# Asbestos Management Standard

**SHEMS-STD-GR-041**

Unitas
Stoke-on-Trent Ltd.

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# 1 Introduction

The purpose of this standard is to set out the requirements for the safety and health of anyone whilst working around or with Asbestos Containing Materials (ACM's).

**It is the policy of Unitas not to allow Unitas employees to sample, remove or work with Asbestos containing materials except where they are specifically identified, trained and authorised, or are part of a licensed asbestos removal unit.**

**This standard requires that:**

- **No contractor works with ACM's unless they have the specific competence required for that activity.**
- **Only licenced persons/organisations are engaged to conduct licencable work for or on behalf of Unitas.**

# 2 Scope

The scope of the SHEMS covers all persons, workplaces and operations in our Business.

Exceptions will be documented through a SHEMS appendix B process (SHEMS-FOR-GR-999), jointly authorised by Unitas SHE Director and Business Stream Director Responsible for coordinating SHE.

Unitas SHEMS Manual (SHEMS-STD-GR-003) provides guidance and signposting for the compliance, implementation, monitoring, audit and review of our systems, demonstrating continual improvement and achievement of Company objectives.

## 2.1 External References

- Control of Asbestos Regulations 2012
- Managing and Working with Asbestos. Control of Asbestos Regulations 2012. ACOP and guidance L143 2nd Ed pub 2013
- Asbestos, the Analysts' guide for sampling, analysis and clearance procedures (2005) HSG248
- Asbestos: The survey guide (2010) HSG264
- Asbestos: The licensed contractors' guide (2006) HSG247
- HSG210 "Asbestos Essentials" (2008). http://www.hse.gov.uk/asbestos/essentials/index.htm
- CL:AIRE Asbestos in Soil Guidance (CAR-SOIL).
- Decision support tool for the categorisation of work activities involving asbestos in soil and construction and demolition materials… (JIWG 2016) www.claire.co.uk/projects-and-initiatives/asbestos-in-soil?showall=&start=6
- Respiratory protective equipment at work: A practical guide (2005) HSG53 Fourth Edition
- Current information relating to asbestos can be obtained from the HSE Asbestos website at http://www.hse.gov.uk/asbestos

## 2.2 Definitions and Acronyms

| | |
|---|---|
| ACM's | Asbestos containing materials (including those contained in Asbestos Containing Soils) |
| AIB | Asbestos insulating board |
| NNLW | Notifiable non-licenceable work |
| UKAS | UK Accreditation Services |

# 3 Unitas Requirements

Asbestos products can be extremely hazardous. Asbestos is a known carcinogen and the inhalation of Asbestos fibres can be life threatening. It was used extensively in buildings up until the late 1980's, being finally banned from the UK in 1999.

Buildings constructed in the UK before 1999 must be assumed to contain asbestos materials (ACMs) and evidence of their location or absence shall be obtained through appropriate surveys (see section 3.3). Even buildings constructed after 1999 may contain ACMs and evidence of location or absence shall be obtained through access to health and safety files or surveys (sections 3.3 and 4).

It is the policy of Unitas not to allow Unitas employees to sample, remove or work with Asbestos containing materials except where they are specifically identified, trained and authorised as described in section 4.1.2 or are part of a licensed asbestos removal unit.

There are six key activities which need to be managed:

- Asbestos management in Premises (section 4)
- Surveying, sampling and analysis (section 3.3)
- Asbestos Removal (section 5.2)
- Work associated with asbestos, requiring a licence (sections 3.2 & 5)
- Work associated with asbestos, which is notifiable work not requiring a licence [NNLW] (sections 3.2 & 6.4)
- Work associated with asbestos, not notifiable and not requiring a licence. (sections 3.2 & 6.2)

Additional support material is available in the relevant Minimum Standards.

Any work where Asbestos may be present requires appropriate information, instruction, training, controls and specific insurance cover.

If the presence of ACM's is suspected work shall not commence (or if underway shall cease) until the nature of the material is established by a competent asbestos surveyor and analyst or by reference to definitive survey information.

Asbestos can be found in many locations, including (but not limited to) the following:

- Thermal and acoustic insulation
- Fire protective coatings
- Sacrificial shuttering
- Electrical and mechanical installations
- Water cisterns and pipework
- Bath panels
- Duct, riser and access panels
- Ceiling and wallboards
- Fascia and soffit boards, gutters and downpipes
- Boiler flues, gaskets and ropes
- Roof and cladding sheets and tiles
- Floor tiles and linoleum floors including backing paper
- Textured coatings (Artex etc.)
- Fuses and meter cupboard boards

- Bituminous products (roofing felt, damp-proof courses, sink pads, flooring adhesive)
- Underground services e.g. asbestos cement water pipes
- Buried in soil or made ground
- Fly-tipped or dumped material.

