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| Scope |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment (MSC-PR-0002) must be followed in relation to assessing the validity of third party management systems. |

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| Purpose |
| The purpose of this procedure is to define the health and safety controls associated with work which may result in the disturbance of asbestos containing materials (ACMs). For construction work, inadvertent disturbance of ACMs during refurbishment, demolition and excavation must be avoided by ensuring full awareness of the potential presence of ACMs amongst operatives. For specified tasks in utility services work, this also includes intentional work on non-licensed ACMs.  This procedure excludes the management of asbestos in facilities and properties owned, rented or occupied by the company. See Management of Asbestos (Non Domestic Premises) ([HSF-PR-0069](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8602)).  The requirements in this procedure are considered to be our current standards and must be adopted as part of a safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992)). |

Procedural Requirements

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|  | **COMPETENCIES** |
|  | Asbestos Awareness Training |
|  | Even where there is no intention to work on or remove asbestos, for any work on buildings constructed or refurbished before 2000, it is foreseeable that asbestos could be present in the fabric of the building, which may be disturbed during the work resulting in release of asbestos fibres.  Awareness Training must be given to employees (including the Asbestos Co-ordinator and those who supervise or influence the work) whose work could disturb the fabric of a building and expose them to asbestos.In particular, it must be given to those workers in the refurbishment, maintenance and allied trades where it is likely they will encounter ACMs during routine work. This includes work on projects to redevelop brownfield sites and on sites that have previously been occupied by industrial buildings that have been demolished. Where asbestos awareness training is appropriate, one of the following options may be used: |
|  | * UKATA [Asbestos Awareness Syllabus (formerly known as Category A)](http://www.ukata.org.uk/wp-content/uploads/2014/12/UKATA-Syllabus-in-Asbestos-Awareness_V82.pdf), delivered by a training provider registered with UKATA, or |
|  | * [IATP Asbestos Awareness training](http://www.iatp.org.uk/), delivered by a training provider registered with IATP, or |
|  | * Internal ‘Asbestos Awareness’ Training approved by the Occupational Hygiene Manager and Technical Training Team. |
|  | Subcontractors whose work falls into the categories specified above must provide documentary evidence that they have attended asbestos awareness training. |
|  | Asbestos Awareness training must be refreshed annually. This should not simply be a repeat of the formal awareness training, but must provide employees with relevant information about the risk encountered in the course of their work and the practical steps they must take to prevent exposure. Refresher training may be take the form of: |
|  | * On-line ‘Asbestos Awareness’ learning (e-learning) or |
|  | * ‘Asbestos Awareness’ Toolbox talks as provided by a UKATA or IATP registered training organisation or |
|  | * In-house ‘Asbestos Awareness’ refresher material approved by the Occupational Hygiene Manager and Technical Training Team . |
|  | Non Licensable Work With Asbestos |
|  | Persons who intentionally carry out work on ACMs, which falls under the category of Non-Licensable Work according to the Control of Asbestos Regulations require specific training pertaining to the tasks they carry out. This work is strictly restricted to projects in the Gas and Water business and only includes work for which there is no requirement to notify the regulator. Work which falls under the category of Notifiable Non-Licensable Work (NNLW) should be referred to a specialist licensed asbestos contractor.  Before undertaking any tasks involving Non-Licensed Work, detailed work instructions must be drawn up in consultation with and approval of the [Occupational Hygiene Manager](https://home360.balfourbeatty.com/UKHealthandSafety/occupational_health/Pages/Occupational-Hygiene.aspx).  Where Non-Licensed training is appropriate, one of the following options may be used: |
|  | * UKATA [Asbestos Awareness Syllabus (formerly known as Category A)](http://www.ukata.org.uk/wp-content/uploads/2014/12/UKATA-Syllabus-in-Asbestos-Awareness_V82.pdf),delivered by a training provider registered with UKATA or [IATP asbestos awareness training](http://www.iatp.org.uk/), delivered by a training provider registered with IATP **and** |
|  | * UKATA [Syllabus For Non-Licensable Work With Asbestos (formerly known as Category B)](http://www.ukata.org.uk/wp-content/uploads/2014/12/UKATA-Syllabus-for-Non-Licensable-Work-With-Asbestos-Including-NNLW.pdf), delivered by a training provider registered with UKATA ensuring that content is pertinent to the tasks being undertaken. Generic courses do not provide sufficiently relevant material and it may be necessary to liaise with the provider in consultation with the Occupational Hygiene Manager, **or** |
