and appropriate disposal of Hazardous Waste generated on the UOB estate and must be returned to the ACO on the completion of the work. It is the Project Manager's responsibility to ensure that this is achieved. Sustainability are responsible for the 3 yearly retention of the asbestos waste consignment notes.

Under no circumstance is Asbestos Waste / Hazardous Waste to be transported in a UOB vehicle or any vehicle owned by a UOB employee.

8 Emergency Procedures

The UOB Campus Division will implement Emergency Procedures should a material thought to contain asbestos be discovered and/or if there has been an incident involving uncontrolled or unexpected asbestos fibre release. In accordance with Regulation 15 of CAR emergency procedures will be designed to limited exposure to asbestos and the spread of asbestos.

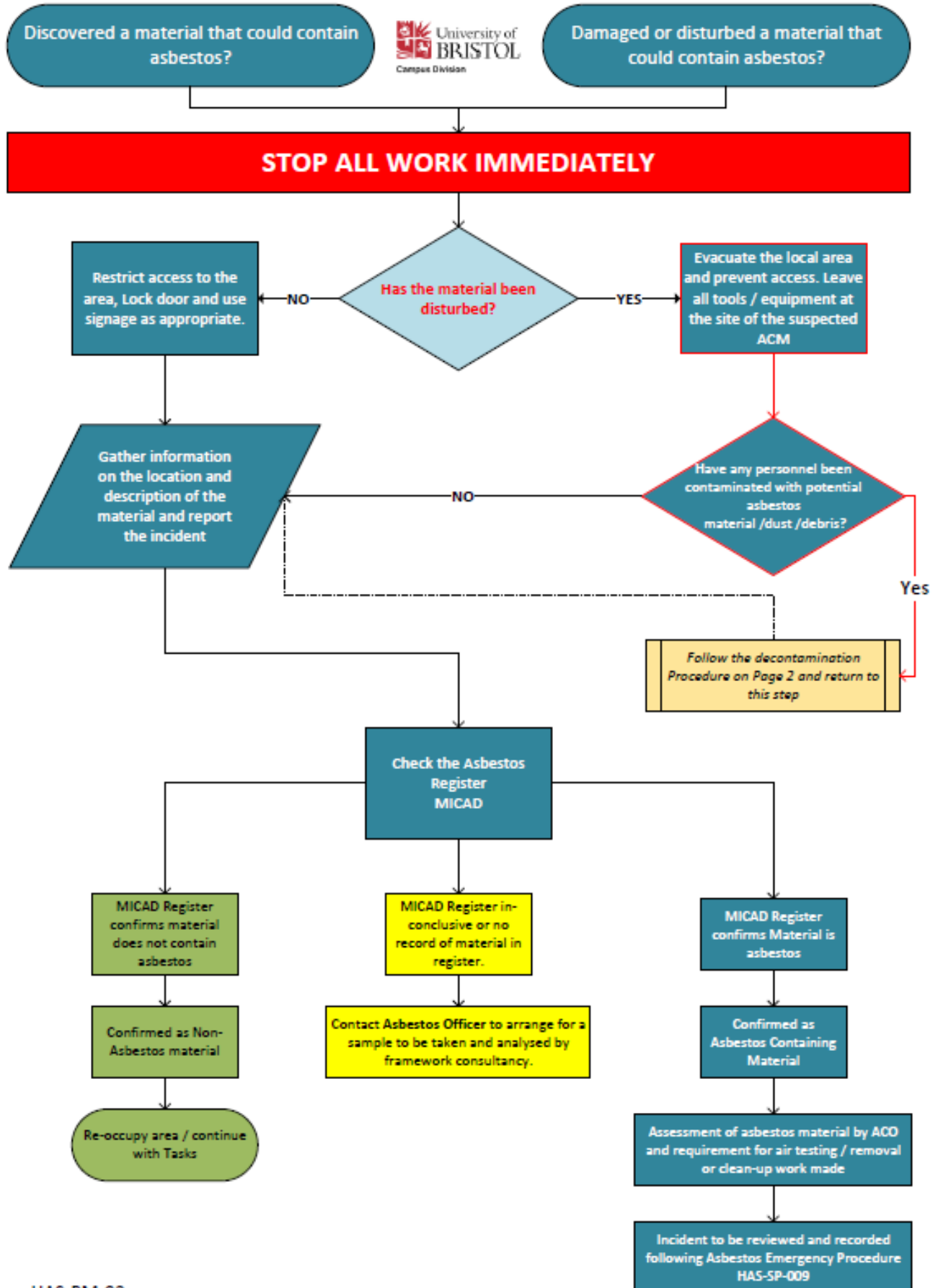
The UOB Campus Division SOP for Asbestos Emergency Procedure gives guidance on what to do if there is an uncontrolled release of asbestos or a suspected asbestos material is and is detailed in HAS-SP-009 Asbestos Emergency Procedures.

