

UNIVERSITY OF  
WINCHESTER

# ASBESTOS MANAGEMENT PLAN



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<b>Summary:</b>  This document relates solely to the management of asbestos containing materials (ACM) at the University of Winchester.	

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## **1. INTRODUCTION**

1.1 This plan relates solely to the management of asbestos containing materials (ACM) at the University of Winchester. It is a live document and will be reviewed at regular planned intervals or sooner if there is a reason to do so e.g. due to changes in legislation, guidance or circumstances within the University.

1.2 The University's Asbestos Management Plan is controlled within Estates and Facilities Services and sets out the measures to ensure that the asbestos management of the University is compliant with current legislation and the University's Asbestos Policy.

## **2. ASBESTOS MANAGEMENT RESPONSIBILITIES**

The roles and responsibilities are defined below:

### **2.1 Duty Holder**

(delegated to Director of Estates and Facilities Services by the Chief Operating Officer)

- Appoint an Asbestos Responsible Person who will maintain the Asbestos Management Plan and ensure the asbestos register is kept up to date as well as monitor the control of all work where ACM could be disturbed.
- Ensure relevant employees are identified and given asbestos awareness training.
- Ensure the risk assessment is completed once the survey and material assessment has been received.

### **2.2 Asbestos Responsible Person**

- The Asbestos Register shall be kept up to date and shall provide a record of the location, condition, maintenance and removal of all ACM within the University's estate and control.
- To ensure the repair, sealing, labelling or removal of asbestos if there is a risk of exposure due to its condition or location.
- Annually monitor the condition of ACM via the term accredited analyst, update the asbestos register and reassess the risk.
- Make information available to those who may come into contact or disturb ACM. Information shall be provided in an electronic format.
- Make arrangements so that work which may disturb ACM is properly planned and only carried out by HSE licensed contractors.
- Presume materials contain asbestos unless there is evidence not to do so.
- Ensure the policy is communicated effectively so all employees know they must not work with ACM.
- Provide a monthly report of logins to Records for Buildings to the Asbestos Working Group
- Provide asbestos awareness training to relevant employees.

## **2.3 Faculty/Professional Service Managers**

- No work to the fabric of buildings is to be directly undertaken other than by EFS and ITS.
- Any such work is to be notified to Estates and Facilities Services who shall ensure that prior to the commencement of any such works, that the asbestos register is consulted and information used for the planning of the works.

## **2.4 Employees**

- Report any defects or suspected ACM prior to starting/continuing with any work.
- If ACM is suspected to have been disturbed, stop work, clear and secure the area and inform the Asbestos Responsible Person immediately.

## **3. ASBESTOS MATERIALS**

3.1 Due to their excellent heat resistance, chemical inertness and mechanical strength, asbestos products were widely used in the building industry, particularly throughout the 1950's to 1980's Asbestos can potentially be found in any building constructed before 2000. Within the University asbestos has, and can be found in:

- a) Thermal insulation on pipes and boilers.
- b) Insulation boards for fire protection, thermal and acoustic insulation on walls, ceilings and structural steelwork.
- c) Sprayed coatings for fire protection on structural steelwork.
- d) Ropes and gaskets as a sealing material or for filling gaps.
- e) Asbestos cement in wall claddings, partitions, roofing or guttering.
- f) Textured decorative coatings on walls and ceilings – commonly known as Artex.
- g) Flooring in thermoplastic tiles and adhesives.

Asbestos may also be present in laboratories, inside old equipment such as ovens, furnaces and autoclaves or as heat resistant mats.

## **4. SURVEY AND ASSESSMENT OF BUILDINGS**

4.1 The University has appointed Healthy Buildings International (HBI) to carry out annual management asbestos survey to re-inspect all known asbestos containing materials. HBI asbestos surveyors are UKAS accredited.