## 3.1 Competence

Only individuals who have undergone courses of training which comply with the requirements of the Control of Asbestos Regulations 2012, and are able to demonstrate that they hold appropriate accreditation for the type of work they are to undertake, shall be allowed to carry out work.

This applies to holders of ancillary licences (for example scaffolders must demonstrate both scaffolders' registration and evidence of asbestos training), surveyors and analysts.

Organisations carrying out analysis, air monitoring, clearance inspection and certification must demonstrate appropriate UKAS accreditation for the scope of their work.

### 3.1.1 Awareness Training

Awareness training shall have been completed by those likely **to encounter and possibly disturb ACMs** or cause others to do so and staff who put people to work. This would include those involved in refurbishment, demolition and maintenance, or carrying out excavation where asbestos may be encountered and it shall meet the requirements of ACoP L143 paragraphs 232-236. The training should cover the following topics:

- The properties of asbestos and its effects on health
- The types and likely occurrence of asbestos and ACMs in buildings, soils and plant
- The general procedures to be followed to deal with an emergency, for example the uncontrolled release of asbestos dust
- How to avoid the risks from asbestos

Training shall be delivered by audited UKATA/IATP organisations or equivalent.

Those who deliver initial training must have as a minimum the BOHS P405 qualification or equivalent. In addition to this they should have personal practical experience and a theoretical knowledge of relevant aspects of the work being carried out as required by ACoP L143 paragraph 258.

Face-to-face training is preferable to online or e-learning, however e-learning will be accepted for supply chain members, but shall have been delivered by audited UKATA/ IATP organisations or equivalent.

As a minimum, refresher training shall be completed every twelve months and training records updated as appropriate.

Refresher training should not be a repeat of the initial training but relevant to their specific work. This refresher training can be delivered by a person with relevant skills, knowledge and experience within their employer's organisation for example by Tool Box Talks or e-learning.

### 3.1.2 Competence for work on ACMs (including surveying and ancillary work)

For those carrying out any work on asbestos containing materials, only those who have undergone further training which complies with the requirements of the Control of Asbestos Regulations 2012, as explained in ACoP L143 paragraph 225, and are able to demonstrate their training and competence for the type of work they are to undertake, shall be allowed to carry out work. This includes surveyors, highways asset inspectors, supply chain partners, holders of ancillary licences and removal licences.

Refresher training shall be completed every twelve months and training records updated as appropriate. The training shall be appropriate to the works to be undertaken. As per ACoP L143 there is no requirement for Asbestos awareness training to be repeated in full.

## 3.2 Licences and Work on Asbestos Containing Material

### 3.2.1 Licence Categories

Licences are issued by the Health and Safety Executive (HSE) and fall into the following categories:

- Work which consists of the removal, repair or disturbance of asbestos
- Work which is ancillary to such work (ancillary work), e.g. scaffolding and contaminated equipment maintenance
- Supervising work described above (where there is direct supervisory control over those carrying out the work as opposed to normal sub-contract arrangements where direct supervision is the responsibility of the sub-contractor/supply chain partner)

### 3.2.2 Work requiring a Licence

This is work with Asbestos Containing Materials where:

- it is not "sporadic and of low intensity"
- or the risk of exposure to fibres is high (the control limit will or is liable to be exceeded)
- or it is on asbestos coatings
- or it is on Asbestos Insulation Board (AIB) or Asbestos Lagging (and not short duration work).

Typical materials include loose sprayed materials, asbestos laggings and coatings and Asbestos Insulation Board (AIB).

### 3.2.3 Sporadic and Low Intensity Work (Not Requiring a Licence)

This is normally work with forms of Asbestos where the product is bound tightly within a matrix, or the risk of fibre release is below the threshold level, and where work is "sporadic and low intensity". Typically this includes work with textured coating, cement based materials, plastic tiles and cisterns (this may include extremely limited work with AIB). The risk from exposure is low as the fibres are bound within the matrix.

Where the potential risk of exposure is assessed by a competent person as being below the levels identified in the HSE publication, "Managing and Working with Asbestos Control of Asbestos Regulations 2012" ACoP L143 paragraphs 32 – 41, the works may not require a licence.

This type of work may be notifiable as "Notifiable non-licensed works" [NNLW]. Additional requirements apply to work in this category, see section 6.4

Such works are to be completed in accordance with the HSE's "Asbestos Essentials" standards.

No work shall be carried out by any Unitas employee with the exception of work carried out by those trained and authorised, and under strictly controlled arrangements in accordance with arrangements, standards and controls agreed with Unitas insurers.

The work is best carried out by the holder of an asbestos removal licence to ensure the competence of the workforce, compliance with exposure limits, medical requirements and control of the works.

## 3.3 Surveying, sampling and analysis

There are two types of survey available; Management Survey and Refurbishment and Demolition Survey.

