


ESTATES DEPARTMENT

Management of Asbestos
Policy and Procedures Document

Rev 10

Document History

Document Revision	Date	Description of Amendments	Revision Author
1	06/05/2004	Draft Asbestos procedure for UoK Estates Department posted on web	RK
2	10/11/2004	Rob King Reviewed	RK
3	10/03/2005	RK reviewed following advice from ALS (Asbestos competent Persons)	RK
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6	17/02/2009	Reviewed and updated by ALS (Asbestos competent Persons) at request of RK	ALS
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8	21/02/2015	Reviewed and updated by Healthy Buildings International (Asbestos competent Persons) at the request of RK	HBI
9	13/04/2018	Update to layout and format of complete procedure in line with other departmental documents. Title change from (Estates Procedure and Method Statements for the management and control of asbestos containing materials)	MC
10	13/12/2021	Minor changes with sections 1.8 and 1.9 added	RM

Position Title	Name	Signature	Date
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SECTION 1

Estates Management of Asbestos Policy

1.1 Introduction

The University of Kent has property which was built in the 1960's or earlier when asbestos-containing materials were used in a wide variety of forms in their construction.

The Estates Department assume responsibility for the management of asbestos and continue to organise programmes of removal of asbestos. Despite the continued management and removal of Asbestos Containing Materials (ACM's), many buildings still contain asbestos which, provided it is not damaged, and is managed correctly, will not present a danger. However, there is a potential risk to health if such material is disturbed or damaged, and exposure, even at relatively low levels, can present a risk.

A wide variety of work activities can bring people in to contact with, and possible exposure to, Asbestos-Containing Materials. Any person(s) who undertake any work on behalf of the University of Kent's Estates Department could be at risk of exposure to asbestos. Any activity, which gives rise to airborne dust, including breaking, cutting, drilling or machining asbestos containing materials, are most likely to present risks and are therefore not permitted.

Specifically, this policy provides:

- Guidance on a system of management to identify and record the location of asbestos, audit its condition regularly and decide what action to take.
- Guidance on the employment of licensed competent contractors for work on Asbestos Containing Materials.

- Guidance on the employment of contractors who may disturb lower risk asbestos products such as asbestos cement sheet, gaskets, floor tiles and non-licensed products.

- Guidance on the employment of suitably qualified consultants to analyse survey or advice on asbestos issue

1.2 Policy Statement

“The aim of this Policy is to ensure compliance with the University of Kent’s Health and Safety Policy by complying with the requirements of the ‘Health and Safety at Work Act 1974’ and the ‘Management of Health and Safety at Work Regulations 1999’. In meeting this compliance, the University of Kent will do everything that is reasonably practicable to eliminate or reduce the risks to which staff and the public are exposed to as a result of its activities.

Within this policy “Asbestos” refers to any fibrous form of:

- Crocidolite – blue asbestos
- Amosite – brown asbestos
- Chrysotile – white asbestos
- Anthophyllite
- Tremolite
- Actinolite

and any mixture which contains one or more of the above.

The presence of Asbestos Containing Materials (ACMs) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACMs, are most likely to present risks.

Staff and contractors not trained to work with asbestos are not expected to work with or be exposed to asbestos on University of Kent campuses.

A limited number of staff whose normal duties may bring them into contact with existing Asbestos Containing Materials (e.g. electrical, mechanical or building maintenance staff) will be trained in asbestos awareness.

The University of Kent are committed to;

- Protect, as far as reasonably practicable, staff, contractors and visitors to the University of Kent from any exposure to asbestos fibers.
- Provide adequate resources in support of this Asbestos Management Plan.
- Identify, so far as is reasonably practicable all ACMs in the University of Kent buildings.

Maintain an Asbestos Register of all ACMs identified and make it freely accessible to those undertaking work on the University of Kent's Estate.

Implement and maintain an effective Asbestos Management Plan to ensure all ACMs are maintained in a safe condition or alternatively are isolated or removed.

Promote awareness of the risks from ACMs and the Asbestos Management Plan through training of relevant staff.

Appoint a competent and suitably qualified person to undertake the role of Appointed Person as identified in HSE guidance HSG264 "Asbestos: The Survey Guide". This role will carry the title Asbestos Coordinator.

Only engage appropriately trained, qualified and competent persons to undertake any work with ACMs. This includes management, surveying, abatement and removal.