|  | * Internal ‘Non Licensable Work With Asbestos’ Training approved by the Occupational Hygiene Manager and Technical Training Team. |
|  | Any person who undertakes NLW and is required to wear a tight-fitting respirator should undergo Face Fit Testing (see PPE Procedure [HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)). |
|  | Training on Non-Licensable Work should be refreshed every year and must include a review of work instructions, good practice and correct use of control measures.  The frequency of refresher training must be increased if work methods change or gaps in competency are identified.  Refresher training on ‘asbestos awareness’ is not required for those who carry out Non-Licensable Work. |
|  | Licensable Work With Asbestos |
|  | Licensable work includes work on high risk materials such as asbestos coatings and insulation materials including asbestos insulating board. Training for licensable work is not appropriate for Balfour Beatty employees, as any licensable work will be carried out by a specialist contractor holding an HSE Licence. Competence is assessed by the HSE as a condition of the licence. |
|  | Asbestos Coordinator |
|  | * UKATA [Asbestos Awareness Syllabus (formerly known as Category A)](http://www.ukata.org.uk/wp-content/uploads/2014/12/UKATA-Syllabus-in-Asbestos-Awareness_V82.pdf) **and** |
|  | * UKATA [Duty to Manage](http://www.ukata.org.uk/duty-to-manage/) or IATP asbestos management training |
|  | UKATA training can be validated via the [UKATA](http://www.ukata.org.uk/) website. |
|  | Supply Chain Competencies |
|  | The following list of supply chain competencies **must be applied without deviation**. |
|  | **Asbestos surveying.** Companies must be working in accordance with ISO 17020 and be accredited to United Kingdom Accreditation Service (UKAS). UKAS can be checked to see if their registration is current for the particular type of survey that they will be undertaking by clicking [here](http://www.ukas.com/browse-accredited-organisations/?org_cat=381&parent=Inspection%20Bodies&type_id=12).  It is important to understand that there are two different types of survey: |
|  | * Management surveys (for normal day-to-day occupation and maintenance of the building) |
|  | * Refurbishment and Demolition surveys (should refurbishment or demolition work be planned) |
|  | Surveys by accredited organisations must be completed in accordance with HSE guidance document [HSG 264.](http://www.hse.gov.uk/pubns/priced/hsg264.pdf) |
|  | **Asbestos removal.** Companies must be a current member of the Asbestos Removal Contractor Association (ARCA) or Asbestos Control Abatement Division (ACAD) which can be checked by clicking [here](http://www.arca.org.uk/) for ARCA or [here](http://tica-acad.co.uhttp:/acad.tica-acad.co.uk/k/members?sort=acad) for ACAD and must be independent from the Asbestos surveying company. |
|  | Any asbestos removal company must hold a current HSE licence for work involving any type or form of asbestos on any Company site or premises which can be checked by clicking [here](http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=8516&exp=e1). Consideration should be given to the expiration date of the licence, the project programme and BB Preferred Suppliers. |
|  | **Site Clearance certificate for reoccupation.** Providers must be accredited by the United Kingdom Accreditation Service (UKAS) as competent to perform work in compliance with the paragraphs of ISO 17020 and ISO 17025 which cover organisation, quality systems, control of records, personnel, accommodation and environmental conditions, test and calibration methods, method validation, equipment, handling of test and calibration items, and reporting results. |
|  | **Asbestos Analysts (& Laboratories**). Analysts must be appointed by the Company, not the asbestos removal company. Measurement of exposure to asbestos must be carried out by organisations accredited by UKAS working to ISO 17025. To check if their accreditation is current for the particular type of measurement that they will be undertaking by click [here](http://www.ukas.com/services/accreditation-services/laboratory-accreditation-isoiec-17025/chemical/). |
|  | Before any works are carried out which will knowingly disturb asbestos, the Employers & Public Liability insurance of the company involved must be checked first to ensure it includes this risk**.** |
|  | **GENERAL** |
|  | Premises constructed after 2000 |
|  | The fabric of any premises constructed after 2000 can be presumed to be asbestos free. However, exercise caution in circumstances where new premises are built on existing basements or linked to adjoining structures. ACMs may also have been introduced by DIY activities of occupants of the premises. |
|  | If information from drawings/plans and a visual inspection provides strong evidence that no ACMs are present, no further action is needed other than to record why this evidence indicates there is no asbestos present. |
|  | Premises constructed on or before 2000 **or where you are unsure** |