In accordance with Regulation 15 of CAR the emergency procedures are designed to limit both exposure to asbestos and the spread of asbestos As Low As Reasonably Practicable (ALARP).

All incidents or near misses involving asbestos must be reported via the [health and safety incident portal](#) immediately. Reports can be made by any member of staff with a University account, contractors to report to their Project Manager who shall make the report.

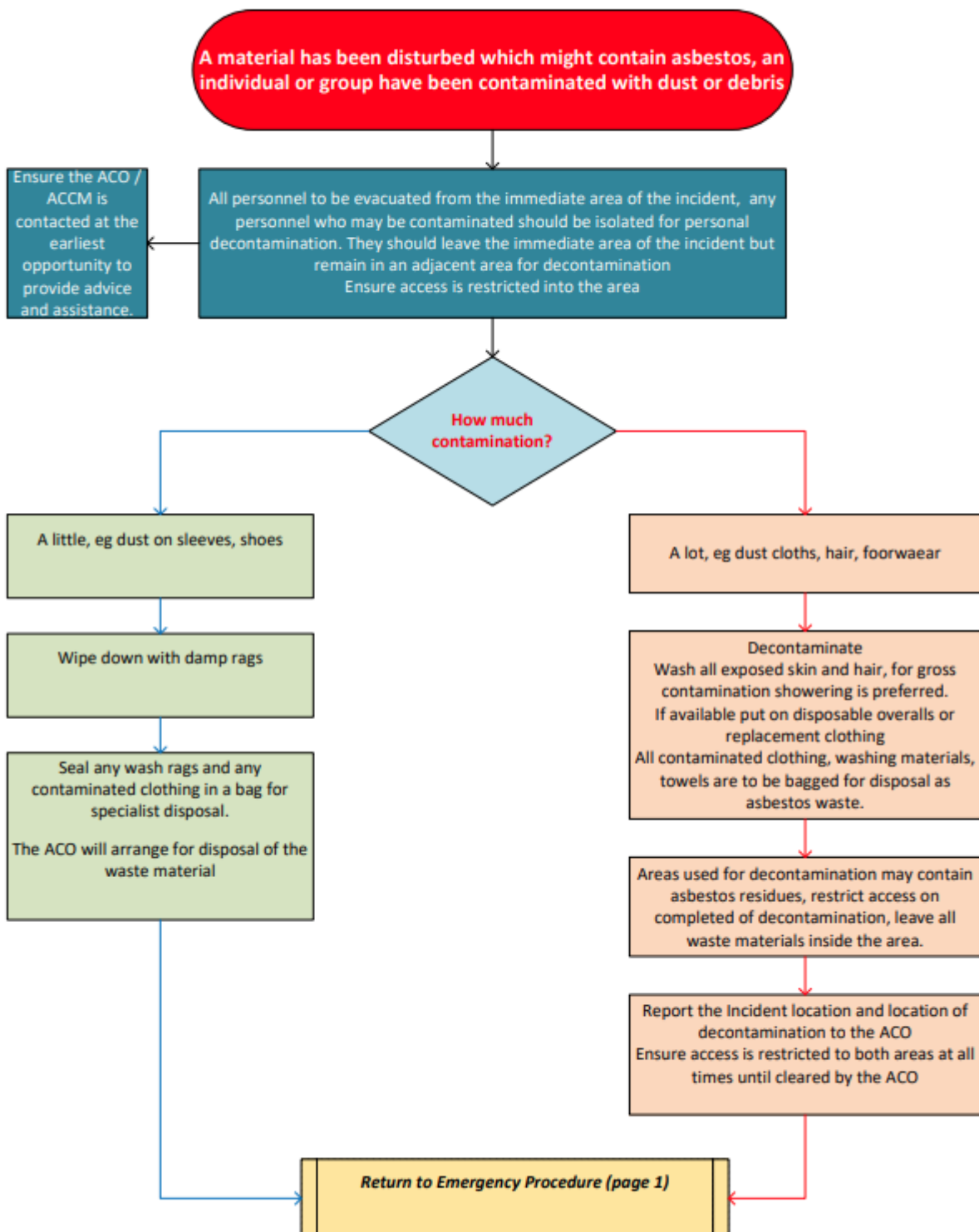
Refer to HAS-SP-009 for the Asbestos Emergency Procedure.