Where surveys are commissioned by Unitas, SHEMS-FOR-GR-157 (Unitas Requirements for Asbestos Surveys) should be used.

- In addition to a survey on relevant buildings/structures, where there is a reasonable expectation of asbestos in soil or made ground, such as on brown-field sites, the survey and site investigation should be appropriate to the nature of the ground and the work to be undertaken. Guidance is provided in CL:AIRE Asbestos in Soil Guidance (CAR-SOIL).

### 3.3.1 Management Survey,

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

### 3.3.2 Refurbishment and Demolition Survey

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

Surveying of premises and the taking of samples shall only be carried out by competent surveyors with personal certification to BOHS P402 or equivalent and whose organisation should be accredited by UKAS to BS EN 17020.

Analysis of samples (bulk analysis) must only be carried out by trained and authorised individuals (BOHS P401 or equivalent) who must be part of an organisation accredited by UKAS to BS EN17025 and carried out by a laboratory accredited by UKAS to BS EN17025.

Air sampling, fibre counting, and 4 stage clearances must only be carried out by trained and authorised individuals who must be part of an organisation that is wholly independent of the organisation carrying out the removal works, accredited by UKAS to BS EN17025, and carried out by a laboratory accredited by UKAS to BS EN17025 (although the counting may be carried out on site).

Individuals must hold the following training certificates (or equivalent):

- Air Sampling & Fibre Counting – BOHS P403
- Clearance testing – BOHS P404.

## 3.4 Supply Chain including Insurance

Authorised supply chain (sub-contractors) used for removal of ACMs, licensed or unlicensed works, must be checked by the Project Manager to verify that the authorised supply chain partner holds valid and appropriate (Asbestos) insurance cover commensurate with the value* of the specific work, premises and risk.

Surveyors and analysts shall also produce evidence of suitable insurance. This will include Professional Indemnity as well as Employers and Public Liability Insurance.

The Unitas Commercial Team shall be consulted and kept informed to ensure that any policy limitations are recorded and acted upon.

**Authorised supply chain means a contractor that is competent to work with ACM's (normally one whose business activities include the licensed removal of asbestos containing materials); has been verified as able to complete such work; is insured in respect of the same; has been authorised by a Unitas Director and recorded eg using the Sub–contractor order form.**

## 3.5 Setting to Work

### 3.5.1 Setting to Work -Supply Chain Partners

Before setting a supply chain partner (contractor) to work, the requirements of Unitas's Impact & Risk Assessment Management Standard (SHEMS-STD-GR-014) must be followed, in particular, the assessment and review of risk assessments, impact registers, method statements and notifications to the HSE.
A plan of works shall be created by the supply chain partner for each asbestos project and evaluated against the requirements of ACoP L143 and the scope of works to be carried out in accordance with

- SHEMS-FOR-GR-021 Asbestos Plan of Work Checklist (Licensed)
- SHEMS-FOR-GR-022 Asbestos Plan of Work Checklist (Non-Licensed)

Reference should be made to the relevant Unitas Asbestos Minimum Standards.

For licenced work, the review of the method statements (Plan of Work) should be carried out with assistance from the project SHE Adviser and Asbestos Co-ordinator.

Only those trained and authorised as competent shall be permitted to work with Asbestos containing materials (ACMs)

### 3.5.2 Setting to Work – Unitas

In circumstances where Unitas does have trained and authorised supervisors and operatives to carry out minor maintenance (non-licensable works, whether notifiable or not) these shall be carried out under strictly controlled arrangements, processes and controls agreed with Unitas insurers.

Selection of Unitas employees shall be made taking into account their training, skills, knowledge and experience, and strictly limited to those areas.

