

**UNIVERSITY OF KENT
ESTATES DEPARTMENT**

Working with Asbestos

With the introduction of stricter regulations covering the management of asbestos, it is essential that organisations have a written procedure for dealing with the identification and removal of asbestos containing materials, and for ensuring that staff, Contractors and Consultants are made fully aware of any potential hazard that may arise from the work they are asked to undertake.

To assist with the identification of asbestos material all University buildings have been surveyed and an Asbestos Register is available which is regularly updated.

The following guidelines should be adhered to ensure strict compliance with asbestos regulations.

1. University Maintenance Staff

- Trade Supervisors / Chargehands should be aware of the full extent of the work detailed on each works docket.
- Trade Supervisors / Chargehands must consider if the work is likely to disturb asbestos containing materials.
- Consult the Asbestos Register.
- If the work is likely to disturb asbestos containing materials, inform the Responsible Officer, who will arrange for removal or encapsulation.
- Inform the client of any delay in carrying out the maintenance work.

2. Contractors

(A) Employed directly by the University

- Estates managers must be fully aware of the areas in the buildings in which the work is being carried out, including the involvement of any subcontractor.
- Consult the Asbestos Register.
- If it is minor maintenance or refurbishment work without a specification, ensure that any asbestos that may be disturbed is removed or encapsulated before the work commences. Inform the Responsible Officer who will arrange for this to be carried out and allow at least 21 days before the commencement of the specified work.
- If a specification is produced for the work, include within the tender documents a copy of the section of the Asbestos Register that relates to the area of the building covered by the works.
- Where the contract includes for the removal of asbestos containing materials, the air-monitoring certificate, issued by the analyst following the removal of the asbestos, must be passed to the Responsible Officer, who will arrange for the Asbestos Register to be updated.

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- Ensure that the contractor is aware that the Asbestos Register is based upon a Level 2 survey. If the specification includes for demolition of any part of the structure of the building, or internal structural alterations, the contractor must satisfy the Project Manager that they are aware of any asbestos containing materials that may be present within or behind the area to be worked upon.

(B) Employed through a Consultancy

- The Estates Manager responsible for a project must ensure at the Pre-tender stage that the Consultant is made aware of the extent of the asbestos containing material within the area of the work. The consultant must be given a copy of relevant section of the Asbestos Register that relates to the full extent of the project.
- If the project comes within C.D.M., the Planning Supervisor must be made aware of the extent of the asbestos containing material within the area of work and must be given a copy of the relevant section of the Asbestos Register.
- If the project involves the removal of asbestos material, the air-monitoring certificate, issued by the analyst following the removal of the asbestos, must be passed to the Responsible Officer, who will arrange for the Asbestos Register to be updated.

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