

# Health Safety and Environment

## Hazardous Substances

### HS 2.18

### Asbestos

#### 1.1 Application

The purpose of this procedure is to ensure that effective planning, organisation, control, monitoring and review of Asbestos Containing Materials (ACM's) is in place to reduce, as far as is reasonably practicable, the potentially harmful effects associated with asbestos.

#### 1.2 Scope

This process applies to Compass UK&I where there is a duty to manage asbestos.

#### 1.3 Roles & Responsibilities

The Client (owner) or the primary Landlord responsible for the building. This is not Compass UK&I (unless in our own premises).

In many cases, the duty holder is the person or organisation that has clear responsibility for the maintenance or repair of non-domestic premises through an explicit agreement such as a tenancy agreement or contract.

The extent of the duty will depend on the nature of that agreement. In a building occupied by one leaseholder, the agreement might be for either the owner or leaseholder to take on the full duty for the whole building; or it might be to share the duty. In a multi-occupied building, the agreement might be that the owner takes on the full duty for the whole building. Or it might be that the duty is shared - for example, the owner takes responsibility for the common parts while the leaseholders take responsibility for the parts they occupy. Compass, as FM provider, will not have this responsibility and the scope of the FM contract must ensure that this responsibility is not delegated to Compass.

##### 1.3.1 The Technical Services Director /Technical Services Team are responsible for:

- a) Appointing a Responsible Person to manage and control ACMs.
- b) Ensuring that sufficient resource is available to fully discharge the duty to manage.
- c) Ensuring that all personnel who are or may be exposed to ACMs under their control, are provided with sufficient training.

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**1.3.2 Contract /Site Manager is responsible for:**

- a) Ensuring that the arrangements for the management and control of asbestos are effective and are being properly applied.
- b) Ensuring there is a site Asbestos Survey report and it remains suitable and sufficient.
- b) Carrying out a recorded review of Site Asbestos Registers at least annually.
- d) Creation and revision of Asbestos Management and Emergency Plans.

**1.3.3 Responsible Person (RP) is responsible for:**

- a) Keeping an up to date register containing the location, condition, extent and what form of confirmed or presumed ACMs.
- b) Preparing an Asbestos Management plan setting out how the risks from the materials are to be managed, the steps to put the plan into action and the periodicity for monitoring and review.
- c) Making available location and condition of all ACMs to anyone who is liable to work on or disturb them.
- d) Appointing only Licensed Contractors accredited by the United Kingdom Accreditation Service (UKAS) for surveying, sampling, encapsulation, air monitoring, isolation, removal or repair of ACMs.
- e) Creating and implementing an annual asbestos inspection programme.
- f) Implementing the asbestos emergency plan using a risk assessed approach.
- g) Investigating and reporting accidental or uncontrolled releases of asbestos.
- h) Ensuring that the names of personnel who have or are suspected to have been exposed to asbestos fibres are forwarded to Compass UK&I HSE Team.
- i) Assessing the risks of all Site occupants and visitors prior to any inspection, survey or work involving ACMs taking place

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- j) Ensuring that all ACM waste products are classified handled and treated under Client Site Waste Streams i.e. The Hazardous Waste Regulations 2005.

#### **1.3.4 All site Personnel are responsible for:**

- a) Complying with this standard, control measures and for reporting any accidental or uncontrolled exposure from an ACM.
- b) Not disturbing, working on, removing or disposing of any materials that are known or suspected to contain asbestos.(with the exception of Licensed Contractors)
- c) Assuming materials contain asbestos unless there is strong evidence that they do not.

## **2.0 Process/ Procedures**

### **2.1 Management and Control**

**2.1.1** No work shall be carried out by Compass UK&I on Licensable Asbestos materials. This will include notifiable non licensable materials. All licensable and notifiable non licensable works will be completed by a competent UKAS accredited contractor. Potential exposure to any ACMs must be risk assessed by the contractor and the risk of exposure reduced as far as is reasonably practicable.

**2.1.2** Non-licensable (non-notifiable) works on ACM's maybe undertaken by Compass UK&I by exception and only under the following circumstances:-

- Explicit written consent from the Managing Director of the Compass Business Group.
- Full competency can be demonstrated by the Operating Team.

### **2.2 Management Plan Requirements**

- a) The risk from the presence of asbestos or found through inspection or survey is to be assessed and a plan prepared to manage and control or where necessary the arrangements for repair or removal of the materials. All resident organisations are to be provided with appropriate Site information and must be advised that they have to cooperate in the development and implementation of the plan and are required to manage the risk as far as their responsibilities dictate.

