

Health and Safety



Asbestos

Working with Asbestos

June 2013

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1. Purpose

The aim of this procedure is to ensure that assigned management manages the Asbestos management procedure throughout the company's operations in a consistent manner. To demonstrate compliance to legal and moral duties for efficient management of the associated risks taking in to account company policy, applicable legislative and codes of practice framework by using a uniformed structured approach to achieve best practice.

2. Scope

This procedure applies to all Mace Group companies with operations in the UK and internationally where it manages or is responsible to manage construction sites, commercial premises and office blocks or complexes as occupiers or as service providers.

Abbreviation Used	Meaning
AC	Asbestos Cement
ACB	Asbestos Containing Board
ACM	Asbestos Containing Material
AIB	Asbestos Insulation Board
ALARP	As low as reasonably practicable
ALS	Asbestos Liaison Group (part of the HSE)
ALU	Asbestos Licensing Unit(part of the HSE)
ARCA	Asbestos removal Contractors Association
AWAC	Asbestos works assessment checklist
BA	Breathing Apparatus
CAR	Control of Asbestos Regulations
CDMC	Construction Design & Management Coordinator
DCU	De-Contamination Unit
FF(P3)	Filtering Face piece (respirator)
HEPA	High efficiency particle arrestor
HSE	Health & safety Executive
NPU	Negative pressure unit
PPE	Personal Protective equipment
PVA	Polyvinyl Acetate
RPE	Respiratory Protective Equipment

TC	Textured Coating
UKAS	United Kingdom Accreditation service

3. Responsibility

3.1 Project Manager / Senior Manager

The project Manager or in the absence of a project manager the Senior Manager will be responsible for all aspects of the management of asbestos and shall:

- Obtain information from client regarding asbestos in building/premises including Asbestos management plan and any relevant surveys (management & demolition / refurbishment)
- Ensure pre – commencement safety risk assessment is carried out.
- Appoint an ARCA approved contractor and a UKAS accredited analyst (where not done by the building/premises manager or client.
- Ensure that asbestos awareness training provided by an approved trainer is in place for the workforce in the premises where asbestos is known to exist.
- Ensure site induction material contains reference to asbestos.
- Collate all documentation referring to the asbestos removal and pass to either building/premises manager for the asbestos management plan or CDMC for inclusion in the Health and Safety File.
- Ensure an Emergency Plan is in place.

3.2 Site Manager / Construction Manager

The Site Manager / Construction Manager shall:

- Complete various stages of the asbestos works assessment checklist (AWAC)
- Review and accept POW & associated H&S documentation from the appointed Contractor
- Monitor removal activities to ensure compliance with POW by the appointed removal contractor's management and workforce

3.3 H&S Manager

The H&S Manager shall:

- Provide advice & guidance to pm & sm at all stages of asbestos removal
- Assist in the review of POW & associated H&S documents
- Assist in compilation of AWAC
- Audit the removal contractor's work in progress

