



## **Asbestos Management Plan 2019**

**Distribution:**

*This document must be brought to the attention of all University managers and staff with a responsibility for managing asbestos.*

<https://newcastle.sharepoint.com/hub/estates/Pages/Policy.htm.aspx>

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1	Gary Morton	June 2009
2	Gary Morton	June 2010
3	Gary Morton	June 2011
4	Gary Morton	June 2012
5	Gary Morton	June 2013
6	Gary Morton	June 2014
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## 1. Introduction and Newcastle University Asbestos Policy

Newcastle University consists of a large and diverse estate, it has many buildings that have been built or refurbished using asbestos containing materials.

Anyone who owns, occupies, manages or has responsibilities for non-domestic premises which may contain asbestos, will have a legal duty to manage the risk from this material; or a duty to co-operate with whoever manages that risk.

In the Control of Asbestos Regulations (2012) The Duty to Manage Regulation is about protecting everyone from uncontrolled exposure to asbestos fibres. The University has concentrated dedicated resources to achieving realistic, good practice.

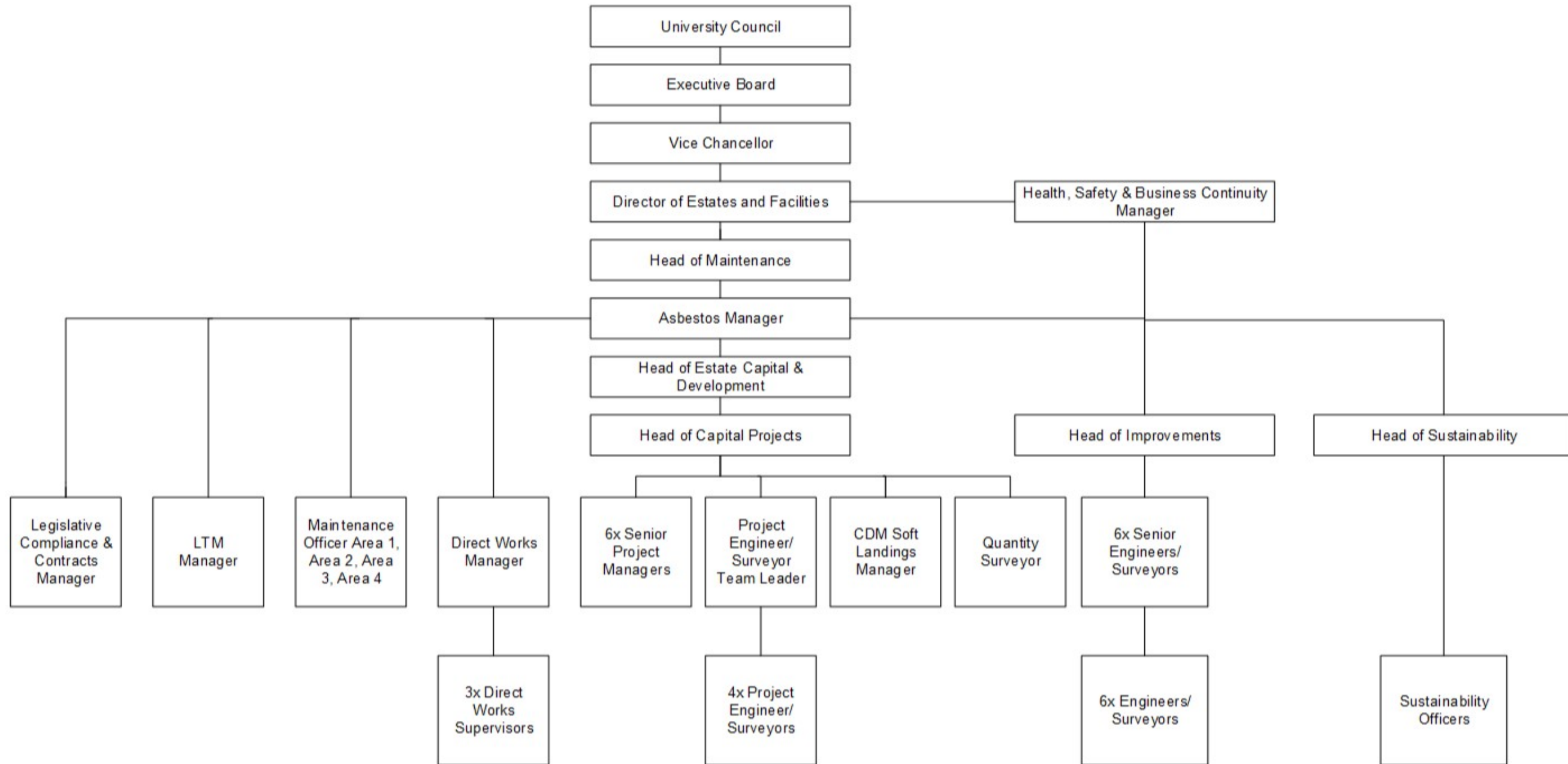
If the Asbestos Containing Materials are kept in good condition and left undisturbed, fibres will not get into the air where they can be breathed in; therefore, the presence of asbestos containing materials in itself is not dangerous, however, it is hazardous when disturbed or damaged and must be carefully managed.

Newcastle University recognises its duty to provide a safe place of work and a healthy working environment. We take appropriate action to ensure the health and safety of staff, students and others who may be affected by the risks associated with asbestos containing materials in building structures and plant within the University estate.