|  | Any premises whose construction was completed before 2000 must always be presumed to contain asbestos in the fabric of the building, unless there is robust survey and test evidence showing that they do not. Depending on the nature of the planned works one of or a combination of the two types of asbestos survey will be invariably be required, a management survey or a refurbishment and demolition survey. |
|  | Management Surveys are needed for ongoing occupation and use of buildings to manage the presence of ACMs whereas a refurbishment and demolition survey is needed when a building or part of it is to be upgraded, refurbished or demolished. |
|  | Asbestos Management Surveys may be appropriate where only parts of a building are to be worked on but will not provide sufficient information to proceed safely with intrusive works or partial/full demolition. |
|  | A Refurbishment and Demolition Survey must be carried out on all parts of the premises, including difficult to reach areas that would still be disturbed by the planned works. Specific areas to be disturbed must be sampled and analysed to establish the presence or absence of ACMs unless sufficient evidence is available from previous surveys and sampling results. |
|  | Refurbishment & Demolition surveys provided as Pre-Construction Information must be treated with caution, especially where there are caveats about inaccessibility. In these situations further survey and investgation work may be required under controlled conditions. |
|  | An asbestos register of completed surveys / sampling must be implemented by the Company and will form part of the Asbestos Management Plan ([HSF-TF-0014a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8605)). The asbestos register is a key document in the management plan and should be continually updated and acted upon as and when circumstances change during any construction activities, i.e. contain the most up to date information on the presence, location and condition of ACMs. |
|  | Site clearance certificates do not confirm that all ACM has been removed from an area. These certificates only show that some asbestos removal has been undertaken under controlled conditions and that the area has been cleaned and left uncontaminated. |
|  | Further guidance on where asbestos could be present in buildings can be found on the HSE’s website [Where can you find asbestos](http://www.hse.gov.uk/asbestos/building.htm)? |
|  | Brownfield Sites |
|  | A brownfield site may be contaminated with asbestos, either as a result of industrial usage on site or previous disposal on site. The client must provide pre-construction information to the Principal Designer on any checks carried out with local authority planning departments to find out if the works are on a brownfield site, and any previous usage of the site. |
|  | Any suspicious material requires analysis for asbestos. Even if no asbestos is found in the sample, the excavation may still reveal suspicious material:. |
|  | * Asbestos may lay buried and the conveyance documents do not reveal the problem |
|  | * Always survey ground on old industrial sites before excavating |
|  | * Any suspicious material requires laboratory analysis for asbestos |
|  | For more information about Contaminated Land, see Contaminated Land reference material ([ENV-RM-0036c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8750)). |
|  | Where suspicious material is found, the Site Lead must: |
|  | 1. Stop work |
|  | 1. Keep the spoil and excavation damp |
|  | 1. Wash down the excavation equipment |
|  | 1. Collect all run-off water |
|  | 1. The excavation must not be back-filled with asbestos material |
|  | 1. Refer to the Contaminated Land reference material ([ENV-RM-0036c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8750)) |
|  | Old equipment |
|  | Equipment bought new after 2000 contains no asbestos. |
|  | Second-hand or old equipment may contain asbestos. This means equipment such as ovens, insulating mats, fire blankets, oven gloves, ironing surfaces, rope gaskets etc. and equipment with soundproofing, thermal insulation, brakes, etc. |
|  | Equipment that contains asbestos must not be brought or sold. A Licensed asbestos waste contractor must be contacted and advise followed for the disposal of old equipment that may contain asbestos. |
|  | **PRINCIPAL DESIGNER** |
|  | The Principal Designer must be given any asbestos survey and other relevant information which will form part of the pre-construction information |
|  | The Principal Designer will have responsibility to support the client with the provision of information during pre-construction, construction and the post-construction phase of a project, including advising on the need for further site investigation and survey work needed. See CDM Procedure ([HSF-PR-0018](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7016)) for more information about Principal Designer responsibilities. |
|  | Asbestos must be fully considered as part of those phases and appropriate information must be provided. This may include: |
|  | * Existing Surveys |
|  | * Existing Asbestos Management Plans |
|  | * Details of any removals or ongoing management of ACMs |