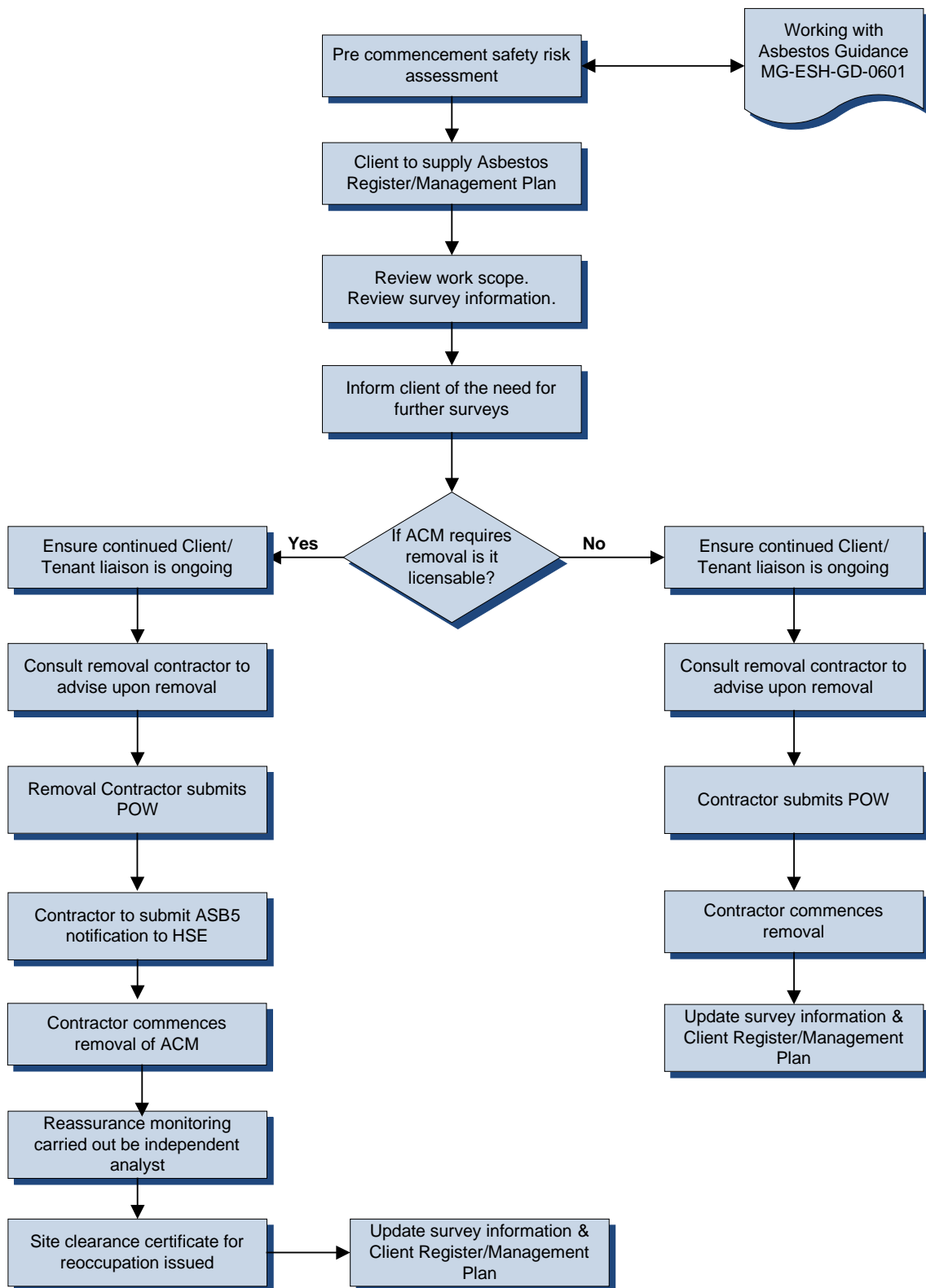
4. Procedure

There are two procedures to be followed when managing asbestos and they are detailed below. Further information can be found in the Working with Asbestos guidance document.