Provide adequate and timely resources to enable effective implementation of the Asbestos Management Plan.
Regularly review the Asbestos Management Plan.

1.3 Legal Requirements

Asbestos is a category 1 human carcinogen and is subject to two sets of regulations REACH (the Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007) and, CAR (Control of Asbestos Regulations 2012). REACH prohibits the importation, supply and use of asbestos. CAR covers work with asbestos, and licensing of Asbestos-removal activities.

CAR 2012 contains an explicit duty placed upon the Estates Department as those who have maintenance and repair responsibilities, to assess and manage the risks from the presence of asbestos. The risk assessment will be used to produce a management plan which details and records what actions to take to manage and reduce the risks from asbestos.

To achieve and maintain legal compliance the University of Kent will:

- Take reasonable steps to determine the location of materials likely to contain asbestos;

- Presume materials to contain asbestos, unless there is good reason not to do so;

- Make and maintain a written record of the location of ACMs and presumed ACMs;

- Assess and monitor the condition of ACMs and presumed ACMs;

- Assess the risk of exposure from ACMs and presumed ACMs and prepare a written plan of the actions and measures necessary to manage the risk (the management plan) and;

Take steps to see that these actions are carried out.

1.4 Asbestos Surveys

All buildings under the control of the University of Kent shall have a minimum of a Management Survey completed. Buildings completed after 1999 shall not be surveyed.

Asbestos surveys shall be made available through the University's online Asbestos Management system and shall be available to any persons occupying the building who may require access to information, including maintenance operatives and visitors.

This can be found at www.RecordsForBuildings.com

Construction, Design and Management (CDM) Regulations 2015 requires arrangements to be in place to deal with asbestos during construction work, including refurbishment and demolition. Where construction or building work is to be carried out, the Estates Department must provide designers and contractors with project specific information about the presence of asbestos, so that the risks with design and construction work, including demolition, can be addressed. This means that site-specific surveys should be carried out in advance of construction work to make sure the information is available to those who need it.

The purpose of a survey is to help the management of asbestos in University of Kent premises. In most cases, the survey will have three aims:

It must as far as is reasonably practicable locate and record the location, extent and product type of any presumed or known ACMs.

It must inspect and record information on the accessibility, condition and surface treatment of any presumed or known ACMs.

It should determine and record the asbestos type, either by collecting representative samples of suspect materials for laboratory identification, or by making a presumption based on the product type and its appearance.

There are two types of survey that may be undertaken;

1.4.1 Management Surveys

This type of survey will be required during normal occupation and use of a building to ensure there is a continued management of ACM's in place. These are the standard survey with a purpose to locate, as far as is reasonably practicable, the presence and extent

of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

As part of a management survey, all ACMs should be identified as far as is reasonably practicable. These areas should include; underfloor coverings, above false ceilings (ceiling voids), lofts, inside risers, service ducts and lift shafts, basements, cellars, underground rooms, undercrofts, etc. The survey should also cover routine and simple maintenance work; however, there may not be sufficient information in a Management survey where 'more extensive' maintenance or repair work is involved. A refurbishment survey may be required in areas where a management survey has not been intrusive.

1.4.2 Refurbishment & Demolition Surveys.

This type of survey will be required when a building (or part of it) is to be upgraded, refurbished or demolished and is required prior to any work commencing. This survey is used to locate and describe, as far as is reasonably practicable, all ACMs in the area that the refurbishment will take place or for 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. During this type of survey consideration must be given to the risk of spread of debris including asbestos during aggressive inspection techniques such as; lifting carpets and tiles, breaking through walls, ceilings, cladding and partitions, and open up floors.

Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise the risk to students, staff and any third parties on the premises. Ideally the building should not be in service and all furnishings should be removed. This would only apply to working areas within a building for small refurbishment projects.

1.5 Asbestos Condition Inspections

All ACMs must be closely monitored and managed to ensure they remain in a good condition and free from any damage which could cause potential airborne fibers. The University of Kent shall ensure that an asbestos Inspection is carried out annually by an Asbestos Competent Person (HBI). More frequent Inspection of specific items may be deemed necessary by the Estates Department (see Appendix 1) or in line with the University Asbestos Management plan.

The purpose of the inspection is to check for damage to asbestos in areas identified in the survey report, and to update that report / risk assessment /action plan as necessary, consulting with the report author as necessary.

