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| Scope |
| This procedure applies to all Company offices and facilities and Joint Venture projects where the Company Management System has been adopted by the JV Board as listed on the Asbestos Management Plan Property List HSF-RM-0069c. Where the Company is required to operate another party’s Management System it will be assessed by the Project Lead with assistance from the Asbestos Co-Ordinator/Deputy Asbestos Co-Ordinator. The proposed procedure must be of equal standard to this procedure and formally adopted. |

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| Purpose |
| The purpose of this document is to ensure that Balfour Beatty companies comply with their responsibilities and duties under the [Control of Asbestos Regulations (CAR) 2012](http://www.legislation.gov.uk/uksi/2012/632/contents/made) and to clearly set out the mechanism and roles & responsibilities in place to ensure that ACMs are correctly managed where Balfour Beatty are in occupation of a non-domestic premises.  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 derogation procedure. |

Procedural Requirements

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|  | **TRAINING AND COMPETENCIES** |
|  | All Responsible Persons (Asbestos) must receive as a minimum: |
|  | * 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) within the previous 12 months |
|  | * A briefing on this procedure |
|  | Asbestos Coordinator and Deputy: |
|  | * 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) |
|  | * UKATA – [Duty to Manage (Appointed Person)](http://www.ukata.org.uk/duty-to-manage-appointed-person/) or IATP asbestos management training |
|  | All persons who occupy a building with Asbestos Containing Materials (ACMs) must be briefed on the location of ACMs, so that the ACM will not be disturbed during normal occupational activities. Occupants must be instructed not to do anything which could damage or disturb known ACMs and to report any accidental damage promptly. |
|  | If you have no intention of removing asbestos but work on buildings constructed or refurbished before 2000, it is foreseeable that asbestos could be present in the fabric of the building.  Awareness Training must be given to employees, whose work could foreseeably disturb the fabric of a building and expose them to asbestos fibres, or those who supervise or influence the work. In particular, training must be given to those workers in the refurbishment, maintenance and allied trades where it is foreseeable that ACMs may become exposed during their work. |
|  | * 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) within the previous 12 months |
|  | * IATP asbestos awareness training |
|  | UKATA training can be validated via the [UKATA](http://www.ukata.org.uk) website. |

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|  | **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). This 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/About-Accreditation/Accredited-Bodies/inspection-body-schedules.asp#abestos).  It is important to understand that there are two different types of survey: |
|  | * Management surveys (asbestos for normal day-to-day occupation and maintenance of the building), and |
|  | * 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). |
|  | Further supply chain competencies (Removal Contractors, Analysts and Laboratories etc.) are detailed within the ‘Working with Asbestos (Construction Phase)’ procedure ([HSF-PR-0014](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8606)). |