4.2 Asbestos survey reports are presented in an electronic format compatible with the Record for Buildings system and asbestos register and provide the following information:

- Purpose and date of survey
- Annotated floor/site plans indicating sampling points and unique references
- Register of site findings
- Recommendations for management, repair or removal of ACM
- Risk assessment scores to manage each band of ACM scores using Material Assessment (MAS), Priority Assessment and Risk Assessment (RAS) scoring (Appendices 1 - 3)

- MAS scores for the University's management of ACMS

<5	Very low
5-6	Low
7-9	Medium
>9	High

- The risk assessment scores for the University's management of ACMs

<10	Very low
10-12	Low
13-15	Medium
>15	High

- Include RAS for all ACMs and include these in the surveys for each building.

4.3 A programme of annual re-inspections is carried out which is maintained and updated by HBI/Asbestos Responsible Person on Records for Buildings.

4.4 Asbestos is difficult for laypersons to identify and special laboratory analysis is necessary. Careless or poor sampling technique may result in uncontrolled release of fibres from ACMs. Only competent persons are permitted to take samples for asbestos analysis and the University has appointed HBI to carry out this work.

## 5. ASBESTOS REGISTER

5.1 The asbestos surveys are stored in Records for Buildings.

<https://fm.recordsforbuildings.com> This enables employees and contractors to view the most recent asbestos survey and register for all residential and non-residential buildings that have identified ACM content.

5.2 Data contained within the asbestos register will be frequently reviewed and updated at least annually in reaction to any refurbishments, major projects within the University estate along with asbestos removal, encapsulation and environmental cleaning works that are carried out.

5.3 If there is any uncertainty as to the accuracy of the details in the register then further clarification must be sought from the Asbestos Responsible Person as additional surveying may be required.

5.4 Applications for permission to view the University's Asbestos information held on Records for Buildings can be made to the Asbestos Responsible Person on ext. 7575.

## 6. MANAGEMENT OF ASBESTOS CONTAINING MATERIALS

## 6.1 Programme of Remediation

The EFS Project Manager and Asbestos Responsible Person will work in conjunction with HBI to identify ACM that requires repair, environmental cleaning or removal. A programme is compiled and is implemented based on identified risk levels. Removal of any ACM will be the University's preferred option.

## 6.2 Asbestos Removal and Environmental Cleaning Works

6.2.1 The need to carry out any works involving the treatment, encapsulation or removal of ACM is decided by consulting the current asbestos register and the latest management asbestos survey to ascertain the scope and extent of ACM removal. A refurbishment/demolition survey will be required in most cases.

6.2.2 The University will only engage the services of HSE licensed asbestos contractor specialists to work on any ACM product. This will be arranged by a Project Manager in Estates and Facilities Services or, in the case of major projects, the Principal Contractor. The specialist contractor will provide a Plan of Work for the Project Manager/Principal Contractor as to how the asbestos will be removed in compliance with current legislation.

6.2.3 Contractors who are not licensed by the HSE for work on ACM and the University of Winchester employees are **NOT** to carry out any intrusive work that could disturb ACM.

## 6.3 Planned and Reactive Work Orders for the University Maintenance Department/Contractor

6.3.1 Where any planned or reactive maintenance or repair work is ordered during which the fabric of the building could be disturbed, the manager/tradesman is to check the asbestos register before starting work.

6.3.2 If there are no concerns about asbestos, the work can begin.

6.3.3 If there is any uncertainty about the presence of asbestos or if ACM is confirmed, then work must not start until further checks are made with the Asbestos Responsible Person. The process in section 6.2 is followed.

## 6.4 Major Refurbishment Projects

6.4.1 In advance of all major refurbishment and demolition work a refurbishment /demolition asbestos survey **MUST** be carried out as recommended in HSG 264. All information from the survey will be made available to the Principal Contractor and included in the pre-construction information.

## 6.5 Work carried out on behalf of Professional Services within the University

6.5.1 Prior to commencement of any work where there is a possibility of disturbing ACMs, however minor, the manager who is intending to commission the work will assess the potential for disturbing ACM. They should contact the Asbestos Responsible Person to check the register and provide advice. No work is to start until a plan is decided in conjunction with the Estates & Facilities Services Project Manager and the Asbestos Responsible Person. If asbestos is identified, the process in section 6.2 is followed.