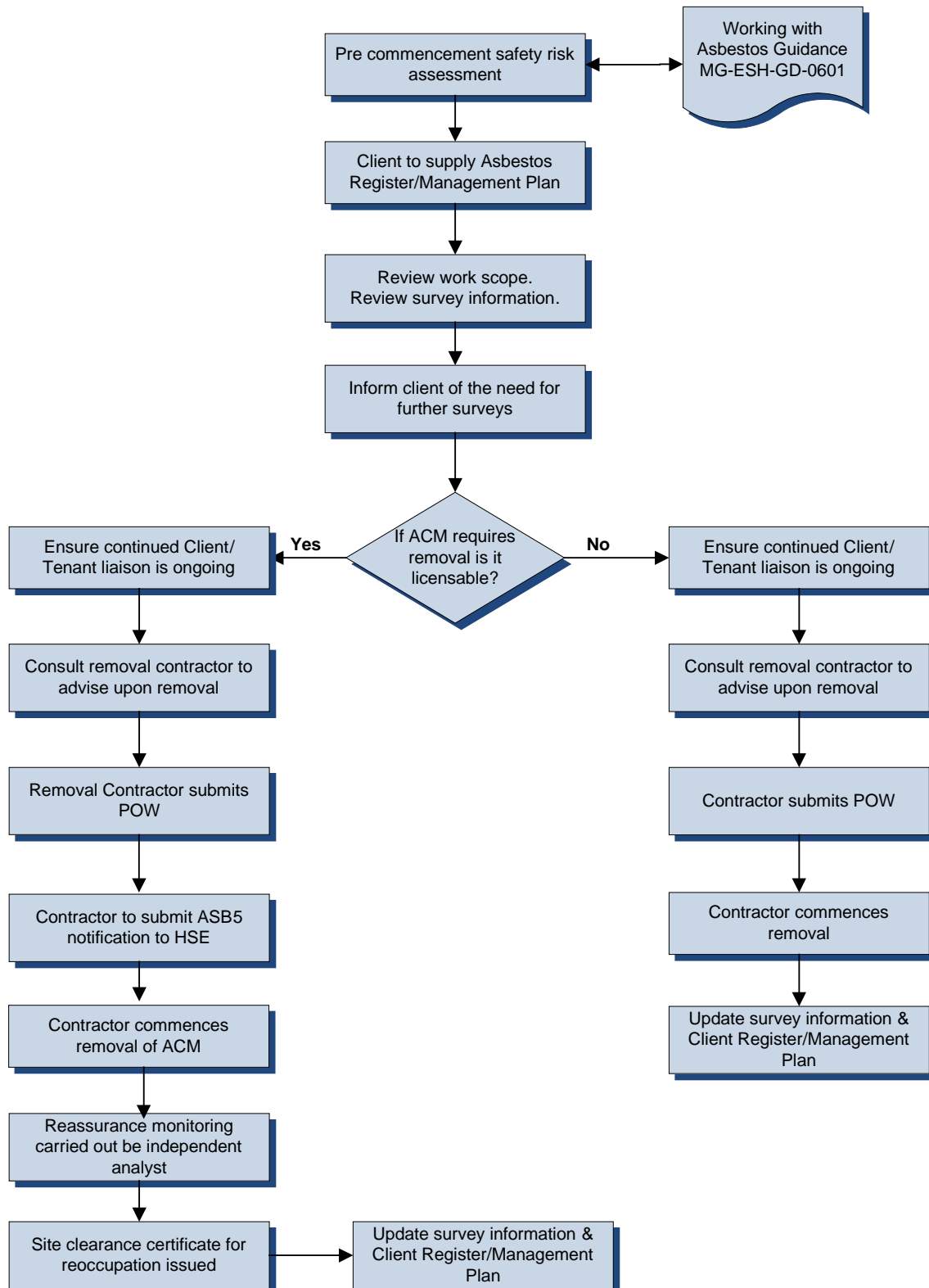
4.1 Pre – Demolition flow chart

4.2 Pre – Commencement major refurbishment flow chart

4.1 Asbestos Management Flow Chart – Pre-Demolition



4.2 Asbestos Management Flow Chart – Pre-Commencement/Major Refurbishment



4.3 Emergency Procedures

Procedures for release / discovery of suspected ACM must be in place for buildings/premises/sites known to contain asbestos. These procedures shall included

- **Stop work immediately**
- **Leave affected area**
- **Prevent others entering area**
- **Contain / seal of affected area**
- **Put signage in place to warn others**
- **Contact Mace H&S department**
- **Carry out asbestos risk assessment**
- **Consult existing records**
- **Arrange for specialist to carry out sampling of ACM and air monitoring**
- **Arrange for specialist contractor to remove**

For more detailed description please refer to the document number MG-H&S-GD-2076 'Working with Asbestos Guidance'

5. Records

5.1 All documentation relating to potential exposure / exposure of an individual to ACM must be retained in an individuals staff records for a period of 40 years by the employing company.

5.2 Hazardous waste transfer notes must be retained for 3 years by the removal contractor/building/premises manager and principal contractor.

5.4 Other documentation that is to be retained either original or copy will include:

- Asbestos works assessment checklist (AWAC)
- Asbestos Management Plan
- Plan of work (POW)
- ABS5
- Certificates of reoccupation
- Surveys
- Clients related documents
- Copies of contractors licence
- Waste management licence

5.5 All removal activities including reoccupation certification will be cross checked to the latest Survey and register.

6. Monitoring & review

The following will aid monitoring and reviewing:

- Asbestos works assessment checklist (AWAC)
- UKAS analysis reports / surveys
- Reassurance monitoring

7. Appendices / references

The following legislation and guidance is applicable to asbestos

Control of Asbestos Regulations

Health & Safety at Work etc Act

Construction (Design & Management) Regulations

Management of Health & Safety at Work Regulations

Hazardous Waste (England & Wales) Regulations

Workplace (Health, Safety and Welfare) Regulations

Current approved codes of practice (ACOP) and guidance notes:

- L127 Management of Asbestos in Non Domestic Premises
- L143 Work with Materials Containing Asbestos
- HSG247 The Licensed Contractors Guide
- HSG 264 Asbestos: The survey guide
- MDHS 39/4e Asbestos Fibres in Air