Asbestos Emergency Procedure



HAS-PM-02

Emergency Personal Decontamination



HAS-PM-02

8.1 Potential/Actual Asbestos Exposure

Exposure to asbestos is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2015 (RIDDOR) when a work activity or incident causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person.

Such situations are likely to arise when work is carried out without suitable controls, or where those controls fail, and the current CAR Control Limit is exceeded – they often involve:

- use of power tools (to drill, cut etc) on most ACMs
- work that leads to physical disturbance (knocking, breaking, smashing) of an ACM that should only be handled by a licensed contractor e.g. sprayed coating, lagging, asbestos insulation board (AIB)
- manually cutting or drilling AIB
- work involving aggressive physical disturbance of asbestos cement e.g. breaking or smashing.

Any damage to known or suspected asbestos materials, as well as any exposure or potential exposure to asbestos should be reported via the University H&S reporting portal immediately. An immediate report should also be made via telephone to the Campus Division Asbestos Compliance Officer (0117 9288045) in order to co-ordinate an appropriate response. Outside of working hours, this report should be made to Campus Security on 0117 3311223 who will have access to the emergency call list, including the Building Services Duty Manager. See [Emergency Procedures](#) and HAS-SP-009 Asbestos Emergency Procedures.

Many cases of inadvertent-short term exposure to asbestos will most likely have led to minimal exposure to fibres with little likelihood of any long-term ill health effects. Although the type of asbestos involved may be known there is often little, if any, reliable information concerning the amount of asbestos, which may have been inhaled at the time of the incident.

Where exposure is estimated to have exceeded the current CAR Control Limit, reporting of the incident to the HSE may fall under RIDDOR. Reports should be made to the HSE by the Safety & Health Services team using form F2508 within 10 days.

Regulation 2 of CAR defines the control limit as the concentration of asbestos in the air of 0.1 fibres/cm³ averaged over a continuous period of 4 hours.

Where an exposure to asbestos has occurred, a note should be kept on the health record or employment record of the person exposed. They must be informed of the potential exposure and may wish to consult their GP and have a note made on their medical record.

For UoB employees recording of exposure will be done via an occupational health surveillance request - [Occupational Health Department](#).

Where the exposure has occurred to a person outside of UoB employment such as a contractor, the contractor's representative shall be informed and advised of the detail of the incident by email. It shall be their responsibility to make a record on their employees file. UoB shall record the occurrence on the [Safety Portal](#) and upload supporting

evidence.

Where a Student or member of the Public has been potentially exposed, the UoB will inform them of the details and retain record as an upload on the [Safety Portal](#).

Records of exposure shall be [retained](#) by the UOB for a minimum of 40 years. The record should include the date of exposure, duration of exposure, type of ACM, likely exposure levels if known.

Any RIDDOR reportable incident should trigger a review of the AMP and associated procedures to ensure that they are fit for purpose or if required, are adjusted to aid in the prevention of a re-occurrence of the incident.

Incidents shall be fully investigated to uncover root and underlying causes, with corrective/preventive action plans to resolve deficiencies. Within Campus Division this is using process [HAS-SP-013 Incident Reporting and Investigation](#), for all other University staff [Incident Investigation Guidance](#) shall be referred to.

9 Information, Instruction and Training

The UOB Campus Division recognises that adequate information, instruction and training for staff and contractors working in the UOB estate properties is essential for the safe management of asbestos.

Asbestos information, including methods for accessing the MICAD asbestos register, accessing and arranging training on the register, notifying of works, Permits to Work and control of contractors can be found on the Campus Division Health, Safety and Quality Assurance pages [here](#).

Information on the location and condition of any ACMs will be provided to all persons liable to work on or disturb the material. This will include UOB employees, contractors, sub-contractors and emergency services.

9.1 All Employees

The UOB Campus Division will ensure that any persons liable to disturb asbestos during their work, or who supervise such persons, have in place the correct level of training to enable them to carry out their work safely and competently as required under Regulation 10 of the Control of Asbestos Regulations 2012. As a minimum this is recognised as Asbestos Awareness Training.

[Emergency Procedures](#) are detailed in Section 8 of this AMP. HAS-SP-009 Asbestos Emergency Procedures is made available to all personnel and contractors who may through the course of their work disturb the fabric of the building including those persons who manage such buildings or processes.