### **6.6 Non-Removal of Asbestos during Building Work**

6.6.1 In the instance when a decision is taken by the University not to remove ACMs then precautionary measures will be put in place. This will include:

- Information regarding ACM shall be made available to the contractor prior to the commencement of works.
- The contractor shall provide details of the measures to be taken in order to protect the material from damage/disturbance arising from the works.
- Routine airborne monitoring of the working area may be requested as reassurance that the work is not disturbing ACM.
- Limitation of access controls will be put in place.
- Limitation of extent of works will be put in place.

### **6.7 Asbestos Containing Materials in Faculty/Professional Service Equipment**

6.7.1 The asbestos register and Asbestos Responsible Person relates to the whole University and not only the fabric of the buildings. The head of Professional Service/Faculty must ensure that the department under their control provides the Asbestos Responsible Person with detailed information of the location, type and condition of ACM in any non-Estates and Facilities Services managed items (kilns, ovens, autoclaves, etc.) for inclusion in the asbestos register.

6.7.2 Departmental staff may not be aware that certain older items of equipment may contain ACM. They should be made aware of this and be prepared to stop work immediately and seek advice from the Asbestos Responsible Person if there is any doubt about the nature of the materials they are working with. The University Health and Safety Manager will organise asbestos awareness training to be made available to relevant staff.

### **6.8 Labelling of ACM**

6.8.1 ACMs in the building fabric and laboratory equipment identified as containing asbestos may be marked with warning labels but this is normally in enclosed spaces such as plant rooms and service risers. However some open areas do have asbestos warning labels visible.

6.8.2 The Asbestos Responsible Person or their delegate representative is responsible for labelling the building fabric where considered appropriate.

6.8.3 If an asbestos label is not present, this is not conclusive proof that no ACM exists. If there is any doubt about the type of material, always contact the Asbestos Responsible Persons for advice before proceeding with any work.



## **6.9 Air Monitoring**

- 6.9.1 Airborne monitoring can be carried out by HBI where this is deemed to be required.
- 6.9.2 Clearance testing is carried out following removal of asbestos products that require notification to the HSE. On satisfactory completion of these works, the analyst will provide a written report and the University's Asbestos Register will be updated.
- 6.9.3 Reassurance monitoring can be carried out in areas considered sensitive or in situations where it is considered necessary to determine whether fibres are being released and to provide documentary evidence. Reassurance monitoring is carried out at the discretion of the Asbestos Responsible Person.

## **7. CONTROL OF WASTE ASBESTOS**

- 7.1 Waste ACM are defined as 'hazardous waste' and must not be disposed of in normal waste streams.
- 7.2 During and on completion of asbestos removal and environmental cleaning works, ACM is double bagged/wrapped by the licensed contractor. Bags are sealed, labelled and cleaned prior to removal from the enclosure.
- 7.3 Bags contained asbestos waste are transported along an agreed route for immediate removal from site or safe storage within a lockable container located in an agreed position on site.
- 7.4 Final removal and disposal of these items is arranged via a licensed asbestos removal contractor. All asbestos waste is to be disposed of at a site licensed to receive it all in accordance with the Hazardous Waste Regulations. The licensed asbestos contractor is responsible for disposal of asbestos waste and provides the University with documentary evidence of safe disposal in accordance with all relevant legislation.
- 7.5 Unwanted faculty/professional service equipment that is known to contain ACM must be disposed of as hazardous waste via a licensed removal contractor. No attempt must be made to dismantle it by University employees. The licensed contractor will carry out the wrapping and removal under their controlled procedures.
- 7.6 University Deans / Directors departments are responsible for informing the Asbestos Responsible Person of any equipment which may contain ACM and are responsible for the cost of inspection and management of the disposal of such items.