The University policy is:

- To prevent, as far as is reasonable practicable, exposure to asbestos;
- To provide and maintain an asbestos register of all known Asbestos Containing Materials (ACMs);
- To implement an effective asbestos management plan, based on risk assessment, to ensure that all ACMs will be maintained in a safe condition.
- To direct resources that can be used effectively, in a planned and strategic manner;
- Only engage appropriately trained, qualified and competent persons to undertake any work with ACMs (including management, surveying, remediation and removal);
- To freely provide information on asbestos containing materials to those undertaking work on University properties;
- To promote awareness of the University Asbestos Management System (Records for Buildings);
- To regularly review the Asbestos Management Plan;
- Other than carrying out periodic inspections to monitor the condition of Asbestos Containing Material's (ACM's) that have been left in situ, **University employees do not carry out work with ACMs;**
- All work with ACM's is contracted out to licensed asbestos removal contractors.

## 2. Asbestos Duty to Manage Responsibilities



The duty to manage asbestos at Newcastle University is delegated to the Head of Maintenance.

## **2.1 Head of Maintenance**

The Head of Maintenance has overall responsibility for:

- Taking reasonable steps to find out if there are ACM's present in University buildings;
- Recording the type, condition, quantity and location of ACM's. Where information is not available, materials will be presumed contain asbestos unless there is strong evidence to prove otherwise;
- Maintaining the University's Asbestos Register and Surveys;
- Assessing the risk of anyone being exposed to fibres from identified ACM's;
- Preparing a plan that sets out in detail how the risks from asbestos will be managed;
- Implementing the asbestos management plan and ensuring it is adhered to;
- Periodically reviewing, monitoring and auditing the plan so that the plan remains relevant and up-to-date;
- Providing information on the location and condition of ACM's to all persons likely to encounter them while carrying out work;
- Ensuring Estate Support Service Maintenance employees likely to work with ACM's have received asbestos awareness training and are aware of their responsibilities in relation to the management of asbestos in University buildings;

## **2.2 Asbestos Manager**

The Asbestos Manager is responsible for:

- Providing professional advice and support to Project Managers on all types of asbestos related work within capital, refurbishment or maintenance projects, advising and guiding staff on compiling specifications and managing asbestos contractors and consultants;
- Ensuring all buildings have been surveyed/re surveyed in accordance with the requirements of the Asbestos Management Plan;
- Ensuring the university's electronic asbestos register Records for Buildings is updated and maintained as and when additional information becomes available e.g. following pre refurbishment/demolition surveys, asbestos removal/remedial works being carried out;
- Organise high priority remedial works as identified by surveys;
- Ensure all re-inspections of asbestos left in situ are carried out according to the schedule;
- Provide all relevant and technical advice, where appropriate, to Estate Support Service, Professional Services, Faculties and outside agency

representatives on all aspects of asbestos related issues. Liaise, consult, and negotiate with University staff at all levels of the organisation;

- Identify and organise effective and focussed asbestos related training for Estate Support Service staff and where appropriate contribute to the delivery of such training;
- Monitor the performance and quality of works carried out by consultants and contractors and service providers engaged to carry out asbestos management surveys, assessments or remedial works (and train and assist professional staff to do so);
- Regularly review and update all Estate Support Service documentation relating to the management of asbestos.

### **2.3 Legislative, Compliance & Contracts Manager** • Ensuring the

university's electronic asbestos register is updated and maintained as and when additional information becomes available e.g.

following pre refurbishment/demolition surveys, asbestos removal/remedial works being carried out;

- Act as system administrator for the Records for Buildings system;
- Adding contractors / staff to records for buildings to provide access to the electronic asbestos register;
- Produce Records for Buildings monitoring reports showing usage / actions / re-inspection data.

### **2.4 University Maintenance Officers**

University Maintenance Officers are responsible for:

- Ensuring the condition of known ACM's left in situ are periodically inspected (at least every 12 months) and that the Records for Buildings system is updated;
- Making the necessary arrangements to make safe any ACM's identified as having deteriorated or having been disturbed and updating the system to show any actions taken;
- Ensuring refurbishment/demolition surveys are carried as necessary prior to work (within their control) commencing;
- Managing ACM's removal contractors and consultancies as necessary;
- Managing ACM's remedial works as necessary;
- Making available information relating to the known location of ACM's to anyone employed by them to carry out work on University premises;
- Ensure (so far as reasonably practicable) that contractors employed by them to carry out work on University premises are provided with access to and that they read the electronic asbestos register Records for Buildings before commencing work;



- Providing the Asbestos Manager and Legislative, Compliance & Contracts Manager with copies of all asbestos surveys/works commissioned along with all necessary certificates and an updated floor plan indicating the location of asbestos removal works along with associated air monitoring paperwork, waste consignment notes and the location of any asbestos left in place. (sent to [Asbestos@newcastle.ac.uk](mailto:Asbestos@newcastle.ac.uk))

## **2.5 University ESS Capital/ESS Improvements/ ESS Sustainability/NUIT Telephony and Cabling/NUIT AVSD/ Project Managers/ Surveyors/ Engineers/ Employees**

ESS Capital/Improvements/ Sustainability NUIT Telephony and Cabling/NUIT AVSD/ Project Managers/Surveyors/Engineers/Employees are responsible for:

- Ensuring refurbishment/demolition surveys are carried out as necessary before any work to the fabric of buildings starts on site (also reference Collecting and Collating Asbestos Information Flow Diagram Appendix 1);
- Making available information relating to the known location of asbestos containing materials to anyone employed by them to carry out work on University premises;
- Ensure that contractors employed by them to carry out work on University premises are provided with access to and that they read the electronic asbestos register Records for Buildings before commencing work;
- Ensuring necessary ACM removal works are managed;
- Providing the Asbestos Manger and Legislative, Compliance & Contracts Manager with copies of all asbestos surveys/works commissioned along with all necessary certificates and an updated floor plan indicating the location of asbestos removal works along with associated air monitoring paperwork, waste consignment notes and the location of any asbestos left in place. (sent to [Asbestos@newcastle.ac.uk](mailto:Asbestos@newcastle.ac.uk))

**Note:** Projects, contractors must have a refurbishment survey / demolition survey on site when carrying out work.

## **2.6 Direct Works Supervisors**

Direct Works Supervisors are responsible for:

- Making available information relating to the known location of asbestos containing materials to anyone (Direct Works/Contractors) employed by them to carry out work on University premises;
- Providing the Asbestos Manager and Legislative, Compliance & Contracts Manager with copies of all asbestos surveys/works commissioned along with all necessary certificates and an updated floor plan indicating the location of asbestos removal works along with associated air monitoring paperwork,

waste consignment notes and the location of any asbestos left in place. (sent to [Asbestos@newcastle.ac.uk](mailto:Asbestos@newcastle.ac.uk))

## **2.7 Residences Managers**

Halls of residence managers are responsible for:

- Ensure that contractors employed by them to carry out work on University premises are provided with access to and that they read the electronic asbestos register Records for Buildings before commencing work.

**Note:** Projects, contractors must have a refurbishment/demolition survey on site when carrying out work)

## **2.8 Hospitality and Commercial Services Managers**

Hospitality and Commercial Services Managers are responsible for: •

Consulting with the appropriate Maintenance Officer with regard to the presence of ACM's in areas where contractors, engaged by them will be working;

- Ensuring contractors visiting their sites access the University's electronic asbestos register (Records for Buildings) prior to commencing work;

**Note:** Projects, contractors must have a refurbishment / demolition survey on site when carrying out work).

## **2.9 ESS Security Manager**

ESS Security Manager is responsible for:

- Consulting with the appropriate Maintenance Officer with regard to the presence of ACM's asbestos containing materials in areas where contractors, engaged by the Security Team, will be working;
- Ensuring contractors engaged by them access the University's electronic asbestos register (Records for Buildings) prior to commencing work;

## **2.10 University Farm Director**

University Farm Director is responsible for:

- Consulting with the appropriate Maintenance Officer with regard to the presence of ACM's in areas where contractors, engaged by the Farm will be working;
- Ensuring contractors engaged by them access the University's electronic asbestos register (Records for Buildings) prior to commencing work;

## **2.11 University staff managing teams that undertake work to the fabric of University buildings**

University staff managing teams that undertake work to the fabric of University Buildings are responsible for:

- Consulting with the appropriate Maintenance Officer with regard to the presence of ACM's in areas where contractors, engaged by them will be working;
- Ensuring contractors engaged by them access the University's electronic asbestos register (Records for Buildings) prior to commencing work;
- Ensuring teams have received asbestos awareness training.

## **2.12 Health, Safety and Business Continuity Manager, ESS**

The Health, Safety and Business Continuity Manager, ESS is responsible for:

- Investigating incidents;
- Delivering/organising asbestos awareness training;
- Providing advice and support to managers responsible for managing asbestos;
- Arranging audits of the Asbestos Management Plan.

## **2.13 Asbestos surveyors**

Asbestos surveyors are responsible for:

- Surveying University premises and labelling all identified asbestos containing materials as necessary. All labels will contain a unique reference number to the relevant sample in the asbestos survey.

### **2.13.1 Asbestos Survey Guidance**

Information the Surveyor needs from the client

- Numbered floor plans accurately describing the area to be surveyed;
- Survey type;
- Details of the buildings use, processes, hazards and priority areas;
- Safety and security information: emergency evacuation procedures, fire alarm testing, specific PPE to be worn in the workplace;
- Access arrangements and permits to work;
- Contacts for operational, security or health and safety issues.

### **Information the client should expect to receive from the surveyor**

Surveyors identity, qualifications, accreditation or certification status, quality control procedures;

- References from previous work;
- Insurance (PL,EL Personal Indemnity);
- Costs;
- Proposed scope of work;
- Plan of work, including plans for sampling or asbestos disturbance.
- Timetable;
- Details of caveats;
- The report should reference University space numbers and not contain space or room numbers generated by the surveyor;
- Report including areas not accessed.

### 3.0 Asbestos Process

**Important:** You are personally responsible for ensuring sufficient and accurate information about the presence of asbestos containing materials is passed on to anyone carrying out work to University buildings/plant on your behalf.

The regulations state: **“You MUST presume materials contain asbestos unless there is strong evidence that they do not”**.