|  | * Details of how the asbestos management/removal plans have or will be communicated   Where the project involves Balfour Beatty acting as a sub-contractor, assurances must be sought from the Principal Designer regarding all the available information about the presence of ACMs and that none will be disturbed as a result of the works to be carried out. The absence of ACMs should never be assumed without clear evidence. |
|  | The following situations should be considered when planning work in buildings where asbestos may be present. These are: |
|  | * Maintenance or refurbishment activities that may disturb asbestos |
|  | * Construction projects that may require asbestos to be removed or encapsulated as part of the construction phase |
|  | Work which disturbs, or is liable to disturb ACMs, should only be carried out when it is unavoidable. The Designer must decide if it’s possible to carry out the building or maintenance work avoiding the risk of disturbing ACMs altogether. This must include ensuring: |
|  | * Pre-construction information is passed onto the Site Lead |
|  | * That option for redesign to avoid asbestos is discussed with the Site Lead |
|  | * Where the risk of asbestos cannot be avoided, that the residual risk is communicated to the Site Lead. |
|  | **PLANNING** |
|  | An Asbestos Coordinator must be appointed on all refurbishment / demolition projects or where there is a foreseeable risk of encountering asbestos. |
|  | Pre-Construction Information |
|  | In order to make a valid decision as to whether sufficient information is available about ACMs locations or whether further investigation is required, the Site Lead and Asbestos Coordinator must review the: |
|  | * Pre-Construction Information |
|  | * Client’s Asbestos Survey(s) |
|  | * Asbestos Management Plan |
|  | * Asbestos Register |
|  | Where there is insufficient information available, a Refurbishment and Demolition Survey must be carried out before commencing work involving refurbishment or demolition. For small scale works that involve disturbing the fabric of the building, additional localised sampling and analysis may be required and the Register updated prior to works commencing in an area where there is a foreseeable risk of encountering asbestos. If a survey or sampling is not practicable, e.g. because access is unsafe or physically impossible, work must proceed on the assumption that ACMs are present and a licensed contractor employed to carry out the work under controlled conditions. |
|  | No Balfour Beatty employees are permitted to work on asbestos with the exception of competent Gas & Water personnel in connection to their work on client assets in accordance with predetermined local work instructions. |
|  | The Site Lead and Asbestos Coordinator must conduct a site tour and, using the Refurbishment and DemolitionAsbestos Survey, locate and, where possible, physically identify the ACM. This will provide both visual and documentary evidence that each asbestos sample site has been accounted for within the survey.  Where the need for removal works is idenfied, the work should be carried out by a licensed asbestos contractor even if the work involves non-licensable material with the excepton of specified non-licensed tasks in Gas and Water as above. |
|  | **ASBESTOS MANAGEMENT PLAN** |
|  | The Asbestos Coordinator must assess the extent of risk from ACM’s and complete an Asbestos Management Plan ([HSF-TF-0014a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8605)). |
|  | Projects containing asbestos must not undertake any work without having prepared a suitable written Asbestos Management Plan detailing how that work is to be carried out. The plan must refer to the Asbestos register and action must be taken when circumstances change, e.g. stopping work to assess what needs to be done when further ACMs are identified or the condition of those already known to be present deteriorates. On complex sites, it is recommended that expert assistance is sought from an asbestos specialist or occupational hygienist service provider to advise on the level of risk and to liaise with the licensed contractor where relevant. Recommended Providers can be found [here](https://home360.balfourbeatty.com/UKHealthandSafety/occupational_health/Pages/Occupational-Hygiene.aspx). |
|  | The Asbestos Management Plan must, so far as is reasonably practicable, specify that asbestos must be removed before any other major works begin. In cases of final demolition, asbestos must be removed first unless removal would cause a greater risk to employees than if the asbestos had been left in place. For example, asbestos cement materials and asbestos-containing textured decorative coatingssheets. If ACMs are to be left in place the plan needs to detail how it is to be protected, e.g. by encapsulation or other provision to ensure it is not damaged. |
|  | The Asbestos Management Plan must include in particular details of the: |
|  | * Nature and probable duration of the work |
|  | * Location of the place where the work is to be carried out * The name of the selected licensed contractor where removal, repair or encapsulation works is required |