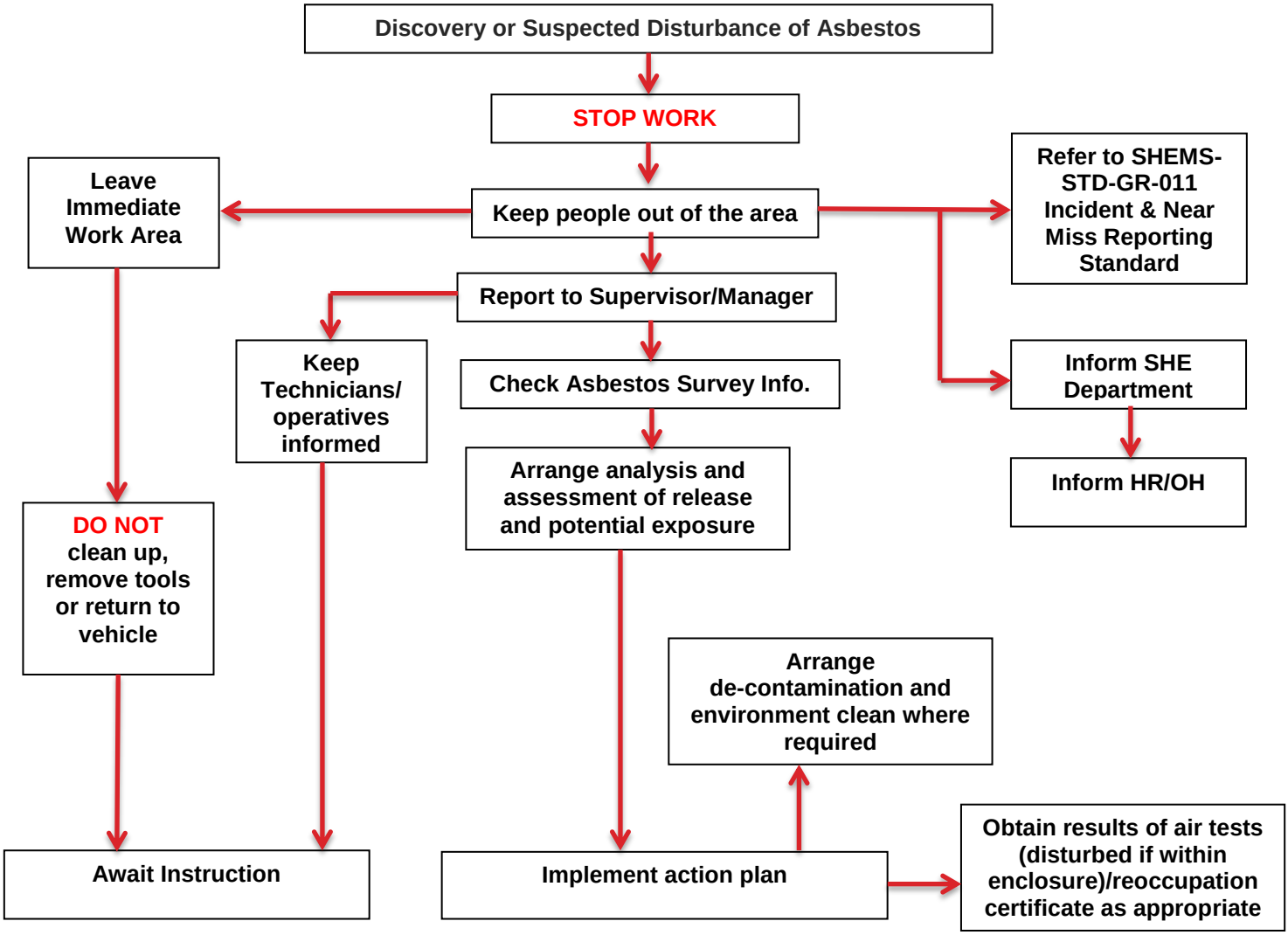
Before setting Unitas employees to work, the requirements of Unitas's Impact & Risk Assessment Management Standard (SHEMS-STD-GR-014) must be followed, in particular, the assessment and review of risk assessments, impact registers, method statements and notifications to the HSE.

A plan of works shall be created for each asbestos project and evaluated against the requirements of ACoP L143 in accordance with SHEMS-FOR-GR-022 Asbestos Plan of Work Checklist (Non-Licensed).

Reference should be made to the relevant Unitas Asbestos Minimum Standards.

Unitas employees authorised to carry out work shall be strictly limited to the scope and areas of their training (section 3.1) and appropriate medicals (section 3.7).

## 3.6 Emergencies, including discovery and/or suspected disturbance of ACMs




Accidental damage is any damage, in any form, to an ACM. Even minor disturbance may release fibres.

Before starting work on sites that are known to contain asbestos, an emergency plan must be created. For maintenance activities this may be in the form of a standard briefing.

The emergency plan shall include how the area should be isolated, decontaminated, controls (including how the clear up is to be undertaken) and the reporting process for the Site and Project Managers.

Where work is being carried out on asbestos containing materials, the Asbestos Plan of Work shall include emergency arrangements which provide more detailed directions and must be followed. This will cover actions such as isolation, personal decontamination, enclosure management etc.
**If there is any doubt that Asbestos fibres may have been released, work must be stopped immediately.**

In the event of accidental disturbance/discovery the area shall be isolated and personnel should leave the immediate work area but remain at the workplace. They should not disturb any materials (including clearing up) and the supervisor and manager must be informed by the quickest possible means.

Where visible or suspected asbestos is discovered unexpectedly in soils, the actions identified in CIRIA report 765 (section 2) are to be followed. These provide additional detail to the above, which includes the need to barrier off the location and dampen down.

Where a task specific emergency plan is in place as part of the work on ACMs (such as removal etc.) then that plan must be followed.