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|  | **SCOPE OF PROPERTIES** |
|  | There are currently over 200 properties within the Balfour Beatty estate. These properties are a mixture of freehold, leasehold, licence or other occupation arrangements (e.g. Client share). |
|  | Under [CAR 2012](http://www.legislation.gov.uk/uksi/2012/632/contents/made) Balfour Beatty are the ‘Dutyholder’, where Balfour Beatty have a repair, whole life / life cycle or maintenance obligation under the terms of our property occupation and / or where we have ‘control’ of a property. |
|  | A full list of properties detailing whether the ‘Dutyholder’ is Balfour Beatty and / or a 3rd Party can be found on the Asbestos Management Plan Property List (HSF-RM-0069c). |
|  | **ROLES AND RESPONSIBILITIES** |
|  | The UK Property Director is responsible for the overall governance of this procedure and acts as the budget holder for the permanent property estate. |
|  | The SBU Managing Directors are responsible for the HSES governance of their business unit and act as the budget holder for the Contract Property Estate. |
|  | The SBU Head of HSES is responsible for ensuring that each property with ACMs that has been identified has an assigned **Responsible Person (Asbestos).** This must be recorded in the building’s Health and Safety Plan. |
|  | The **Responsible Person Asbestos** must ensure full compliance with this procedure at their respective properties. |
|  | The Senior Facilities Manager will act as the **Asbestos Co-Ordinator (AC)** and is responsible for the overall management, implementation and review of this asbestos management procedure |
|  | The Building or Property Manager will act as the **Deputy Asbestos Co-Ordinator (DAC)** and is responsible for assisting the AC with their duties. |
|  | Building or Property Managers are responsible for notifying the Property Co-Ordinator of any changes to the property portfolio and, for new properties, providing details of whether or not that property is likely to contain ACMs along with copies of any relevant surveys which have been carried out. |
|  | The Property Co-Ordinator is responsible for ensuring that the Asbestos Management Plan Property List is kept up-to-date in accordance with Property Manager’s instructions. |
|  | The Framework Surveying / Management Company is responsible for: |
|  | * The ongoing monitoring and inspection of existing properties with ACMs |
|  | * Ensuring that a written plan for each property is kept up to date |
|  | * Carrying out new surveys as requested by the Asbestos Co-Ordinator |
|  | * Providing advice and recommendations on any Plans of Work which have been submitted for review by the Responsible Person (Asbestos) in connection with any remedial work which is to be carried out on ACMs |
|  | The Framework Asbestos Contractor is responsible for ensuring that any remedial works to ACMs are carried out in accordance with [CAR 2012](http://www.legislation.gov.uk/uksi/2012/632/contents/made). |
|  | All Employees have a duty to take reasonable care of his or her own health and safety and that of other people who may be affected by his or her acts or omissions. |
|  | **ASBESTOS MANAGEMENT** |
|  | Balfour Beatty as Dutyholder |
|  | For all properties identified as likely to contain ACMs, the Asbestos Co-Ordinator must ensure that an Asbestos Management Survey has been completed in accordance with ISO 17020 and [HSG 264](http://www.hse.gov.uk/pubns/priced/hsg264.pdf). |
|  | The Asbestos Management Survey will detail the location, extent and condition of any suspected ACMs in the building that could be damaged or disturbed during normal occupancy, including maintenance and installation work. |
|  | New surveys will be completed by the Framework Surveying / Management Company. |
|  | The Framework Surveying/Management Company will upload the survey, asbestos register and action plan to their online portal.  Details of all identified ACMs must be transferred to the asbestos register and action plan to determine the risk level, proposed and completed management actions.  The following must also be recorded on the asbestos register and action plan: |
|  | * Areas not accessed during the survey (‘inaccessible areas’) |
|  | * Materials tested and proven not to contain ACMs |
|  | As a minimum, the Asbestos register and action plan must contain the following information: |
|  | * Property ID and Address |
|  | * Survey Ref No and ACM Ref No |
|  | * Location |
|  | * Description |
|  | * Sampled Y/N/Presumed |
|  | * Asbestos Detected Y/N |
|  | * Material Assessment Score and Hazard Band |
|  | * Priority Assessment Score and Hazard Band |
|  | * Overall Risk Rating and Hazard Band |
|  | * Management Actions Required |
|  | * 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 |
|  | To determine the risk level posed by each ACM, a 2 stage risk assessment will be made by the Framework Surveying/Management Company, obtaining the necessary input from the Responsible Person (Asbestos) or Asbestos Co-Ordinator: |
|  | 1. The first stage will be a ‘material assessment’ which is completed as part of the management survey by the Framework Surveying/Management Company in accordance with [HSG 264](http://www.hse.gov.uk/pubns/priced/hsg264.pdf). This assesses the likelihood of the ACM to release fibres and each ACM will be given an individual hazard rating |
|  | 1. The second stage will be a ‘priority assessment’ which assesses the likelihood of the ACM to be disturbed. To make this assessment the normal occupant activity, likelihood of disturbance, human exposure potential and maintenance activity are all given individual scores. |
|  | This overall risk rating is then used to determine the management actions required. See reference material [HSF-RM-0069b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8589) for more information. |
|  | If asbestos is in good condition and is not likely to be damaged, worked on or disturbed it is usually safer to leave it in place and manage it. |
|  | If asbestos is in poor condition or likely to be damaged or disturbed then it must be repaired, sealed, enclosed or removed. |
|  | Where the management action is to monitor, the Framework Surveying/Management Company will be used to carry out inspections of the ACMs at the required frequencies. The Framework Surveying / Management Company must also ensure that the asbestos register and action plan is updated on their portal. |
|  | Where the management action is to repair / encapsulate/remove ACMs then the Framework Asbestos Contractor should be used to carry out the proposed work. If other asbestos removal contractors are used, then the Framework Surveying / Management Company should be used to provide advice on any asbestos plans of work which have been prepared by those contractors, prior to undertaking any work involving remedial works or removal of ACMs. |
|  | The Responsible Person (Asbestos) must notify the Framework Surveying / Management Company of any potential changes to the use of areas containing ACMs so they can amend the priority assessment and risk rating |
|  | The Asbestos Management Plan shall be reviewed at 12 monthly intervals and/or at an earlier interval if it is suspected that the plan is no longer valid or there has been a significant change. The plan needs to refer to the Asbestos register and appropriate action taken when circumstances change, e.g. when the condition of recorded ACMs deteriorates through inadvertent damage. |
|  | 3rd Party Dutyholders (where Balfour Beatty are in occupation) |
|  | The Asbestos Co-Ordinator will ensure a review of the 3rd party duty holder’s management system for ACMs is carried out to check it satisfies their responsibilities under [CAR 2012](http://www.legislation.gov.uk/uksi/2012/632/contents/made). |
|  | **ON-GOING MANAGEMENT** |
|  | New properties |
|  | For all new properties in both the contract and permanent estate Property Managers must ensure that the Property Co-Ordinator is provided with details of the new property, whether or not it is likely to contain ACMs and if so a copy of any asbestos management surveys which have previously been carried out. |
|  | The Asbestos Co-Ordinator (or their deputy) will assess whether or not the survey has been undertaken by a surveying company accredited as per section 2.  If not the Framework Surveying / Management Company must be instructed to carry out an asbestos management survey at the new property by the Asbestos Co-Ordinator (or their deputy). |
|  | Void properties |
|  | Void properties containing ACMs will continue to be managed in accordance with this procedure until the property has been disposed of. For void properties with the Permanent Estate which fall under the responsibility of the Property Team, the Asbestos Co-Ordinator will assume the duties of Responsible Person (Asbestos). For void properties within the Contract Estate the responsible SBU must ensure that a Responsible Person (Asbestos) is retained until the property is disposed of. NOTE: The Responsible Person (Asbestos) does not need to be based at the property. |
|  | Vacated (Non-Void) properties |
|  | Property Managers must notify the Property Co-Ordinator when a property has been disposed of, the Property Co-Ordinator must ensure that the status of the property on the Asbestos Management Plan Property List (HSF-RM-0069c) is changed to ‘DISPOSED’.  The Property Co-Ordinator must then ensure that the Framework Surveying/Management Company is notified to archive any asbestos records on their portal. Copies of records will be sent (if requested) to the new occupier or owner. |
|  | Sub-Let Properties |
|  | Sub-let properties will remain on the Asbestos Management Plan Property List (HSF-RM-0069c) until they have been disposed of. The dutyholder details will be changed to reflect the tenancy agreement that is in place. It will be the responsibility of the Property Managers to notify the Property Co-Ordinator of such changes. |
|  | Maintenance, construction or installation work |
|  | Any maintenance, construction or installation works within buildings containing ACM’s must be in accordance with the ‘Working with Asbestos (Construction Phase)’ procedure ([HSF-PR-0014](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8606)). |
|  | Before any work is undertaken that has the potential to disturb the fabric of the building, then an asbestos refurbishment or demolition survey must be carried out in accordance with [HSG264](http://www.hse.gov.uk/pubns/priced/hsg264.pdf). |
|  | Before any maintenance, construction or installation works is undertaken at a property which contains ACMs, the Responsible Person (Asbestos) must ensure that the persons undertaking work at the property are briefed on the location of any known ACMs. |
|  | The Framework Surveying / Management Company can be used to carry out any demolition / refurbishment surveys required. If the framework company is not used then the surveying organisation used must meet the accreditation criteria in section 2 and the Responsible Person (Asbestos) must also ensure that the survey is passed onto the Framework Surveying / Management Company who will update their portal. |
|  | The Framework Asbestos Contractor should be used to carry out any work which involves the repair, removal or potential disturbance of ACMs, if an alternative contractor is used then the Framework Surveying / Management Company must be used to review the Asbestos Plan of Work written by the contractor in relation to the proposed work. |
|  | The Responsible Person (Asbestos) must ensure that all details of removal or repair work are passed onto the Framework Surveying / Management Company so they can update the information on their portal. |