1.6 Responsibilities and Competency

The Asbestos Coordinator – appointed by the Estates Department will be an employee of the University of Kent. The Asbestos coordinator will be involved in the planning, co-ordination, and control of all work involving materials containing Asbestos in conjunction with the Health & Safety Advisor. The Asbestos coordinator must be trained in asbestos awareness and procurement of work involving asbestos/disturbance of asbestos materials, and have access to the asbestos register and is able to update the register.

The Deputy Asbestos Coordinator – appointed by the Estates Department will be an employee of the University of Kent. The Deputy Asbestos coordinator will work closely with the asbestos coordinator to support the management of Asbestos. The Asbestos Deputy must be trained in asbestos awareness and procurement of work involving asbestos/disturbance of asbestos materials and has access to the asbestos register and is able to update the register.

The Health & safety Advisor will be employed by the University and will be the University's focal point for advice on Asbestos works and materials, and shall ensure through working collaboration with the competent person that all records and registers are maintained and up to date.

Asbestos Competent Person – the University of Kent shall appoint one or more asbestos competent persons to provide specialist advice as needed by the asbestos coordinator, the Director of Estates and the Head of Safety, Health and Environment. The Asbestos Competent Person will be expected to give detailed impartial asbestos advice and therefore should be a consultant who is independent of the University of Kent.

1.7 Access to Information

The University of Kent has a duty of care towards contractors undertaking work at our campuses. This means we must ensure that the relevant information is provided to any contractor at tender stage to ensure the correct methods and safety controls are identified;

University of Kent Asbestos Policy
Asbestos survey report (where possible via the University's on-line asbestos management system www.RecordsForBuildings.com)
University of Kent Method Statements for the removal and encapsulation of Asbestos containing materials.
University of Kent General Specification for the removal and encapsulation of asbestos containing materials.

Code of Safe Working Practices for Contractors

A copy of the relevant asbestos survey shall be given to any prospective purchaser of the location to which the survey relates, should this occur via the University's on-line asbestos management system www.RecordsForBuildings.com.

Estates staff who do not have access to a computer can use the dedicated Asbestos station which is based outside the maintenance managers' office in the Estates building. If any member of staff is unable to access www.RecordsForBuildings.com they should report to the Estates Health and Safety advisor to request access or change their log-in details.

1.8 Definitions

The officers/contractors/consultants defined as of December 2021 are:

The Asbestos Coordinator - **Ron Moore**
The Deputy Asbestos Coordinator – **Head of Maintenance**
The H&S Advisor – **Matt Cheney**
Asbestos Competent Person – **HBI**
The Asbestos Removal Company – **Oakmere Ltd**

1.9 Working with Asbestos

With the introduction of stricter regulations covering the management of asbestos, it is essential that organisations have written procedures for dealing with the identification and removal of asbestos containing materials (ACMs). They must ensure staff, contractors and consultants are made fully aware of any potential hazards that may arise from the work they are asked to undertake.

All university buildings have been surveyed and any ACMs have been identified on the asbestos register.

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

1. University Maintenance, Technical Support and Project Staff

- Estates managers should be aware of the full extent of the work detailed on each work docket or order.
- Managers must consider if the work is likely to disturb ACMs
- Asbestos register must be consulted where any doubt exists about ACMs such that an R&D survey can be undertaken
- If the work is likely to disturb ACMs you must inform your manager and the Health & Safety Advisor who will arrange for the removal or encapsulation of the material
- Inform stakeholders of any delays in carrying out the 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 sub-contractor
- Asbestos register must always be consulted such that an R&D survey can be undertaken if required
- Where it is minor maintenance or refurbishment work without a specification, ensure that any ACMs that may be disturbed is removed or encapsulated before the work commences. Inform the Health & safety Advisor who will arrange for this to be carried out in conjunction with the manager, allow at least 21 days before the commencement of the work.
- If a specification is produced for the work, include within the tender documents a copy of the asbestos register page(s) that relate to the work being undertaken
- Where the contract includes the removal of ACMs, the air monitoring certificate issued by the analyst following the removal of ACMs must be passed to the Health & Safety Advisor who will ensure the asbestos register is updated.
- Ensure that the contractor is aware that the asbestos register is based on 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 estates manager that they are aware of any ACMs that may be present within or behind the area to be worked upon.
- The approved suppliers for all asbestos related concerns are HBI and Oakmere Ltd