The supervisor or manager shall;

- Implement the site asbestos Emergency Plan and any task specific emergency plan
- Contact their SHE Manager/Advisor immediately for notification, advice and support.
- Inform the person responsible for the premises immediately
- Consider, in conjunction with the responsible Unitas line manager, the need to escalate to implementation of the Unitas's Major Incident Response Plan (SHEMS-STD-GR-013)
- Follow the Unitas Incident and Near Miss Management Standard (SHEMS-STD-GR-011)
- Complete the Discovery of Potential Asbestos Record Sheet (SHEMS-FOR-GR-156)
- Details of the material, circumstances of release and results of any re-arranged monitoring, analysis or assessment, along with the details of any person(s) potentially exposed to asbestos fibres must be provided immediately to the Occupational Health (OH) provider/HR.

The OH Manager will contact the person(s) employer(s), and (for Unitas employees) will arrange for their GP to be informed. Unitas Human Resources Department is also to be notified.

## 3.7 Occupational Health Medicals and Monitoring

Holders of Licencable work medicals *are* permitted to carry out NNLW without obtaining an additional medical certificate however those holding NNLW medical certificates must undergo the more detailed medical for licencable work, and produce the appropriate certificate.

The main differences between the two medicals and certificates are:

| **Licencable Work** | **Notifiable Non Licencable Work (NNLW)** |
|---|---|
| Medical by a HSE appointed doctor | Medical by an "appropriate" fully registered medical practitioner. |
| Valid for 2 years (or less where stated on the certificate) | Valid for 3 years (or less where stated on the certificate) |
| Detailed records of asbestos work carried out, including previous asbestos work. | Simple records of nature, duration and exposure during asbestos work |

Please ensure that both employees and contractors who complete relevant works hold the appropriate medical and that the required records are kept.

Where Unitas employees undertake NNLW they must have current medicals, and be registered for health surveillance. Further advice is available from Unitas Occupational Health

## 3.8 Waste Disposal

Any material containing "free asbestos fibres" (including lagging, asbestos insulation board or friable material), or containing more than 0.1% asbestos by weight is classified as hazardous waste (special waste in Scotland) and is subject to carriage by a licensed waste carrier and must be disposed of at a disposal site holding an appropriate licence

Further details are available in "Guidance on the classification and assessment of waste (1st edition 2015) Technical Guidance WM3 ".

Only quantities less than 0.1% (by weight) Asbestos containing materials may be disposed of in non-hazardous waste disposal sites.

### 3.8.1 Unitas controlled Household Waste Recycling Centres (HWRC's) and Waste Transfer Stations (WTS)

Unitas holds licences at certain Household Waste Recycling Centres and Waste Transfer Stations to accept and transfer defined ACMs, or otherwise operates sites on behalf of client licence holders. Bulked ACMs are then transported to a licenced disposal facility by an approved disposal company to a licensed disposal site.

Further guidance can be found within the Unitas Environmental Standard Waste Management SHEMS-STD-GR-065.

### 3.8.2 Consignment and Transportation of waste ACMs

The transportation of any ACMs is undertaken using holders of waste carriage licence by drivers who are able to demonstrate awareness of the nature of the loads.

All hazardous waste removed from Unitas premises or sites must be accompanied by a properly completed hazardous waste consignment note, including the hazardous waste premises registration code. A copy of each hazardous waste consignment note should be taken before the waste leaves site. The waste carrier is responsible for ensuring that following disposal of the waste at the relevant permitted / licensed facility, a further copy of the hazardous waste consignment note is provided within 3 months showing acceptance of the waste at the facility named on the hazardous waste consignment note (Part E). Legible copies of hazardous waste consignment notes must be kept for three years following collection. Further details are included in the Unitas Waste Management Standard SHEMS-STD-GR-065.

## 4 Premises Management

Where Unitas are occupiers of premises, or where they are responsible for the maintenance of premises as owners, landlords, leaseholders etc., there shall be an Asbestos register (identifying where the asbestos is) and an Asbestos Management Plan (identifying how to ensure that any asbestos is managed, monitored and not disturbed). The plan shall be in place, available, maintained, reviewed and followed in accordance with the Control of Asbestos Regulations 2012.

The "Asbestos Management Plan" should normally be based on a "Management Survey" in accordance with HSE guidance document HSG 264. If a Demolition and Refurbishment survey has been carried out, this will normally be acceptable provided it covers all areas of the premises.

Surveying of premises and analysis of samples shall only be carried out by competent persons/organisations in accordance with sections 3.3 and 3.4

All surveys shall be reviewed using SHEMS-FOR-GR-023 Asbestos Survey Checklist.