**First develop a scope of works and make a list of areas where work is to be carried out. Include areas outside the immediate scope of works where it will also be necessary to carry out work e.g. utility service ducts, plant rooms etc**

Stage	Ref #	Task	Action
Design	1.	Issue University asbestos management plan (AMP) to design team, located at: <a href="http://www.ncl.ac.uk/estates/healthsafety/Policy.htm">http://www.ncl.ac.uk/estates/healthsafety/Policy.htm</a>	PM
	2.	Check records on Records for Buildings and Building Information files, issue to design team and PD	PM / PEPS
	3.	Consult with Asbestos Manager on scope of works. The asbestos scope may include areas outside the immediate work area. In some cases, Maintenance may offer a financial contribution for works outside the project scope – discuss with Maintenance Manager.	PM / PEPS
	4.	Tender for survey of agreed areas for the presence of asbestos containing materials ( <i>standard scope of survey to be developed in ESS</i> ). Company to be on NEUPC framework. Scope to include submission of fee quote for writing specification for future removal works, air monitoring and supervision.	PM
	5.	Consider access and strategy for survey. Further surveys may be needed if access is not possible at this stage. Allow for cost and programme risks (include in scope for survey once space is decanted).	PM
	6.	If existing records can clearly show that a survey is not required ( <b>confirm with Asbestos Manager</b> ), the PM shall sign off for AR1 <b>APPENDIX 1</b>	PM
	7.	Carry out survey - complete checklist <b>APPENDIX 2</b> , covering surveying site audit.	PM/PEPS / CCM
	8.	Survey to be issued to <a href="mailto:Asbestos@newcastle.ac.uk">Asbestos@newcastle.ac.uk</a> as soon as reasonably practicable.	PM

	9.	Specification for removal works to be prepared by the surveying company in liaison with the PM and checked by the Asbestos Manager	Surveyor
<b>Tender</b>	10.	University AMP to be issued in contract documents at tender stage, including emergency plan	PM
	11.	Survey information and removal specification to be included in Pre-Construction Information (PCI) pack, including information of which areas require further survey and when	PM
	12.	Make appointment for independent air monitoring and supervision – this should be the surveying company as above (from the NEUPC framework ( <b>APPENDIX 5</b> ))	PM
<b>Construction</b>	13.	ESS to carry out further surveys as needed once area is decanted and clear. This must cover any areas not checked by survey at design stage. If required – removal specification to be updated	Surveyor
	14.	Send all survey information to records for buildings as soon as reasonably practicable and issue to the main contractor <a href="mailto:Asbestos@newcastle.ac.uk">Asbestos@newcastle.ac.uk</a>	PM
	15.	Supply the details and all RAMS of works in advance for checking by the University (PM and Asbestos Manager). This shall include details of the responsible person on site and details of the emergency procedure. Evidence of asbestos awareness training is required for all site operatives. Note: working in ducts may require permit to work	Main contractor
	16.	Note: The removal works shall be carried out by a company on NEUPC framework ( <b>APPENDIX 5</b> )(as ESS prelims), unless under exceptional circumstances and agreed by PM	
	17.	Issue HSE notification for client team to review and comment	Main contractor
	18.	Log onto Records for Buildings before commencement to check records match those issued to date. Note: check the live information and survey section	Main contractor
	19.	Ensure main contractor has all survey information on site and shared with all operatives	PM / PEPS

	20.	Notify Asbestos manager and ESS Health and safety manager that works are about to take place (for KPI audit). In addition ESS sustainability team to be notified to monitor waste disposal.	PM
	21.	Commence asbestos removal. PM/PEPS complete asbestos removal site audit as <b>APPENDIX 3</b> analyst air monitoring site audit <b>APPENDIX 4</b>	PM/PEPS
	22.	NOTE: If removal works are outside the main contract, CDM will still apply while removal company and analytical works are on site at the same time (two contractors)	
	23.	Carry out re-inspection survey to identify removed and retained asbestos containing materials, update survey and plans with links to air monitoring job numbers and waste consignment notes.	Surveyor
	24.	Provide all certificates and waste consignment disposal certificates with marked up drawings within 10 days of carrying out the work. Room numbers must match those on plans and be clearly identified on drawings.	Main contractor
	25.	Waste consignment disposal certificates (with weights of removed material) to be issued to the ESS Sustainability team <a href="mailto:sustainable-campus@newcastle.ac.uk">sustainable-campus@newcastle.ac.uk</a>	PM
	26.	Send all information to <a href="mailto:Asbestos@newcastle.ac.uk">Asbestos@newcastle.ac.uk</a>	PM
<b>Completion</b>	27.	Check all details on Records for Buildings are accurate and complete	PM
	28.	Operation and Maintenance Manual to include copies of all asbestos information and stored on the ESS IPR system	PM

## **4.0 Construction, Repairs and Maintenance Work to University Buildings**

Prior to the commencement of work on any University building, its fabric, services, plant or equipment it is the responsibility of the University Employee responsible for the work to ensure:

- All persons involved in the work have attended asbestos awareness training;
- All persons involved in the work have had access to the asbestos register and or surveys for that building;
- Refurbishment / demolition surveys are commissioned as necessary for any intrusive work that goes beyond the information contained within the asbestos register for that building (work cannot commence until such time as the appropriate asbestos survey has been carried out and is available on site);
- All persons involved in the work will proceed with caution and actively look for the presence of asbestos containing materials while working;
- Work ceases in the event that a suspect asbestos material is discovered and the incident is immediately reported to the University employee responsible for the work.