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|  | **EXPOSURE TO ASBESTOS EMERGENCY PROCEDURES** |
|  | If any person suspects the presence of previously unknown ACMs, all work must cease and the area evacuated and quarantined. The Responsible Person (Asbestos) must be informed immediately. |
|  | In addition, the following steps must be taken: |
|  | 1. Instruct people not to enter the area. Anyone in the work area affected who is not wearing PPE, including RPE, leaves that area immediately |
|  | 1. Fix a notice or safety sign to each entrance to the area with the instruction ‘NO ENTRY - CONTACT [name]’ in red on a white background and in a prominent size and location |
|  | 1. If external, cordon off the area wherever practicable |
|  | 1. Inform the HSE Advisor and Line Management |
|  | 1. Seek advice from a suitably qualified asbestos expert to determine the nature of the material and take action accordingly |
|  | 1. Report the incident in accordance with [HSF-PR-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639) |
|  | 1. Make arrangements to decontaminate anyone who is contaminated with dust and debris |
|  | 1. Take measures to contain and reduce fibre release |
|  | Background tests of the affected area must be arranged. If the results are above the clearance indicator the unintentional exposure to asbestos must be recorded on the Incident Investigation Form ([HSES-SF-0005a-e).](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8575)  This will also apply to a supply chain member or other party affected by Company work. |
|  | Suitable counselling and occupational specialist health advice may be sought for those who have been potentially exposed to asbestos. |
|  | Where asbestos fibres have been released into the air an assessment must be made, in conjunction with the H&SE Function, regarding the need to notify the Enforcing Authority of the incident (as a Dangerous Occurrence under [RIDDOR](http://www.legislation.gov.uk/UKSI/2013/1471/contents/made)). |
|  | 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. |