## 8. EMERGENCY PROCEDURE

### 8.1 Reporting of Suspected Asbestos Containing Materials

8.1.1 If materials are found to be damaged or have deteriorated and it is known or suspected to be ACM, the Project Manager, Estates and Facilities Services/Asbestos Responsible Person must be informed so that steps can be taken to assess the situation and deal with it appropriately.

8.1.2 The following actions must be taken:

- a) Stop work
- b) Isolate the area i.e. shut doors and windows
- c) Post warnings and prevent anyone entering the area
- d) Avoid potential spread of asbestos fibres. If any clothing is contaminated with dust or debris, it should be removed and placed in a plastic bag.
- e) Report the problem as soon as possible to the person in charge of the project and to the Asbestos Responsible Person
- f) If a member of University staff is involved and there are any concerns about potential exposure, they must be referred by their manager.

### 8.2 Suspected ACM discovered during Construction Projects

8.2.1 In circumstances where a 'site' is under the control of a Principal Contractor and ACM is discovered the procedures contained in the Construction Phase Health and Safety Plan should be followed and the Project Manager informed as soon as practical.

8.2.2 The following points should be noted:

- **DO NOT** allow works to continue on any materials which are suspected of containing asbestos.
- If suspected ACM has been damaged or disturbed during works in progress, the materials should be left in-situ, the works suspended and the area isolated pending further investigation.
- **DO NOT** attempt to take a sample. The actual act of sampling asbestos can expose the sampler to dangerous levels of fibres and it is possible to contaminate the surrounding area.
- Samples should **ONLY** be taken by a UKAS accredited organisation that is approved to sample and test for ACM.

## 9. TRAINING

9.1 Workrite Asbestos awareness on-line training is made available when requirements are identified. The following groups of University staff are to complete the training:

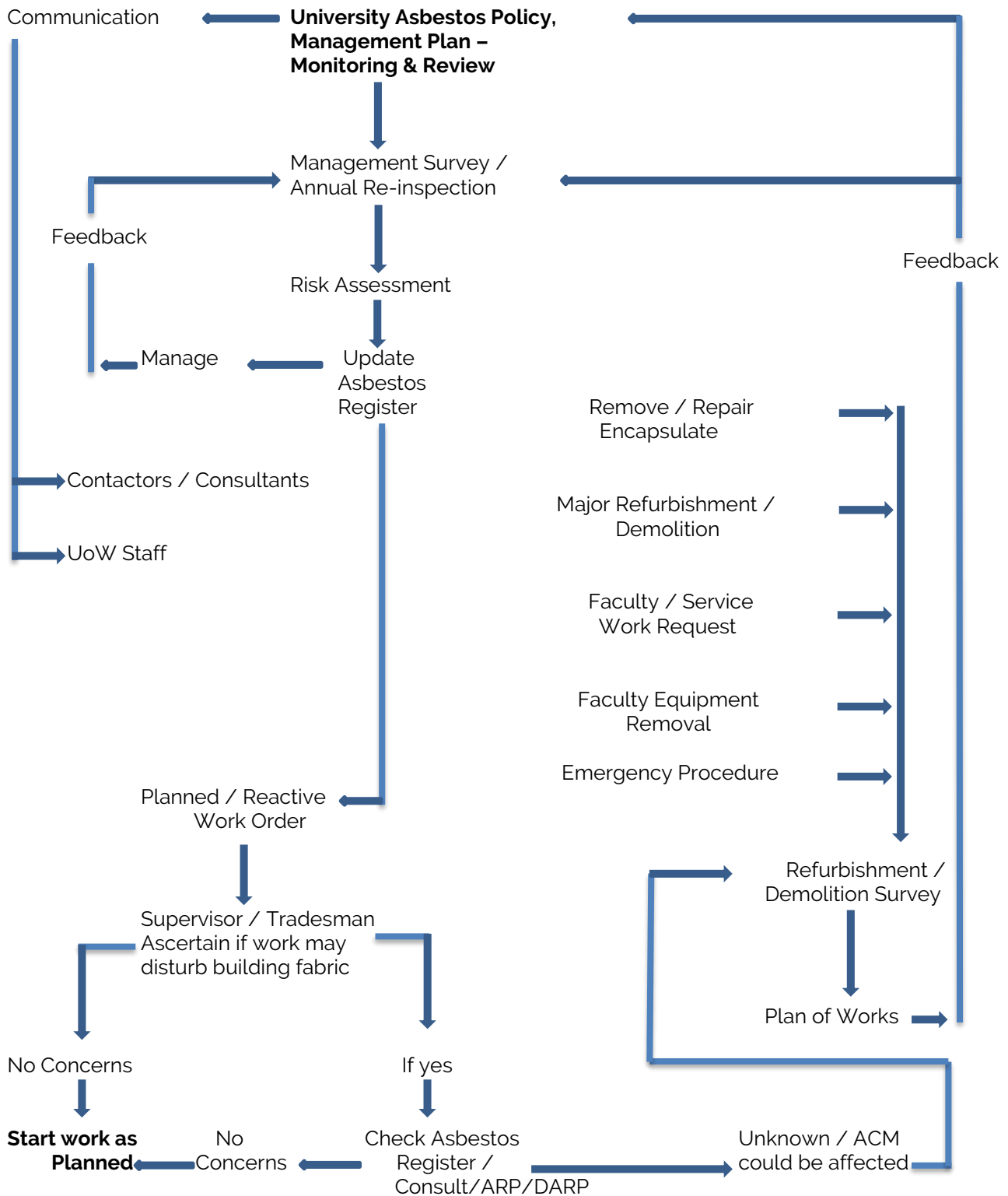
- Estates and Facilities Services managers involved with management projects and maintenance.