### **4.1 Construction Design and Management Regulations (CDM)**

Given that all asbestos removal/remedial works involves employing a minimum of two contractors (analyst and removal contractor) the requirements of the CDM Regulations and ESS Arrangements for CDM apply to all works

## **5.0 Access to Records for Buildings**

Access to the asbestos register is through a web based database <https://fm10.larss.co.uk/signin.php> . Unique usernames and passwords along with a user guide are issued by the Asbestos Manager and Legislative Compliance & Contracts Manager. The asbestos information can then be accessed remotely from a pc/laptop/tablet/smart phone. There are also fixed terminals at estates security in Barras building, Agriculture building 1<sup>st</sup> floor ESS reception and at reception in the Medical school.

**All contractors must log in to the electronic asbestos register for the building(s) they are working in before starting work on site. Contractors should contact their University Project Manager to obtain a Username and Password to the register.**

## **6.0 Monitoring Asbestos left in Situ in University Buildings**

Asbestos containing materials that remain in situ will be inspected at least annually.

**Note:** frequencies of inspection may increase should risk assessment require it. It is also necessary to inspect ACM's following any significant event likely to affect their condition e.g. vandalism or fire.



Asbestos monitoring schedules will be raised in the Maintenance Team Computer Aided Facilities Management system (CAFM) as Planned Preventative Maintenance works.

Estate Support Service Maintenance Officers will ensure that the condition of ACM's is inspected and that the assessed condition is recorded, this information will then be passed to the Asbestos Manager and Legislative Compliance and Contracts Manager.

Any deterioration to ACM's will be investigated and necessary remedial works arranged. The Records for Buildings system will be updated to show what action has been taken.

10 % of these for each Area will be subject to external audits conducting parallel reinspections on a 6 monthly basis arranged by the Asbestos Manager. These audits are to be retained by ESS.

## **7.0 Auditing**

In order to maintain standards in work from the Asbestos Removal contractors and the asbestos consultants, the Asbestos Manager carries out regular auditing.

### **7.1 Auditing Asbestos Contractors and Consultants**

In order to maintain a high standard of workmanship at the University, the Asbestos Manager will carry out regular audits. They will carry at least one audit per company, per quarter if there are a significant amount of projects on site at any one time. The audit sheets for the Consultants and the Asbestos Removal contractors can be found in **Appendix 2, 3 and 4**. Each completed audit will then be kept on file for each specific company. For asbestos remedial works not instructed by the Asbestos Manager, it is the responsibility of the Project Manager or person procuring the works to advise the Asbestos Manager of their impending works so that audits can be scheduled. A copy of the audit will be retained in the above manner and a copy will be given to the Project Manager.