9.2 Employees who manage work

The UOB Campus Division recognises that additional asbestos training and knowledge may be required for its employees who are managing maintenance teams, planning or managing work which interacts with the fabric of the building or who may be managing contractors or projects across the UOB estate. Additional training provided includes:

- Duty to Manage (extension to Asbestos Awareness)
- BOHS P405 Management of Asbestos In Buildings
- Bespoke Training aligned with Roles and Responsibilities

All Campus Division employees who are authorised to instruct any work which may disturb ACMs must have thorough knowledge of the UOB Campus Division Asbestos Policy, AMP and Supporting Procedures.

Asbestos Awareness Training shall form part of the induction training for new employees in Campus Division and also part of the wider site induction for Contractors.

Training shall be refreshed periodically, or when there is significant change to regulation and/or internal procedures. Training Requirements are detailed in full in [Appendix 1](#), including refresher frequencies.

9.3 Contractors

All Contractors working for on the UOB estate who through their work may encounter asbestos materials must have accredited (i.e. UKATA, IATP, ROSPA) Asbestos

Awareness Training. Certificates of Asbestos Awareness Training must be made available to the UOB Campus Division representative on request. Any Contractor who cannot produce asbestos awareness training who falls into this category will be asked to stop work and leave site.

All Contractors undertaking work with asbestos must hold suitable training records for each employee involved in the work, appropriate to the type of asbestos work they are undertaking. The training records must be available on site and accessible to the UOB Campus Division Representative for the duration of the work. All contractors undertaking Licensable work with asbestos must hold Licensed Asbestos Training Certification. All Contractors undertaking Non-Licensed or Notifiable Non-Licensed work must hold Non-Licensed Task Training Certification. Certification must be via an accredited training body such as UKATA or IATP. Refresher training for both Licensed and Non-Licensed Training qualifications is mandatory on an annual basis.

As part of the Campus Division Contractor Induction individuals will receive, information on the UOB approach to asbestos management including how to access the asbestos register, Permit to Work and emergency procedures.

10 Asbestos Management Group (AMG)

The Asbestos Management Group (AMG) has been established by the CPO and will oversee the management of asbestos materials within the University estate. It will be comprised of core members who should attend the majority of meetings and/or be responsible for the development, maintenance and governance of the Asbestos Management Plan, as well as associated asbestos risks and activities. The AMG shall function as per a defined Terms of Reference.

The key members of this group are: The Director of Campus Operations, Associate Director, Head of Building Services and the Head of Campus HSQA

Other members will be asked to attend where relevant. Representatives of each of the asbestos consultants/contractors on the Campus Division framework may attend to provide updates on activities that they have undertaken for the University. Any of the listed parties may invite, with the Chair's approval, further members of their own team or other interested persons, but it should be noted that the purpose of the Management Group is to discuss general management issues relating to asbestos.

The core agenda is as follows:

- Appointments – discuss any changes or communicate related issues.
- Status of Policy & Procedures – approved status, revisions, etc.
- Risk Assessments – status, outstanding priority works and review.
- Risk reduction – remedial works, incidents.
- Implementation & Management – adoption and performance of procedures.
- Records – status of register, retention of paperwork, etc.
- Training – outstanding, advisory and refresher, etc.
- Any other business.

This agenda may be reviewed at any time. The Asbestos Management Group will meet quarterly, and/or in the event of an incident.

11 Measuring & Reviewing Performance

- Review of the Asbestos Policy, Plan and Standard Operating Procedures will be reviewed annually.
- The Campus Division will review the Asbestos Management Plan to ensure that the Plan remains relevant and effective.
- The review will be undertaken by the Campus Division Health, Safety and Quality Assurance team, in consultation with the ACO. The review will be carried out annually, or sooner if in response to:
 - A significant incident involving an uncontrolled release of asbestos fibres;
 - A change in the Control of Asbestos Regulations 2012;
 - If the Asbestos Management Plan is no longer considered adequate.
- A record of the review will be recorded and retained – in line with QUA-SP-001 Document Control.
- The annual review will be undertaken using HAS-SP-027 Annual Asbestos Review.
- Performance of Asbestos Contractors shall be monitored at point of work by Authorised Persons – determining the extent to which the PTW conditions and control measures have been implemented.
- An annual audit shall be carried out by a competent external authority, commissioned by the Campus HSQA team to ascertain adherence to this Asbestos Management Plan, with report and findings being returned to Campus HSQA and the Associate Director of Campus Innovation.
- Inspections and a system of spot checks against the requirements of this Asbestos Management Plan is to be created and implemented.