### 4.1 Asbestos Management Plan

The Asbestos Management Plan shall include:

- Named Person responsible for the Plan (the director or senior manager responsible for the premises unless otherwise appointed)
- Details of the survey(s) on which it is based
- The arrangements for regular and systematic review of asbestos containing materials, including checks on material condition and identification markings
- Records of reviews, findings and actions taken
- Arrangements for management of ACMs
- Arrangements for provision of information
- Arrangements for setting to work anyone who may disturb ACMs on the premises

- Arrangements for dealing with suspected disturbance of ACMs

The Asbestos Management Plan and Asbestos Survey shall be kept with the Premises Register. SHEMS-FOR-GR-155 Asbestos Management Plan shall normally be used as the template for the Plan

Asbestos Management plans will be reviewed (as a minimum) every twelve months (or more frequently as circumstances and/or environment change) by the Premises/Site Manager and appropriate SHE Manager/advisor/Asbestos competent person. The review should be recorded on SHEMS-FOR-GR-158 Asbestos Condition Check in Premises.

Information on the presence and condition of ACMs must be communicated to employees, supply chain partners/maintenance contractors or anyone else requiring such information including relevant parts of the Asbestos Management Plan, so that the ACMs can be avoided, not disturbed and managed effectively.

Work shall not commence which may disturb ACMs (including regular maintenance) until suitable risk assessments, safe system of works, environmental Impact assessment and effective asbestos controls (including those for the disposal of asbestos as necessary) have been produced and checked as suitable by the Project/Site Manager.

The Asbestos Management Plan shall include access to relevant information as required by the emergency services, with whom arrangements should be made as documented in the Emergency Plan.

## 5 Construction, Demolition or Refurbishment

Where these activities are to be undertaken, the Client (through the Principal Designer where appointed), or person responsible for the maintenance or upkeep of the premises is required to advise the location/occupants of any known asbestos, including provision of survey information.

The survey must be in accordance with HSG 264, with a “Demolition and Refurbishment” (fully intrusive) survey completed for areas where the fabric of the building or structure may be disturbed. It is preferable for surveyors to be independent of the demolition or asbestos removal contractors to be engaged on the work to avoid over-specification of ACMs or lack of attentiveness by the removal contractor. The survey shall be reviewed using form Asbestos Survey Checklist SHEMS-FOR-GR-023 against the scope of works to be carried out.

Where there is a reasonable expectation of asbestos in soil or made ground eg brown-field sites, the survey and site investigation should be appropriate to the nature of the ground and the work to be undertaken. Guidance is provided in CIRIA report C765.

When Unitas are procuring surveys and analysis they must ensure that the Project Manager contacts a member of the SHE Team or another competent person. This is to ensure that those managing and carrying out the surveys fully understand the implications of the survey and adequate precautions are taken within the method statements for that work.

Minor work carried out within a wider construction project, in particular refurbishment, also carries the risk of encountering and potentially disturbing ACMs. This may include drilling holes for cables, fixing through ACMs, encapsulation of ACMs etc. and shall be managed in accordance with this standard.

### 5.1 Appointment of Asbestos Co-ordinator

Where there is the reasonable likelihood of licensable asbestos work on a project, the Contract/Operations Manager (or in their absence director) shall appoint a manager as the responsible “named person” Appointment of Asbestos Co-ordinator (SHEMS-FOR-GR-001) to co-ordinate the management of the asbestos related work (including surveys and clearances) and to liaise with the Unitas SHE Team.

**The appointed Asbestos Coordinator is responsible for ensuring that the requirements of the**

**Unitas Asbestos Standards and Minimum Standards are met. They are not required to carry out all the tasks themselves. Indeed, it is unlikely they will be competent to do so.**

They shall identify to the Project / Operations Manager any circumstances where the Unitas Standards and HSE requirements are not being followed or it is apparent that there is a significant probability that they may not be met.

The Asbestos Coordinator is authorised to stop work (insofar as that work is directly affected by the Asbestos Standards/requirements), or when they consider that people may be put at risk from a lack of control of asbestos containing materials (ACMS).

The Asbestos coordinator will carry out the following duties:

- Ensure a survey has been undertaken in accordance with HSG264 by a surveying organisation accredited by UKAS to BS EN 17020.
- In addition to a survey on relevant buildings/structures, where there is a reasonable expectation of asbestos in soil or made ground eg on brown-field sites, the survey and site investigation should be appropriate to the nature of the ground and the work to be undertaken. CL:AIRE Asbestos in Soil Guidance (CAR-SOIL).
- 
- Ensure the survey was completed by an individual competent to BOHS P402 as a minimum.
- Ensure that relevant information from the survey is in the possession of the Principal Designer and the Unitas project team.
- Review and advise the Contracts / Operations manager to ensure that those who may disturb asbestos have received suitable asbestos awareness training.
- Ensure that a licensed removal contractor has been appointed for removal works, within the scope of their licence and timescales i.e. licence expiry beyond expected completion date, which can be done through the HSE website. www.hse.gov.uk
- Where it is proposed that a contractor other than the holder of an asbestos removal licence is being engaged (for non-licensed works), they shall ensure that the Unitas Asbestos Standards and Minimum Standards are adhered to and that all necessary medicals, RPE controls, insurances and Asbestos Plan of Work/Method Statements are in place and followed.
- They shall check all documentation supplied by asbestos contractors, including medicals, RPE maintenance and face-fit certification, plant certificates etc.
- They will also check the “Plan of Work” and advise on its adequacy using Asbestos Plan of Work Checklist (licensed) SHEMS-FOR-GR-021.
- Ensure that notifications have been forwarded to the HSE in due time, prior to work commencing.
- Carry out regular monitoring of the works using Asbestos Work Monitoring Form (Licensed) SHEMS-FOR-GR-024.
- Ensure that an independent analytical organisation accredited by UKAS to BS EN 17025 has been appointed by Unitas and is to be paid by Unitas. Also that any analyst is competent to BOHS P403/404 as a minimum.
- Obtain records of “4 Stage Clearance” including certificates of re-occupation”.
- Collate all surveys results, removal paperwork and air monitoring within the project Construction Phase Plan.
- Obtain copies of Waste Carriers Licences for those transiting waste and Environmental Permits for disposal sites.
- Ensure that all waste data is captured on the Site Waste Management Plan.

## 5.2 Asbestos Removal

Only holders of HSE issued ‘asbestos removal’ licences shall be contracted/authorised to carry out Work associated with asbestos and then only within the scope of their licences.

Those whose work is ancillary to licensed work, such as scaffolders, may require an “Ancillary” licence.

The requirements of 'Managing and Working with Asbestos. Control of Asbestos Regulations 2012' ACOP L143 must be followed at all times.

This includes:

- Assessment by a competent person
- ASB5 Notification to the HSE, LA or ORR (normally a minimum of 14 days before work starts)
- Preparation of a plan of work including access routes and sketches
- Availability on site of plans, systems of work, records of training and inspections
- Installation of enclosures
- Transit arrangements
- RPE and PPE details with maintenance and test records for RPE and plant
- Personal and background monitoring details
- Establishment of hygiene facilities (including dedicated de-contamination units)
- Establishment and maintenance of exclusion zones
- Waste arrangements (including secure storage)
- Emergency Arrangements
- Clearance arrangements

Unitas shall check the plan of work, using Asbestos Plan of Work Checklist (Licensed Work) SHEMS-FOR-GR-021 against the scope of works to be carried out.

Monitoring will be completed in accordance with the requirements of Asbestos Work Monitoring Form (Licensed Work) SHEMS-FOR-GR-024.

Where required by the plan of work, or where there is particular need to be re-assured that there has been no release of asbestos fibres outside enclosures (such as work close to occupied premises, schools and hospitals), re-assurance monitoring shall be considered. The same requirements will be applied as for re-occupation.

### 5.2.1 Reoccupation or Continuation of Work

Only a UKAS BS EN17020/17025 accredited organisation shall be commissioned to carry out air monitoring as applicable; the 4-stage clearance test required to verify that the work area has been adequately cleaned and is safe to re-occupy and to issue certificates of re-occupation.

The organisation must be appointed directly by the Unitas Business Unit, or where authorised, by a Unitas director, by the Client, **and be independent of the removal contractor.** Insurances to be verified in accordance with section 3.4.

## 6 Maintenance and Minor Works

Where these activities are to be undertaken, the Client or person responsible for the maintenance or upkeep of the premises is required to advise the location/occupants of any known Asbestos.

### 6.1 Surveys and Planning

Before work is carried out, adequate enquiries must be made to identify the location, nature and condition of any ACMs. This information should normally be obtained from asbestos plans and asbestos surveys. It is recognised that this is problematic in relation to maintenance activities, particularly when carrying out responsive/reactive maintenance and emergency repair work.

The obligation placed on those who control non-domestic premises to prepare and maintain asbestos management plans (section 4.1) should mean that information on non-domestic premises is readily available.

However it must be recognised that the information in such plans is usually based on a “management survey” which is generally non-intrusive and therefore may not cover situations where work involves opening up voids, accessing ceilings or penetrating the fabric.

Where information is not available (particularly in domestic premises, where the duty to manage does not apply except to common areas such as lobbies, walkways, ducts and roofs), appropriate survey information shall be obtained from the client.

This may require additional surveys or, for domestic premises, the production of information based on typical premises (housing archetypes), supported by targeted refurbishment and demolition surveys. Surveying, sampling and analysis shall be managed as per requirements of section 3.3

The survey must be in accordance with HSG 264, with a targeted “Demolition and Refurbishment” (fully intrusive) survey completed for areas where the fabric of the building or structure may be disturbed. The surveyors should be independent of demolition or asbestos removal contractors to be engaged on the work. The responsible manager shall ensure that the survey is reviewed using form SHEMS-FOR-GR-023 against the scope of works to be carried out.