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| ACRONYMS AND Definitions | |
| **ACMs** | Asbestos Containing Materials |
| **ACoP** | Approved Code of Practice |
| [**CAR (2012)**](http://www.legislation.gov.uk/uksi/2012/632/contents/made) | The Control of Asbestos Regulations 2012 |
| **HSES** | Health, Safety, Environment & Sustainability |
| **SBU** | Strategic Business Unit |
| **Contract Property Estate** | Properties identified as ‘Contract Estate’ by the UK Property Team Property Managers and held within their property database |
| **Permanent Property Estate** | Properties identified as ‘Permanent Estate’ by the UK Property Team Property Managers and held within their property database |
| **Responsible Person (Asbestos)** | Person responsible at the premises for ensuring compliance with this asbestos procedure & management plan |
| **RED TEXT** | Not yet available, use current BMS for relevant document |

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| INPUTS | | |
| **Reference** | **Type** | **Title** |
| [SI.2012 No. 632](http://www.legislation.gov.uk/uksi/2012/632/contents/made) | Legislation | The Control of Asbestos Regulations 2012 |
| [L143](http://www.hse.gov.uk/pubns/priced/l143.pdf) | Legislation | Managing and working with asbestos- Control of Asbestos Regulations 2012. Approved Code of Practice and guidance |
| [INDG223(rev5)](http://www.hse.gov.uk/pubns/indg223.pdf) | External Guidance | Managing asbestos in buildings - A brief guide |
| [HSG 264](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 |
| [HSF-PR-0014](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8606) | Procedure | Asbestos (Construction Phase) |
| [HSF-RM-0069a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8601) | Reference Material | Asbestos & Removal – Detailed Advice |
| [HSF-RM-0069b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8589) | Reference Material | Asbestos Duty Holder & Assessing the Risk |
| [HSES-PR-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639) | Procedure | Incident Reporting and Investigation |

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| OuTPUTS | | | |
| **Reference No.** | **Document Title** | **Responsibility** | **Retention Period** |
| HSF-RM-0069c | Asbestos Management Plan – Property List | AC/DAC | 40 years |
| N/A | Asbestos Register & Action Plan (Held on Framework Surveying/Management Companies online portal | AC/DAC | 40 years |
| [HSF-SF-0069a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8590) | Potential Asbestos Exposure | RPA | 40 years |
| [HSES-SF-0005a-e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8575) | Incident Report and Investigation Form | Site Lead | 3 Years |