12 References

Internal References

Implementing Procedures

- HAS-SP-009 Asbestos Emergency procedures
- HAS-SP-028 Specifying and Procuring Asbestos Surveys
- HAS-SP-025 Procuring Asbestos Removal and Remediation
- HAS-SP-026 Managing and Updating the Asbestos Register
- HAS-SP-027 Annual Asbestos Review

Other Internal References

HAS-PD-018 Campus Division Asbestos Policy

[UoB Records Retention Schedule](#) v1.0

HAS-SP-006 [Permit to Work Process](#) and HAS-FT-065 [PTW Authoriser List](#)

QUA-SP-005 Risk Management Procedure

HAS-SP-013 Incident Reporting and Investigation

[UoB Health and Safety Roles, Responsibilities and Organisation.](#)

[Campus Division Information for Contractors](#)

[UoB Control of Contractors](#)

External References

Control of Asbestos Regulations (CAR) 2012
<http://www.legislation.gov.uk/ukxi/2012/632/contents>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
<http://www.legislation.gov.uk/ukxi/2013/1471/contents>

HSE, 2002. A comprehensive guide to Managing Asbestos in premises HSG 227. HSE Books. Available online here: <http://www.hse.gov.uk/pubns/priced/hsg227.pdf>

HSE, 2013. Managing and working with asbestos Control of Asbestos Regulations 2012 Approved Code of Practice and Guidance L143. 2nd Ed. HSE. Available online here <http://www.hse.gov.uk/pubns/priced/l143.pdf>

HSE, 2012. Asbestos: The survey guide HSG264. 2nd Ed. HSE Books. Available online here <http://www.hse.gov.uk/pubns/priced/hsg264.pdf>

HSE, 2006. Asbestos: The licensed contractors' guide HSG247. HSE Books. Available

online here <http://www.hse.gov.uk/pubns/priced/hsg247.pdf>

HSE 2021. Asbestos: The Analysts' guide HSG 248. HSE Books. Available online here
<https://www.hse.gov.uk/pubns/books/hsg248.htm>

Hazardous Waste (England & Wales) Regulations 2005

[The Hazardous Waste \(England and Wales\) Regulations 2005 \(legislation.gov.uk\)](#)

Appendix 1 – Summary of Training Requirements

The following table summarises training requirements. **Training alone does not secure competence.** An individual is deemed competent by virtue of their training, knowledge, qualification, experience, skill and other qualities.

Role	Example Job Title	Training Requirement	Refresher Frequency
Duty Holder	Vice Chancellor and President	Bespoke overview of the AMP and responsibilities	Once, significant changes
Responsible Person (Asbestos)	Chief Property Officer	Bespoke overview of the AMP and responsibilities	Once, significant changes
Directors	Director of Campus Operations, Associate Directors	Bespoke overview of the AMP and responsibilities	Once, and when changes
Heads of Department	Head of Building Services, Head of Capital Projects, etc. where they manage teams who carry out intrusive works, or instruct others.	UKATA L2 Asbestos Awareness	Annual
		The AMP and supporting processes	If changes
		Micad register access	N/A
Authorised Persons / ACO	Asbestos Compliance Officer, Clerk of Works, Health and Safety Advisor. PTW Authorisers for asbestos	BOHS P405 Management of Asbestos	Once, and when changes
		The AMP and supporting processes	If changes
		Micad register access	N/A
		Needs to be Authorised by the Authorising Consultant to be Authorized	N/A
Staff tasked to Manage Works	Building Surveyors, Project Managers, Space Planners, anyone instructing a contractor carrying out intrusive works.	UKATA L2 Asbestos Awareness, and	Annual
		IATP Duty to Manage	Annual
		The AMP and supporting processes	If changes
		Micad register access	N/A
Staff with potential to interfere with building fabric (this will include security)	Maintenance operatives, electricians, plumbers, security due to out of hour emergencies.	UKATA L2 Asbestos Awareness	Annual
		Micad register access	N/A
Those carrying out Condition Monitoring	I.e. Facilities Managers, Co-ordinators.	UKATA Asbestos Awareness and inspection add-on (1hr)	Annual
Staff who do not interfere with building fabric but who work in areas where asbestos may exist.	Office personnel, cleaners, security, estates assistants, catering staff.	Induction, recommended toolbox talk	On joining UoB and at regular intervals.
LARC Contractor	UoB Framework Licensed Asbestos Removal Contractors	UKATA Licensed Operative/Supervisor/Manager	Annual
NL/NNLW Contractor	UoB Framework Non-licensed Contractors	UKATA Non-Licensed Operative Training (B1, B2 or B3)	Annual
Other Contractors	i.e building and refurbishment, mechanical and electrical contractors, scaffolders, etc	UKATA/IATP/ROSPA Half-day Asbestos Awareness	Annual
		Micad Register access instructions	N/A