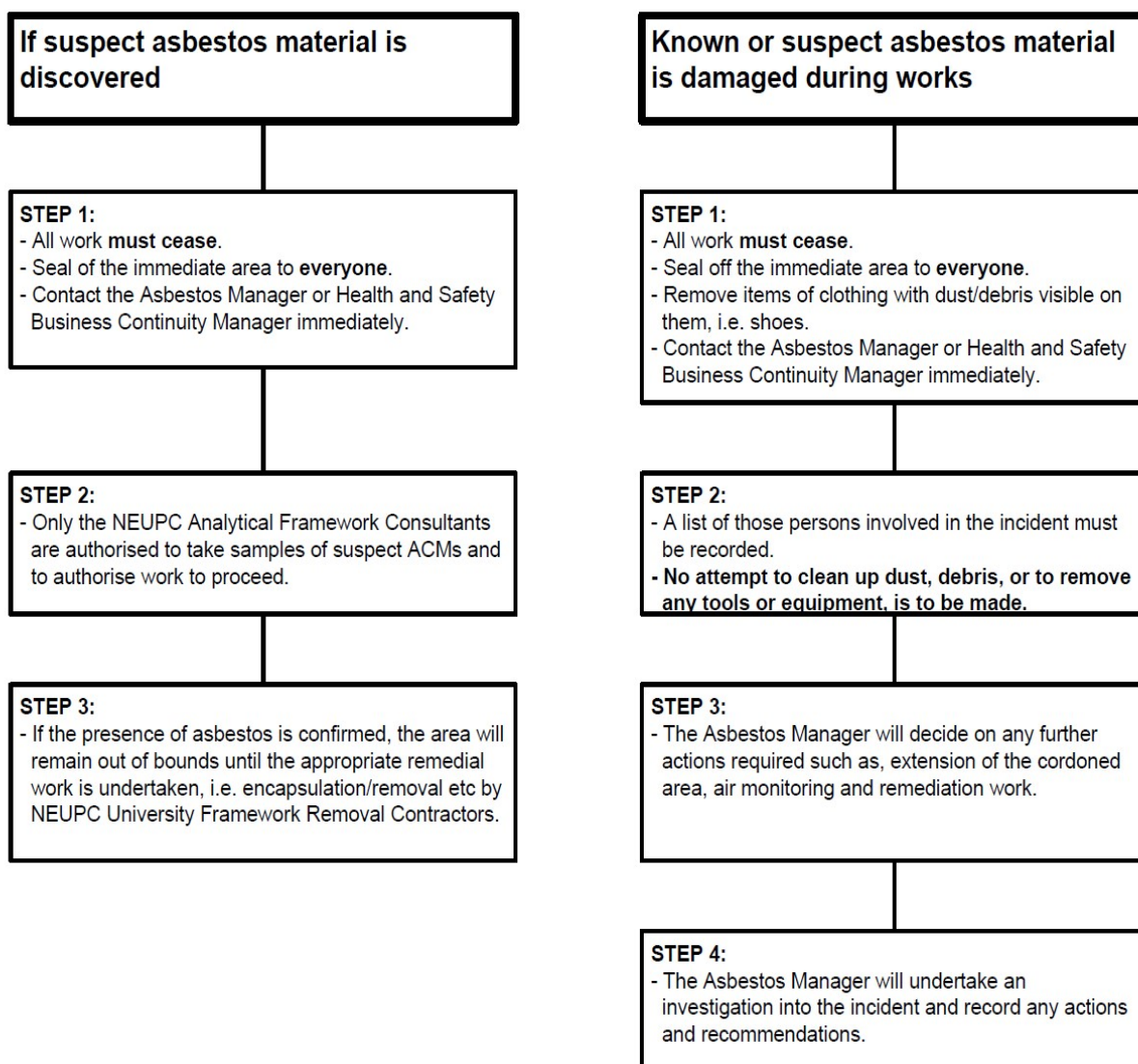
## 8.0 Asbestos Training

All University staff who manage teams that work on the fabric of University buildings or employ contractors to work on the fabric of University buildings must ensure that their employees have received asbestos training as identified in the training matrix below.

Employee Group	Asbestos Awareness (Ref 1 yr intervals)	Monitoring removal contracts	P402	P405	Duty to Manage
Head of Maintenance	X	X		X	X
Asbestos Manager	X	X	X	X	X
Legislative Compliance and Contracts Manager	X	X			X
Direct Works Manager	X	X			X
Maintenance Officers	X	X			X
Direct Works Supervisors	X	X			X
Capital Project Managers	X	X			X
Capital Project Engineers Surveyors	X	X			X
Improvements Engineers Surveyors	X	X			X
Sustainability Team	X				X
Direct Works Operatives	X				
Property Team	X				X
Planning Team	X				X
NUIT AVSD Team	X				X
NUIT Telephony and Cabling	X				X
Residence Managers and Hospitality Services Managers	X				X
University Farm Director	X				X
ESS SMT	X				X

## 9.0 Emergency Procedures

In the event of an asbestos incident, the following procedures must be followed. **(The asbestos incident kit is located 1<sup>st</sup> floor Barras)**



9.1 Records of Exposure • Where exposure occurs above the Control of Asbestos Regulations Control Limit reporting of the incident to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be assessed and carried out by the University Health and Safety Department.

- Incidents of potential exposure to asbestos should be reported as incidents on the Health and Safety Department’s web based accident, incident reporting system. [https://newcastle.sharepoint.com/hub/orghas/Pages/safety\\_reporting.aspx](https://newcastle.sharepoint.com/hub/orghas/Pages/safety_reporting.aspx)
- Where the incident area is under the control of a Principal Contractor the reporting requirement is likely to be part of their responsibilities.
- Records of exposure must be kept for 40 years.

## 10.0 Monitor and Review 10.1 Monitoring and Reviewing the Management Plan

The Estates Asbestos Management group will meet four times a year to formally monitor the plan.

The management plan will be formally reviewed and updated (as necessary) every year by the Asbestos Manager and others as appropriate. This review may consider:

Effectiveness	Issues	Failures
<ul style="list-style-type: none"> <li>In preventing exposure</li> </ul>	<ul style="list-style-type: none"> <li>Changes to the organisational structure and/or staff</li> </ul>	<ul style="list-style-type: none"> <li>Where procedures have not been followed and why not</li> </ul>
<ul style="list-style-type: none"> <li>In controlling maintenance workers/contractors</li> </ul>	<ul style="list-style-type: none"> <li>Resourcing the management plan</li> </ul>	<ul style="list-style-type: none"> <li>Where procedures have been inadequate and why</li> </ul>
<ul style="list-style-type: none"> <li>In highlighting the need for action to repair/remove ACMs</li> </ul>	<ul style="list-style-type: none"> <li>Changes to company procedures; and Changes in building use/occupancy/ refurbishment plans</li> </ul>	<ul style="list-style-type: none"> <li>Where uncontrolled exposure to airborne fibres above the control limit has occurred</li> </ul>
<ul style="list-style-type: none"> <li>In raising awareness among all employees</li> </ul>		

## Appendix 1 - Collecting and Collating Asbestos Information

### Asbestos Record 1 (Form AR1)

<b>ESS Employee Name</b>	<b>Date</b>
<b>Building Name</b>	<b>Location(s) Within Building (be specific e.g. Room No)</b>
<b>Source(s) of Information (Report Number and Date)</b>	<b>Contractor/Person Carrying Out the Work</b>
<b>Name of individual provided with asbestos information</b>	<b>Date information was provided to the contractor/person carrying out the work</b>
<b>Considerations, thought processes and surveys carried out to acquire asbestos information</b>	

## Appendix 2 - Asbestos Survey Site Audit Checklist



UK | Malaysia | Singapore

*Estate Support Service - Delivering an outstanding estate*

SURVEYING SITE AUDIT	
Company Name	Date
Surveyors Name	
Audit Location	
Nature of the work (Brief description of the activity witnessed)	

Site Documentation	Yes/No	Comments
Is there a job specific plan of works / method statement on site detailing the scope of works?		
Are there job specific Risk Assessment on site for activities other than analytical/surveying works? (e.g. confined space, manual handling, working at height, hot work, etc..) PTW?		
Is there a copy of the project specification on site?		
Is there a copy of company standard analytical/surveying procedures on site?		
Is there a copy of HSG 264 on site?		
Is the analysts' / surveyors paperwork available for inspection and up to date?		
Is there a copy of the analysts' mask inspection record on site?		