|  | * A brief summary of the action to be taken to avoid disturbance of ACMs or any intentional work on ACMs required before works can proceed safely. |
|  | All construction sites shall have suitable and sufficient arrangements for dealing with situations where an unplanned release of asbestos has occurred in accordance with the Emergency Arrangements procedure ([HSES-PR-0003](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5162)). These arrangements shall take into account the size of the site, location, access, type of work undertaken, equipment or materials being used as detailed in section 10. |
|  | The Site Lead must keep a copy of the Asbestos Management Plan at the location of the works whilst the work continues. |
|  | **SUPPLY CHAIN** |
|  | Asbestos information must be communicated to the Procurement Team for inclusion within enquiries to the Supply Chain to ensure they are aware of the risk. It is preferable on demolition projects for the asbestos removal contractor and the demolition contractor to be one and the same. |
|  | Where asbestos removal works is required, the licensed asbestos contractor must carry out a risk assessement and supply a suitable written Plan of Work detailing how the work will be carried out In addition, the Method Statement Appraisal (Asbestos) form ([HSF-SF-0014a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8577)) must be completed by the Site Lead. The Site Lead should review documentation provided with the licensed contractor before work starts. |
|  | The risk assessment provided by the licensed contractor must: |
|  | * Identify the type of asbestos and who might be exposed |
|  | * Determine the nature and degree of exposure which may occur |
|  | * Consider the effects of control measures which have been or will be taken to prevent or reduce exposure |
|  | * Specify the need to refer to the Asbestos Register as a live document to inform the management of the ongoing work |
|  | * Consider the results of any monitoring of exposure available |
|  | * Set out the steps to be taken to prevent that exposure or reduce it to the lowest level reasonably practicable |
|  | * Consider the results of any medical surveillance that is relevant |
|  | In addition, for non-licensable work, a statement of why the work meets the criteria for non-licensable rather than licensable work, and whether it is Notifiable NLW |
|  | The Plan of Work provided by the licensed contractor must include the following: |
|  | * The nature and probable duration of the work * The location where the work will be carried out * The methods to be applied when handling ACMs * Information about the equipment to be used to protect and decontaminate those carrying out the work and people in the vicinity * The measures to be used to prevent or reduce exposure as low as is reasonably practicable * The measures to be used to ensure cleanliness of premises and plant |
|  | The Site Lead and the Asbestos Co-ordinator must hold a Pre-start meeting with the licensed asbestos contractor before any works starts on asbestos. See the ‘Setting People to Work Safely’ procedure ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)) for more information. |
|  | **NOTIFICATION TO THE HSE** |
|  | The HSE must be notified of the following asbestos removal works by the asbestos removal contractor: |
|  | * Licensed Notifiable: at least 14 days prior to asbestos works commencing |
|  | * Notifiable Non Licensed: prior to asbestos works commencing |
|  | This must be confirmed by the Asbestos Coordinator by a copy of the HSE document. |
|  | **INFORMATION, INSTRUCTION AND TRAINING** |
|  | The Site Lead must ensure that a regularly reviewed and updated colour drawing/plan of the location of asbestos present is displayed on all site noticeboards and in other prominent positions where available. For short term transient sites, this may be in the form of utility drawings or a schedule |
|  | All employees and third parties on site must be formally advised of the location of any asbestos, the asbestos must be clearly identified by displaying statutory signage (if possible) and instruction given that it must not be disturbed. This will form part of the induction training process and be included in emergency arrangements which will be attended by everyone prior to commencing work onsite. |
|  | Daily briefings must contain information specific to Asbestos extracted from the Asbestos Register, which may be disturbed during the days work. |
|  | **EXPOSURE TO ASBESTOS EMERGENCY PROCEDURES** |
|  | If any person suspects the presence of unknown ACMs, all work must cease and the area evacuated and quarantined. The Site Lead must be informed immediately. Work must not continue until precautions are put in place and the Asbestos register and the management plan must be updated. |
|  | In addition, the following steps must be taken: |
|  | * Instruct people not to enter the area. |
|  | * Fix a safety sign or notice to each entrance to the area bearing the legend ‘NO ENTRY - CONTACT [name]’ in red on a white background and in prominent size and location, and/or cover and label potentially contaminated waste |
|  | * If external, cordon off the area if practicable |
|  | * Inform the HSES Advisor and Line Management |