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- b) Arrangements and implementation of the plan is to be passed to the emergency services, interested resident organisations and visiting contractors, through Site Security, so that those who may be potentially at risk from the disturbance of ACMs can take appropriate action.
- c) To prevent or minimise exposure to asbestos the Management Plan is to include:
- The arrangements for managing asbestos effectively and controls to ensure they are being applied properly
  - Confirmation of asbestos presence or non-presence
  - Means to prevent work that may disturb the fabric of buildings until measures to control the risk have been implemented
  - An inspection / survey process to identify location and condition of all ACMs and how information is passed on to those liable to disturb them
  - System to record ongoing condition of ACMs
  - Method to stop uncontrolled work on ACMs and continual effectiveness
  - Monitoring and review of the plan.
  - Requirements for asbestos awareness training given to employees whose work could foreseeably expose them to asbestos.

### 2.3 Asbestos Emergency Plan

Emergency arrangements are required to be in place to reduce the exposure risk to personnel of ACMs if they are found to be in an unsafe condition or become damaged by accident during the course of work

### 2.4 Asbestos Surveys

Surveys are to be carried out to locate asbestos and assess their condition where its presence cannot be confirmed with certainty in Asbestos Registers or through Building inspections. Information collected from the surveys is to be presented in a way that allows personnel to assess and manage the risk.

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**2.4.1** A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACM's in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

**2.4.2** A refurbishment/ demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling

**2.4.3** Surveys are to be carried out by UKAS certificated specialist asbestos contractors with adequate experience and training to carry out survey work in accordance with recommended guidance.

**2.4.4** From the findings of the survey reports Site Asbestos Registers are to be updated or new registers introduced to provide details of ACMs and their locations including records of periodic inspections.

## **2.5 Asbestos Registers**

The register is a record of all known asbestos containing materials and will include information such as its location extent and condition. The primary responsibility to ensure this is available is on the Dutyholder. The asbestos registers are the responsibility of the Compass UK&I Responsible Person. The register must be located where easy access is available to all who may need it.

Asbestos registers are to be raised and supported by the following current and historical records:

- a) Drawings accurately marked to show the location of ACMs and any area not assessed or inspected but assumed to contain asbestos unless there is strong evidence that it does not
- b) Inspection and survey reports
- c) Records of asbestos removal and disposal

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d) Asbestos Priority Assessments

## 2.6 Monitoring and Routine Inspections

The condition of asbestos is to be subject to ongoing monitoring by Responsible Persons and others tasked to work in the vicinity where asbestos is present to ensure that it is in a safe condition and that there is no risk to health. If a risk is identified action is to be taken to amend the Site Asbestos Register i.e. record the risk and action taken.

The frequency of routine inspections should be risk based but must not exceed 12 months. The risk based approach and frequencies should be laid out in the site asbestos management plan.

## 2.7 Signing and Labelling

Engineering areas that contain asbestos are to be signed or labelled and information on the location and condition of ACMs present is to be given to anyone liable to disturb the material e.g. project workers, those involved in repairs or maintenance work etc. Areas outside of engineering control will require suitable labelling/signs put in place if there are no other appropriate preventative or protection methods.

## 3.0 Record Keeping

### 3.1 Record Retention Schedules

**The records or documents identified in this standard must be retained in accordance with the retention periods specified in the.**

- Asbestos Survey reports
- Priority Assessments
- Asbestos Register
- Incident reports related to damage or accidental release of asbestos fibres
- Records of up to date inspections.
- Asbestos Training Records
- Contractor RAMs
- Waste transfer notes

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#### 4.0 Training and Competence Requirements

Contractors intending to carry out work on asbestos will be required to prove and declare their competence. This may be achieved by showing relevant CSCS cards, CITB cards, CTA Cards (Construction Plant Operators), NVQ's etc. All work on asbestos by contractors must be controlled under an Authority to Work (HS 1.9).

Staff that required to be appointed as a responsible person should hold the BHOS P405 Managing Asbestos qualification.

All compass technical staff working on a site that contains asbestos must have in date asbestos awareness. This is delivered internally by the HSE team or other Compass appointed trainer.

Compass staff conducting periodic inspections must hold either the P405, P402 (Asbestos survey) or trained and appointed as competent by the Technical Support team.

#### 5.0 Associated Documents and Procedures

- HS 2.18 Asbestos Management Plan
- HS 1.17 Control of Third Party Risk Managing Contractors
- HS 1.9 Authority to Work
- Priority Assessment

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