(B) Employed through a consultancy

- The estates manager responsible for the project or work must ensure at the pre-tender stage that the consultant is made aware of the extent of the ACMs within the area of work. The consultant must be given a copy of the relevant section of the asbestos register that relates to the full extent of the project
- If the project falls under CDM the Planning Supervisor must be made aware of the extent of the ACM within the area of work and must be given a copy of the relevant section of the asbestos register
- If the project or work involves the removal of ACMs, the air monitoring certificate issued by the analyst following the removal of ACMs must be passed to the Health & safety Advisor who will arrange for the asbestos register to be updated

SECTION 2

Estates Asbestos Management Plan

Under the Control of Asbestos Regulations 2012, the University has a legal duty to manage asbestos in non-domestic premises. For the purposes of managing asbestos around the University, these regulations shall be deemed to apply to all premises controlled by the University, and shall include student bedrooms and all other areas within student halls of residence.

The University of Kent has implemented a suitable plan for the management of all Asbestos Containing Materials as required for compliance to the Control of Asbestos Regulations 2012. Each identified ACM within the University's estate(s) is likely to have unique characteristics in terms of the type of material, occupancy of area and so forth, it is not feasible to set out the management plan for each material in this document.

Rather, the University of Kent utilises their approved Asbestos Management Database and full management plans relating to each identified ACM. The fully interactive nature of this system allows for any updating of the records relating to specific ACMs. This allows real-time notification of the completion of any planned works.

However, as an over-arching management document, the University of Kent's Policy regarding planned management of ACMs is contained in this document, as follows;

2.1 Management Plan

The scope of the Management Plan covers all of the University of Kent's Estates and premises (with the exception of those that have been deemed as presenting no foreseeable risk of containing asbestos (i.e. those where construction commenced after 1999)).

The Plan, as detailed fully in the University of Kent's Approved Asbestos database will ensure that all necessary measures for controlling the risk of exposure are implemented. These measures will include, but are not limited to;

- Monitoring the condition of identified and suspected ACMs;
- Ensuring information is disseminated as required;

- Review of the Management Plan, both on a regular, planned basis, with additional reviews if there is reason to believe it is no longer valid;
- Ensuring that measures specified in the Plan are implemented according to the Plan, and recorded in the Plan.

2.2 Management of ACMs

The University of Kent ensures a structured and prioritised plan for the management of Asbestos Containing Materials is formulated through the production of risk assessment scores.

2.2.1 Risk Assessment Scores

The University of Kent will arrange for an assessment to be undertaken to assess the risk of exposure of persons to asbestos fibers for each location identified as containing or presumed to contain asbestos. The results of this assessment are contained in the University of Kent's Approved Asbestos Management Database.

A banding for the risk assessment scores has been determined, as follows;

Score	Rating	Management Action	Priority
16+	High	Immediate action required as per specific material requirements	Immediate
13-15	Medium	Action required within short term	Within 3 months
10 - 12	Low	Action required within medium term	Within 6 months
< 10	Very Low	Action required within long term	On-going management

Individual materials will require a specific written management scheme providing specific actions and proposals. This is provided along with the risk assessment scores in the University of Kent's Approved Asbestos Management Database. This will allow real-time review and amendment of each material identified. Any change in condition of any asbestos material or usage of any areas containing asbestos materials will result in a review of this plan by the Estates Department.

2.2.2 Specific Risks

While the risk assessment has enabled a prioritisation of the work required at University of Kent Estates, each type of identified ACM will need specific methods management, depending on the material.

The University of Kent Estates Department will determine the management approach to specific materials.

2.3 Emergency Procedures

If there is any suspicion that an Asbestos Containing Material has been disturbed in a non-controlled environment then the procedure detailed in Appendix 3 (Emergency Procedures) must be followed.

A copy of the flow chart must be provided to all contractors involved in the management of that ACM, who must confirm in writing that all operatives have been made familiar with these procedures and are issued with copies.

2.4 The use of Licensed Contractors

The Estates department will be responsible for appointing contractors to undertake work with any Asbestos items on behalf of the University of Kent. Where deemed necessary, the department will appoint a licensed contractor to undertake any works identified by the Management plan. No University of Kent staff are authorised to work on any ACMs or to undertake any work which is likely to disturb ACMs.

Any person(s) within the Estates Department who are involved with Asbestos removal works should seek advice from the Asbestos Safety Coordinator if there is any uncertainty as to whether a licensed contractor is required.