Survey	
What type of survey is being carried out?	Management/Refurbishment/Demolition
Is there a copy of the Asbestos Survey Brief available?	
Who specified the survey requirements?	
On site surveyor - Record Name	

Equipment	Yes/No	Comments
Screwdrivers and chisels		
Stanley Knife / Blades		
Core sampling tools		
Waste disposal bags and sampling bags (Large and small)		
Tape including barrier tape and safety signage		
Spray and wet wipes		
Paints / Filler		
Torch		
Hammer		
Pliers		
Sample labels		
Tape measure		
Crowbar / Sledge Hammer / Endoscope / 'H' Type vac for intrusive work		
Ladder		

Plant on site / Certification	Yes/No	Comments
Are PAT tests up to date for electrical equipment on site?		

Survey and Sampling Methodology	Yes/No	Comments
Are samples being taken in line with documented procedures?		
Are sample locations appropriate to the work being undertaken?		

Has sufficient time been allocated to the survey?		
Is the survey being carried out in a methodical manner?		
Can the surveyor demonstrate knowledge of typical ACMs that may be encountered?		
Is negative sampling being carried out?		
Can the surveyor identify areas where previous abatement work may have been carried out?		Detail evidence
Are access limitations proportionate / acceptable?		Detail evidence
Did the surveyor wear suitable RPE and PPE during sampling?		
Was the surface prepared with water/detergent in the case of friable materials?		
Was a drop sheet used?		
Were tools appropriate for the material being sampled?		
Were samples double bagged?		
Were tools cleaned after each use?		
Were sampling points made safe? How?		
Were sampling points photographed and annotated on plans?		



AUDIT SUMMARY	
Has the work been completed to a satisfactory standard and Newcastle University requirements been met?    Yes/No	
<i>Summarise any identified non-conforming work</i>	
Audit Complete	
Date:	
Name:	
Signature:	

### Appendix 3 – Asbestos Removal Site Audit Checklist



*Estate Support Service – Delivering an outstanding estate.*

Asbestos Removal Site Audit	
Company Name	
Audit Location	
Date	

Supervisor Name:	
Current medical certificate present? (Within last 2 years)	
Current Training Record? (Within last year)	
Current face fit present? Does it match type of respirator on site?	
Is there an RPE examination record present? (should be within the last month)	
Is the operative clean shaven?	

<b>Operatives</b>	
Current medical certificates present? (Within last 2 years)	
Current Training Records? (Within last year)	
Current face fit certificates present? Does it match type the respirators on site?	
Is there an RPE examination record present? (should be within the last month)	

University Requirements	Yes/No	Comments
Have operatives signed in?		
Is there a copy of the scope of works from the specification?		
Have operatives aware of fixtures and fitting to remain? Are they stored in agreed location?		
Have operatives been instructed not to staple to window reveals/headers and columns in CLASP buildings?		
Is there solid Heras panels around the work area/decontamination unit? Are they appropriately secured?		
Where applicable have power supplies been isolated? Is there a copy of the isolation certificate?		
Is there scaffold present? Is there a handover certificate?		
Method Statement	Yes/No	Comments
Is there a job specific plan of work/assessment on site?		
Does the plan of work detail the contract supervisor present on site?		
Does the plan of work adequately describe the scope of work?		
Are contractual arrangements detailed?		

Does the plan of work detail the duration of the works, including shift times?		
Does the plan of work detail the analytical arrangements?		
Does the plan of work detail the type of asbestos present?		
Does the plan of work detail the condition of the material to be worked on?		
Does the plan of work detail who is authorised to amend the plan of work?		
Does the plan of work detail the type of respiratory equipment to be used?		
Does the plan of work detail arrangements for witnessing the smoke test?		
Does the plan of work adequately detail the asbestos removal technique to be used?		
Does the plan of work detail the decontamination procedures?		
Are there adequate risk assessments on site required for the work? (working at height, use of hand tools, confined spaces etc)		
Are COSHH assessments available where applicable?		
Is the site log present and up to date?		
Is there an adequate sketch plan detailing the site set up arrangements?		
<b>ASB5</b>	<b>Yes/No</b>	<b>Comments</b>
Is the ASB5 present on site?		
Is the number of operatives on site less than or equal to that stated on the ASB5?		
<b>Insurance</b>	<b>Yes/No</b>	<b>Comments</b>
Are there details of the employers and public liability insurance?		
<b>Enclosure</b>	<b>Yes/No</b>	<b>Comments</b>
Is the enclosure in sound condition and constructed using 1000 gauge polythene		
Are there adequate viewing panels or CCTV to allow viewing of the full work area?		
Are the viewing panels present of the correct size? (600mm x 300mm)		
Are there adequate warning signs?		
Are the enclosure inspection and smoke test records available for inspection?		
Are the airlocks free from visible debris?		
Is there a bucket and sponge or similar arrangements for primary decontamination?		
Are the airlock flaps weighted?		