- Faculty/Professional Service managers and staff who have equipment that contains or may contain ACM and/or who engage contractors whose work could disturb the fabric of buildings.
- Estates and Facilities Management Maintenance Team.
- Portering and Reception staff.
- Any other employees who may come into contact with ACMs.

9.2 Refresher training is set at 1 year for those identified in 9.1 who will receive an e-mail notification to complete the training. The software will be updated with any changes in legislation by the Workrite team. Records of training are recorded on the software.

9.3 The University actively selects contractors for inclusion on the approved contractors list who can demonstrate their competence and understanding of asbestos issues and provide evidence that staff have received asbestos awareness training.

# Asbestos Management Procedure



## 10. APPENDIX 1 - MATERIAL ASSESSMENT SCORING (MAS)

HSG 264 Asbestos: The Survey Guide calls for all samples identified as being ACMs to be subject to a Material Assessment Algorithm, in order to assess the potential for fibre release when subject to a standard disturbance. The factors to be considered are:

Sample Variable	Score	Examples of scores
<b>Product type (or Debris from product)</b>	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi rigid paints or decorative finishes, asbestos cement, etc.)
	2	AIB, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
<b>Extent of Damage/deterioration</b>	0	Good condition: no visible damage
	1	Low damage, a few scratches or surface marks, broken edges on boards, tiles, etc.
	2	Medium damage, significant breakage of materials or several small area where material has been damaged revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris
<b>Surface treatment</b>	0	Composite materials containing asbestos reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging. AIB (with exposed face painted or encapsulated) asbestos cement sheets, etc.
	2	Unsealed AIB, or encapsulated lagging and sprays
	3	Unsealed lagging and sprays
<b>Asbestos type</b>	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite

For each of these factors a score is allocated and the results are added together to give a result between 2 and 12. Scores are interpreted as follows:

- <5 Very low
- 5-6 Low
- 7-9 Medium
- >9 High

This material assessment purely assesses the condition of the material. It identifies the materials that present a higher risk of fibre release *if disturbed*. This algorithm

does not automatically mean that those materials with a high score should be given a higher priority for remedial work. Rather, this score should be considered along with other factors involved, such as the location of the material (for example: outside, inside, in plant areas, by or in ventilation systems), its extent, occupancy and the type of activity likely to affect it. Factors affecting such activity are for example, that it may be only accessed during major works or alternatively, occupants undertake actions which may easily disturb it during everyday activity.