2.5 Procedure for Work with ACMs

The University of Kent will appoint an approved Asbestos consultant to oversee the management of Asbestos removal projects. Alternatively, a designated individual within the Estates Department with the relevant competence and training will oversee asbestos removal projects.

The management of such projects will ensure that licensed removal projects are carried out in accordance with CAR (2012), and particularly 'HSG247 Asbestos: A licensed contractor's guide'. In summary, these require, but are not limited to the following, to which University of Kent is committed;

The party contracted to manage removal project will provide a specification for works to be tendered against.

The selected employer of workers involved with the remedial or removal work shall submit notification to the Health and Safety Executive (HSE) by way of an ASB5 form along with a comprehensive written plan of work (method statement)

The employer will ensure workers follow this plan.

If work cannot follow the plan, work will cease and the risks re-assessed. Work will not commence until a new plan is produced, or the existing one amended, and the HSE have been re-notified.

The plan will be site specific and detail the following;

Findings of the assessment of the work required, including: description of work required (e.g. removal, encapsulation, etc.), type of asbestos and analysis results, quantity and extent of material and scale and duration of works.

Address and location of work

Provision of relevant documentation including, but not limited to; equipment test certificates, site log records, maintenance records, training records, medical certificates, HSE license, sketch of work area.

Methods to be used including:

Steps to be taken to prevent or control exposure (e.g. type of wetting, shadow-vacuuming, glove bags, wrap and cut), together with the reasons why these methods have been chosen;

Procedures for removal of waste and contaminated tools and equipment from work area and site;

Type of equipment, including PPE and procedures used for protection of workers (e.g. type of vacuum cleaners, PPE / RPE details, methods of communication across enclosure barrier, transit routes);

Type of equipment and procedures used for the protection of other persons in the wider environment (e.g. use and location of barriers, warning signs, disposal skips, enclosures, use of air monitoring, clearance certification and emergency procedures).

A UKAS accredited analyst will be utilised to undertake the necessary air testing including the 4 stage clearance process. A close down file will be prepared including all relevant information concerning the project, including specification, plan of work, ASB5, consignment notes, air test certificates, site inspection and area checks will be retained in the projects Health and Safety File.

SECTION 3

Estates Procedures for the control of ACMs

This procedure has been developed to prevent exposure of employees, students and others to Asbestos, or to reduce such exposure to a level which is the lowest that is reasonably practicable. Under no circumstances should University of Kent staff carry out any works on Asbestos Containing Materials.

This procedure aims to facilitate the safe removal and disposal of asbestos containing materials and to replace those items with non-hazardous materials free from Asbestos but still fulfil the required properties.

The Risk Assessment and accompanying Method Statement, or the Pre-construction Phase Plan, will establish the nature, duration and detail of the work so that the most suitable equipment and safe working methods are selected for those works. The following procedure must be communicated to, and adopted by, all persons who may come into contact with any ACMs during the course of their work. This procedure has been developed to support the University of Kent's Estates Management of Asbestos Policy and to reduce the risk of potential exposure to Asbestos.

3.1 Identifying and Reporting Suspected Asbestos Containing Materials

When a suspected ACM is found, the Asbestos register should be checked to ensure whether it has already been identified. If it is not included on the Asbestos Register, it will be necessary to have a sample analysed to confirm whether or not it is ACM.

If the person(s) reporting the suspected ACM is unable to log in to the Asbestos Register then they must contact either the Estates Helpdesk or the Asbestos Safety Coordinator with the location and material details to allow the register to be consulted.

An Asbestos Report Form (AB1), Section 1, shall be completed by the person finding the suspected ACM. These forms can be requested from the Estates Customer Services or can be accessed online via the staff area of the Estates Webpage, Maintenance, Asbestos reports.

<https://www.kent.ac.uk/estates/staff/asbestos/index.html>

The AB1 is sent to the Health & safety Advisor who will arrange for a sample of the suspected ACM to be taken for analysis. All sampling must

be arranged through the Estates Department. No person(s) at University of Kent are authorised to arrange for Asbestos sample analysis to be undertaken without prior agreement from the Health & Safety Advisor or Asbestos Safety Coordinator.

3.2 Reporting the Removal of any Asbestos Items

When an asbestos item has been removed whether through maintenance activities or project works this must be reported via an AB2 Notification of removal which must be submitted to the Health & Safety Advisor for the Asbestos Register to be updated.

All Asbestos removals must be undertaken by a competent contractor with the required knowledge and experience of Asbestos removal works. Any removal contractor should be appointed by the Estates Department.