Is each stage of the airlock 1m (L) x 1m (W) x 2m (H)		
Is there a viewing panel in the dirty end of the airlock? (600 x 300)		
<b>Dust</b>	<b>Yes/No</b>	<b>Comments</b>
Does the plan of work detail the dust suppression arrangements to be used on site?		
Are the methods appropriate for the type of work being completed?		
Are the dust suppression arrangements being implemented on site?		
<b>Air Extraction</b>	<b>Yes/No</b>	<b>Comments</b>
Is the NPU sited appropriately?		
Do the number and capacity of NPU's match the details recorded in the plan of work?		
Does the unit have the capacity to achieve 8 air changes an hour?		
Does the NPU extract externally?		
Are current DOP test certificates available for the NPU?		
Is all exhaust ducting located after the HEPA filter located outside of work area?		
<b>Air Extraction</b>	<b>Yes/No</b>	<b>Comments</b>
Are there at least 2 H Type vacs available on site		
Are current DOP test certificates available?		
<b>Hygiene Facility</b>	<b>Yes/No</b>	<b>Comments</b>
Is the unit connected/unconnected to the work area as stated in the plan of work?		
Is the transit route as short as possible and away from occupied areas?		
Is the unit connected to the required services and in working order?		
Is there an adequate number of shower heads for operatives (1:4)		
Is the unit clean?		
Is there a Certificate of Reoccupation from the previous job? (in clean end)		
Is there a DOP test certificate for the NPU?		
Are disposable towels in the clean end?		
<b>Waste</b>	<b>Yes/No</b>	<b>Comments</b>
Are the waste disposal arrangements as described in the plan of work?		
Are the waste and transit routes free from residual or spilt waste?		

Has a bag lock been constructed for transiting waste?		
Is each stage of the bag lock 1m (L) x 1m (W) x 2m (H)		
<b>Comments/Improvements</b>		
<b>Auditor Name</b>	<b>Signature</b>	<b>Date</b>

## Appendix 4 - Analyst Site Audit Checklist



*Estate Support Service – Delivering an outstanding estate.*

Analyst Air Monitoring Site Audit	
Company Name	
Analyst Name	
Removal Job details	
Date	

Microscope			
Microscope Type		Calibration Date	

Microscope Accessories			
Phase Telescope		Lens Cleaning Material	
Spare Bulbs		Adjustment Tools	

Air Sampling Pumps	
Static Pumps (Present, labelled, adequate number)	
Personal Pumps (Present, labelled, adequate number)	

Additional Equipment - All electrical equipment must be PAT tested and labelled			
Acetone Vaporiser (labelled)		Tweezers	
Tally Counters (labelled)		Filters (blank checked)	
Coverslips		Microscope Slides	
Slide Storage Box		Wet Wipes	

Other Calibrated Equipment	
Timepiece (Record calibration date)	
NPL Test Slide (Condition)	
Stage Micrometer (Record calibration)	
High flow Rotameter Calibration dates	
Low flow Rotameter Calibration dates	

Paperwork			
HSG248 present on site		Company Quality Manual	
Risk Assessment		Method Statement	

Pre start checks	
Enclosure Checks Complete and Documented	
Contractor Equipment Checked and Recorded	
Training, medicals and face fits checked and recorded	

Smoke Test	
Smoke test witnessed and documented	

Air monitoring	
Background Air Monitoring Completed	
Leak Air Monitoring Completed	
Personal Monitoring Completed	
Site diary with adequate detail completed detailing checks on waste/transit routes and enclosure	
Air monitoring on DCU where required (weekly)	

Protective Equipment and Individual			
Operative Clean Shaven?		Disposable Overalls	
Overshoes		Torch	
Brush		Mirror	

Adequate Respirator to undertake Work	
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Comments:

Audit Completed By \_\_\_\_\_



## **Appendix 5 - NEUPC Asbestos framework contractors for Surveying, Air monitoring, Remediation.** (<https://www.neupc.ac.uk/about-us/about-us>)

The current NEUPC framework will be renewed in June 2019

### **Remediation works**

Rhodar – J.Wilkinson 07917373750 J.Wilkinson@Rhodar.co.uk

Clarkes – Phill McGurk 07894414760 Phill.mcgurk@clarkesenvironmental.co.uk

DCUK– Andy Tranter 07701398562 Andy.tranter@dcukfm.com

### **Surveys / bulk samples / air monitoring**

Environtec – Dave Carnaffin 07826803803 david.carnaffin@environtec.com

ASKAMS – Richard Haigh 07792286286 richard.haigh@askams.co.uk

ESG – James Dodgson 07525702139 James.Dodgson@esg.co.uk

Lucion – Phil Hogarth : 07739319123 phil.hogarth@lucionservices.com **Appendix**

### **6 – Useful Links**

- The Control of Asbestos Regulations 2012  
<http://www.hse.gov.uk/pubns/books/l143.htm>
- Asbestos: The Survey Guide <http://www.hse.gov.uk/pubns/books/hsg264.htm>
- Asbestos: The analysts' guide for sampling, analysis and clearance procedures  
<http://www.hse.gov.uk/pubns/books/hsg248.htm>
- Asbestos: The licensed contractors' guide  
<http://www.hse.gov.uk/pubns/books/hsg247.htm>