**It is the responsibility of the Duty Holder of the premises to undertake the risk assessment on the survey and material assessment has been received.**

## 11. APPENDIX 2 - PRIORITY ASSESSMENT SCORING (PAS)

HS(G)227 specifies that the risk assessment should be undertaken by a person with detailed knowledge of the use of the building. The Duty Holder is required to make the risk assessment, using the information provide in the survey and their details knowledge of the activities in the building .

The following tables detail the factor taken into account when calculating the Priority Assessment Score. this is calculated for each identified ACM, to give PAs scored out of 12. This PAS is added to the previously calculated MAS from the Management Survey to vie the over risk Assessment Score for each identified ACM.

Main type of Activity in Area	Rare Disturbance	0
	Low Disturbance	1
	Periodic Disturbance	2
	High Disturbance	3
Secondary Activities for Area	Rare Disturbance	0
	Low Disturbance	1
	Periodic Disturbance	2
	High Disturbance	3
<b>Normal Occupancy Activity</b> (above scores, averaged and rounded up)		
Location	Outdoors	0
	Large Rooms	1
	Rooms up to 100m <sup>2</sup>	2
	Confined Spaces	3
Accessibility	Usually Inaccessible	0
	Occasional Disturbance	1
	Easily Disturbance	2
	Routinely Disturbed	3
Extent/Amount	Small amounts	0
	<10m <sup>2</sup> or <10m pipe run	1
	10 – 50 m <sup>2</sup> or 10 – 50m pipe run	2
	>50m <sup>2</sup> or > 50m pipe run	3
<b>Likelihood of Disturbance</b> (above scores, averaged and rounded up)		
Number of Occupants	None	0
	1 to 3	1
	4 to 10	2
	>10	3
Frequency of use of area	Infrequent	0
	Monthly	1
	Weekly	2
	Daily	3
Average time area is in use	<1 hour	0
	1 – 3 hours	1
	4 – 6 hours	2
	>6 hours	3

<b>Human Exposure Potential</b> (above scores, averaged and rounded up)		
Type of maintenance activity	Minor Disturbance	0
	Low Disturbance	1
	Medium Disturbance	2
	High Disturbance	3
Frequency of maintenance activity	Unlikely	0
	< 1 per year	1
	> 1 per year	2
	> 1 per month	3
<b>Maintenance Activity</b> (above scores, averaged and rounded up)		
<b>TOTAL PRIORITY ASSESSMENT SCORE</b> (out of 12)		



## 12. APPENDIX 3 - RISK ASSESSMENT SCORING

HSG227 specifies that the risk assessment should be undertaken by a person with detailed knowledge of the use of a building. The Duty Holder is required to make the risk assessment, using the information provided in the survey and their detailed knowledge of the activities in the building. It must be recognised that the use of the areas may well change significantly and hence the risk assessment should be reviewed on a regular basis.

The Material Assessment Scores (MAS) assess the potential for fibre release whilst the Priority Assessment Scores (PAS) assess the potential for human exposure to those fibres. The resultant scores of these two algorithms are added to produce the Risk Assessment Score. The factors to be considered for the Priority Assessment are:

<b>A</b>	Normal Occupant Activity	Scored 0-3
<b>B</b>	Likelihood of Disturbance	Scored 0-3
<b>C</b>	Human Exposure Potential	Scored 0-3
<b>D</b>	Maintenance Activity	Scored 0-3

For each of these factors a score is allocated and the results are added together to give a result between 0 and 12. The PAS when added to the MAS gives a total result between 2 and 24. An interpretation of these scores could be:

- <10 Very low
- 10-12 Low
- 13-15 Medium
- >15 High

It is the Duty Holders responsibility to confirm the scores and findings before inclusion within the Asbestos Management Plan. Any ACMs managed in situ should be subject to regular condition checks with both MAS and PAS revisions. Any changes in building use will require recalculation of the risk assessment scores in order to maintain an accurate register of ACMs.