The person responsible for the removal works (University representative) must complete sections A & B of an AB2 form. Section C of the form is to be completed by the Asbestos Safety Coordinator.

3.3 Asbestos Removal Work in Occupied Areas

Where contractors are working in buildings which are occupied by staff and students then a formal 'Permit-to-Work in Occupied Areas' shall be issued by the relevant University representative who has instructed the works or their nominee.

Further terms and information can be found in 'The Control of Safe Working Practices for Contractors procedure' (Section 2.2). This is especially important where any asbestos removals are taking place as consideration must be given to the possibility of fibers spreading through ventilation ducts and contaminating other parts of a building. Working areas and waste transfer routes through the building from the work area must also be considered.

APPENDIX 1 Management of Specific Materials

While the risk assessment has enabled a prioritisation of the work required at the University of Kent, each type of identified ACM will need specific methods of management, depending on the material.

The general policies of managing each type of ACM identified are outlined as follows:

Asbestos Insulation – Sprayed

Where practicable, removal will be undertaken using licensed contractors. Alternatively, the insulation will be thoroughly encapsulated using licensed contractors or area isolated/sealed off.

Where asbestos sprayed insulation products are to be managed in situ, regular condition audits will be undertaken using University of Kent's preferred asbestos consultants. The frequency of inspection will be determined by the individual RAS score but will be to a minimum of 6 monthly or as advised by the Asbestos Responsible Person.

University of Kent will arrange for their preferred asbestos consultant to source a UKAS accredited analyst to undertake reassurance air testing on at least an annual basis, or as determined by the RAS.

Clear asbestos labels and suitable signage will be placed strategically at any areas where access to the insulation is possible.

University of Kent will endeavor to provide awareness training to all staff who may come into contact with asbestos, ensuring all site occupants are aware of the materials and how their presence impacts on their activities.

Asbestos Insulation – Thermal

Where practicable, removal will be undertaken using licensed contractors. Alternatively the insulation will be thoroughly encapsulated, where appropriate, using licensed contractors or area isolated/sealed off.

Where asbestos thermal insulation products are to be managed in situ, regular condition audits will be undertaken using University of Kent's preferred asbestos consultants. The frequency of inspection will be determined by the individual RAS score but will be to a minimum of 6-monthly or as advised by the Asbestos Responsible Person.

Clear asbestos labels and suitable signage will be placed strategically at any areas where access to the insulation is possible.

University of Kent will endeavor to provide awareness training to all staff who may come into contact with asbestos, ensuring all site occupants are aware of the materials and how their presence impacts on their activities.

Asbestos Coatings

Where practicable, removal will be undertaken using suitably trained contractors. Alternatively, the asbestos coatings will be thoroughly encapsulated using licensed contractors or area isolated/sealed off. Where asbestos coatings are to be managed in situ, regular condition audits will be undertaken using University of Kent's preferred asbestos consultants. The frequency of inspection will be determined by the individual RAS score but will be to a minimum of annually.

Clear asbestos labels and suitable signage will be placed strategically at any areas where access to the coating is possible as well as on the coatings, where necessary.

University of Kent will endeavor to provide awareness training to all staff who may come into contact with asbestos, ensuring all site occupants are aware of the materials and how their presence impacts on their activities.

Asbestos Insulation Board

Where practicable and appropriate, removal will be undertaken using licensed contractors. Alternatively, the asbestos insulating boarding will be thoroughly encapsulated, where appropriate, using licensed contractors or area isolated/sealed off.

Where asbestos insulating boarding is to be managed in situ, regular condition audits will be undertaken using University of Kent's preferred asbestos consultants. The frequency of inspection will be determined by the individual RAS score but will be to a minimum of annually.

Clear asbestos labels and suitable signage will be placed strategically at any areas where access to the insulation is possible as well as on the boards, where necessary.

University of Kent will endeavor to provide awareness training to all staff whom may come into contact with asbestos, ensuring all site occupants are aware of the materials and how their presence impacts on their activities.

Cement

Annual condition audits of all asbestos cement materials will be undertaken using University of Kent's preferred asbestos consultants or other competent person.

Clear asbestos labels will be placed on all cement sheets at low level, or in areas which may easily be disturbed. Cement flues will not be labelled other than in those areas where disturbance is possible.

Where asbestos containing roofing is present, suitable signage will be placed externally and in strategic positions internally to warn occupants of the presence of asbestos.