A plan of works shall be created by the supply chain partner for each asbestos project and evaluated against the requirements of ACoP L143 and the scope of works to be carried out in accordance with

- SHEMS-FOR-GR-021 Asbestos Plan of Work Checklist (Licensed)
- SHEMS-FOR-GR-022 Asbestos Plan of Work Checklist (Non-Licensed)

Reference should be made to the relevant Unitas Asbestos Minimum Standards.

## 6.2 Non notifiable work, not requiring a licence (Sporadic and low intensity work)

Maintenance work ranges from visual inspections to repair and replacement of building fabric. It may be preventative, planned, reactive or emergency response. All maintenance work carries the risk of encountering and potentially disturbing ACMs. Maintenance works often fall within the category of sporadic and low intensity work (section 3.2.3), but may be notifiable (sections 3.2.2 and 6.4)

Minor work carried out within a wider construction project, in particular refurbishment, also carries the risk of encountering and potentially disturbing ACMs. This may include drilling holes for cables, fixing through ACMs, encapsulation of ACMs etc. Where it is apparent that maintenance work is likely to disturb ACMs it is necessary to identify whether the disturbance or work is likely to be “sporadic and low intensity” or more extensive see section 6.4.

Monitoring shall be carried out and recorded in accordance with SHEMS-FOR-GR-025 Asbestos Work Monitoring Form (Non-Licensed Work)

## 6.3 Working with Buried asbestos cement pipes

This work would normally be sporadic and low intensity work (not requiring a licence), and may be notifiable.

Line managers will be trained for the assessment of this activity and operatives trained in working with asbestos pipes.

Specific Standards and Method Statements/Safe Systems of Work (SSW) will be provided through gang packs, risk assessments and Point of Work risk assessments, with appropriate controls being implemented.

## 6.4 Notifiable Non Licensed Work (NNLW)

All other sporadic and low intensity work (described as "Notifiable Non Licensed Work") must be notified to the HSE by the supply chain partner or, in the case of direct employees ie Unitas Business Unit carrying out the work, before the work starts.

Notification can only be made online through the HSE website:- (https://extranet.hse.gov.uk/lfserver/external/asbnnlw1) using the electronic notification Form ASB NNLW1.

In addition those carrying out the work must hold medical certificates, confirming that a medical examination has taken place. Non Licensable work medicals must be repeated at least every 2 years (section 3.7).

For all NNLW, a Plan of Work is required, containing specific information including an emergency plan and must be available on site.

Records of work (including potential exposure levels) must be maintained by the employer of the person carrying out the work in a format approved by the HSE and kept for 40 years.

A record shall be kept of Unitas employees' daily exposure (such as form SHEMS-FOR-GR-020) which shall be endorsed by the Site/project manager daily; forwarded to the Unitas Occupational Health Manager and retained for 40 years.

Monitoring shall be carried out and recorded in accordance with Asbestos Work Monitoring Form (Non-Licensed Work) SHEMS-FOR-GR-025.

# 7 Unitas Asbestos documentation

**Minimum Standards**

SHEMS-MST-DPS-0035 Asbestos - Decontamination Unit and Hygiene
SHEMS-MST-DPS-0036 Asbestos Enclosures Transit and Waste Routes
SHEMS-MST-DPS-0037 Asbestos Licensable Works
SHEMS-MST-DPS-0038 Asbestos Notifiable Non Licensable Work
SHEMS-MST-DPS-0039 Asbestos Non Notifiable Work

**Forms**

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|---|---|
| SHEMS-FOR-GR-001 | Appointment of an Asbestos Coordinator |
| SHEMS-FOR-GR-020 | Asbestos Notifiable non-licensable Record (Personal exposure) |
| SHEMS-FOR-GR-021 | Asbestos Plan of Work Checklist (Licensable Work) |
| SHEMS-FOR-GR-022 | Asbestos Plan of Work Checklist (Non-Licensable Work) |
| SHEMS-FOR-GR-023 | Asbestos Survey Checklist |
| SHEMS-FOR-GR-024 | Asbestos Work Monitoring Form (Licensable Work) |
| SHEMS-FOR-GR-025 | Asbestos Work Monitoring Form (Non-Licensable Work) |
| SHEMS-FOR-GR-156 | Discovery of Potential Asbestos Record Sheet |
| SHEMS-FOR-GR-155 | Asbestos Management Plan |
| SHEMS-FOR-GR-158 | Asbestos Condition Check in Premises |
| SHEMS-FOR-GR-157 | Unitas Requirements for Asbestos Surveys |