|  | * Seek advice from a HSES Advisor or Occupational Hygienist to determine the action required to test for ACMs and for any subsequent decontaminion of the area and any equipment and to avoid spread of contamation. |
|  | * Report the incident in accordance with the Incident Reporting and Investigation procedure ([HSES-PR-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639)). Discovery of suspect material without disturbance will be a severity level 2 incident, significant disturbance and handling of ACM (e.g. removal of ceiling tiles) will be a level 3 incident. |
|  | Those who may have been exposed must remove their outer clothing and bag it as hazardous/special waste and wash their hands and face thoroughly. Footwear should be wiped down with a damp cloth, which should be disposed of as hazardous waste. See section 11.1 and Waste Management Reference Material ([ENV-RM-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8609)). |
|  | Persons potentially contaminated must make every effort not to spread it into the environment on their exit route, which should then be isolated, cleaned, visually checked and air tested as appropriate. |
|  | Seek advice from the asbestos expert or the Occupational Hygiene Manager as to whether air sampling in the affected area is necessary. If sampling results are above the clearance indicator this must be recorded on the Incident Report and Investigation form ([HSES-PR-0005a-e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8575)) and reported to the Regulator as a Dangerous Occurrence. This will also apply to a supply chain member or other party affected by Company work. |
|  | Suitable counselling and specialist occupational health advice may be sought for those who have been potentially exposed to asbestos. Contact the Occupational Health Team [here](mailto:BBUKOccHealth@bbworksmart.com). |
|  | The Potential Asbestos Exposure Register must be completed and forwarded to HR plus for all direct employees. The Company must inform the employer of any Agency/Subcontractor employees who have been potentially exposed ([HSF-SF-0069a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8590)). |
|  | In the event of an emergency involving asbestos, the Asbestos Management Plan must be reviewed and updated. |
|  | **WASTE REMOVAL** |
|  | Disposing of asbestos waste, inclusing waste potentially containing ACMs must be double bagged in accordance with the HSE’s Equipment and Method sheet [em9](http://www.hse.gov.uk/pubns/guidance/em9.pdf). |
|  | Asbestos Waste must be treated as a Hazardous/Special Waste and disposed by a Registered Waste Carrier in the manner and within the appropriate timescales as agreed with the Enforcing Authority to a specified licensed tip that accepts asbestos waste. See Waste Management Reference Material ([ENV-RM-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8609)). |
|  | The Site Lead must obtain and file all records of Consignment Notes, Haulier registration and Land Fill Site License information. |
|  | **COMPLETION OF WORKS** |
|  | All asbestos survey records and Site Clearance certificates etc. must be passed to the Client and included within the Health and Safety File on completion of the project, including any Site Clearance certificates for reoccupation |
|  | Where asbestos is to remain in the building after the completion of the construction or refurbishment work, this information must be kept in the health and safety file. |
|  | When work with asbestos comes to an end, the work area must be thoroughly cleaned before being handed over for reoccupation or for demolition. All visible traces of asbestos dust and debris must be removed and a thorough visual inspection carried out. |
|  | Where the work is licensable then a four-stage clearance procedure, which includes air sampling must be carried out and a certificate for reoccupation issued by the Licensed asbestos contractor. |
|  | Where licensable work is done out of doors (e.g. soffit removal), then clearance air sampling will not be needed. In this situation, the certificate for reoccupation must still be completed, but without stage 3 (air monitoring). |
|  | Clearance air sampling is not required for non-licensable work. However, a written statement of cleanliness will be required for the work area for some non-licensable work with enclosures, e.g. after large-scale removal of textured coatings. The occupier must be provided with a written statement stating that the area has been thoroughly cleaned and visually inspected to make sure that no visible traces of dust and debris remain and the area is suitable for reoccupation. |

| ACRONYMS AND Definitions | |
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| **ACM** | Asbestos Containing Material |
| **ARCA** | Asbestos Removal Contractors Association |
| **ASBESTOS** | Asbestos means the following fibrous silicates:   1. asbestos actinolite 2. asbestos grunerite (amosite) 3. asbestos anthophyllite 4. chrysotile 5. crocidolite 6. asbestos tremolite. |
| **ASBESTOS CEMENT** | A material which is predominantly a mixture of cement and chrysotile and which when in a dry state absorbs less than 30% water by weight. |
| **ASBESTOS COATING** | A surface coating which contains asbestos for fire protection, heat insulation or sound insulation but does not include textured decorative coatings. |
| **ASBESTOS INSULATING BOARD (AIB)** | Any flat sheet, tile or building board consisting of a mixture of asbestos and other material except:   1. asbestos cement 2. any article of bitumen, plastic, resin or rubber which contains asbestos, and the thermal or acoustic properties of the article are incidental to its main purpose. |
| **ASBESTOS INSULATION** | Any material containing asbestos which is used for thermal, acoustic or other insulation purposes (including fire protection) except:   1. asbestos cement, asbestos coating or asbestos insulating board 2. any article of bitumen, plastic, resin or rubber which contains asbestos and the thermal and acoustic properties of that article are incidental to its main purpose. |
| **Asbestos Management Survey** | Locates, as far as reasonably practicable, the presence of any suspect ACMs which could be damaged or disturbed during normal occupancy including foreseeable maintenance and to assess condition to allow decisions to be made as to whether to repair, encapsulate or remove ACM installations. It usually involves sampling/analysis, but can also include presuming the presence of asbestos for areas that are difficult to access. |
| **Asbestos Refurbishment and Demolition Survey** | A survey carried out before any refurbishment or demolition work is carried out. It is fully intrusive and may involve destructive testing and inspection of all areas including those that may be difficult to access. |
| **BROWNFIELD** | An area of land that was previously developed, often but not always for industrial and commercial purposes. |
| **IATP** | Independent Asbestos Training Providers |
| **NNLW** | [Notifiable Non-Licensed Work](http://www.hse.gov.uk/asbestos/licensing/notifiable-non-licensed-work.htm) |
| **SITE CLEARANCE CERTIFICATE FOR REOCCUPATION** | A certificate issued to confirm that premises or parts of premises where work with asbestos has been carried out have been thoroughly cleaned upon completion of that work in accordance with regulation 17 of the Control of Asbestos Regulations 2012 |
| **UKAS** | United Kingdom Accreditation Service |
| **UKATA** | United Kingdom Asbestos Training Association |
| **SITE LEAD** | The person directly responsible for the Health and Safety of all employees, subcontractors and third parties, and for the care of the environment, affected by our works. |
| **REASONABLY PRACTICABLE** | Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you may not need to take action if it can be demonstrated that it would be grossly disproportionate to the level of risk. |
| **RED TEXT** | Not yet available, use current BMS for relevant document |

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| INPUTS | | |
| **Reference** | **Type** | **Title** |
| SI 2012 No. 632 | Legislation | [The Control of Asbestos Regulations 2012](http://www.legislation.gov.uk/uksi/2012/632/contents/made) |
| [L143](http://www.hse.gov.uk/pubns/priced/l143.pdf) | ACOP and guidance | Managing and working with asbestos- Control of Asbestos Regulations 2012. Approved Code of Practice and guidance |
| [INDG223](http://www.hse.gov.uk/pubns/indg223.pdf) | External Guidance | Managing asbestos in buildings - A brief guide |
| [HSG264](http://www.hse.gov.uk/pubns/priced/hsg264.pdf) | External Guidance | HSE Asbestos: The survey guide |
| [HSG248](http://www.hse.gov.uk/pubns/priced/hsg248.pdf) | External Guidance | HSE Asbestos: The analysts' guide for sampling, analysis and clearance procedures |
|  | External Guidance | [HSE Asbestos Essentials](http://www.hse.gov.uk/asbestos/essentials/) and Guidance on Information, Instruction and Training |
| [HSF-PR-0069](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8602) | Procedure | Managing Asbestos (Facilities Management) |
| [HSES-PR-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639) | Procedure | Incident Reporting and Investigation |
| [HSF-RM-0069a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8601) | Reference Material | Asbestos & Removal – Detailed Advice |
| [ENV-RM-0036c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8750) | Reference Material | Contaminated Land |

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| OuTPUTS | | | |
| **Reference No.** | **Document Title** | **Responsibility** | **Retention Period** |
| N/A | Asbestos survey information | Asbestos Coordinator | 40 years |
| [HSES-PR-0005a-e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8575) | Incident Report and Investigation | Site Lead | 40 years (health related) |
| [HSF-SF-0014a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8577) | Method Statement Appraisal (Asbestos) | Site Lead | 3 years or Project duration |
| [HSF-TF-0014a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8605) | Asbestos Management Plan | Asbestos Coordinator | 40 years |
| [HSF-SF-0069a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8590) | Potential Asbestos Exposure Register | Asbestos Coordinator | 40 years |
| N/A | Site Clearance Certificate for re-occupation (where applicable) | Asbestos Coordinator | 40 years |