Textile Products (non-insulating)

Annual condition audits of all asbestos textile products will be undertaken using University of Kent's preferred asbestos consultants or other competent person.

Clear asbestos labels will be placed in suitable areas.

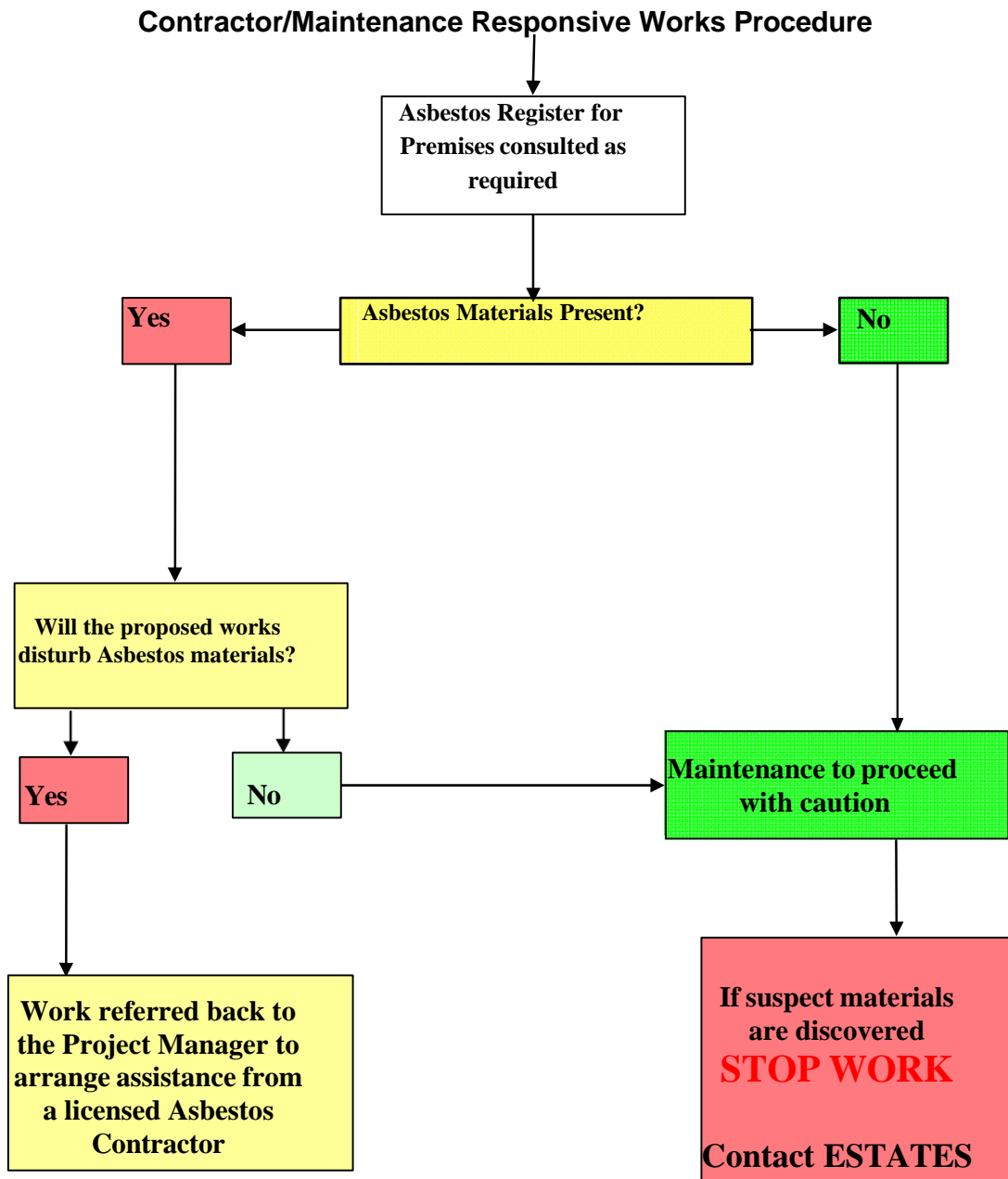
Composite Materials

Annual condition audits of all asbestos composite materials will be undertaken using University of Kent's preferred asbestos consultants or other competent person.

Clear asbestos labels will be placed in suitable areas, where appropriate.

APPENDIX 2 Responsive Maintenance Procedure

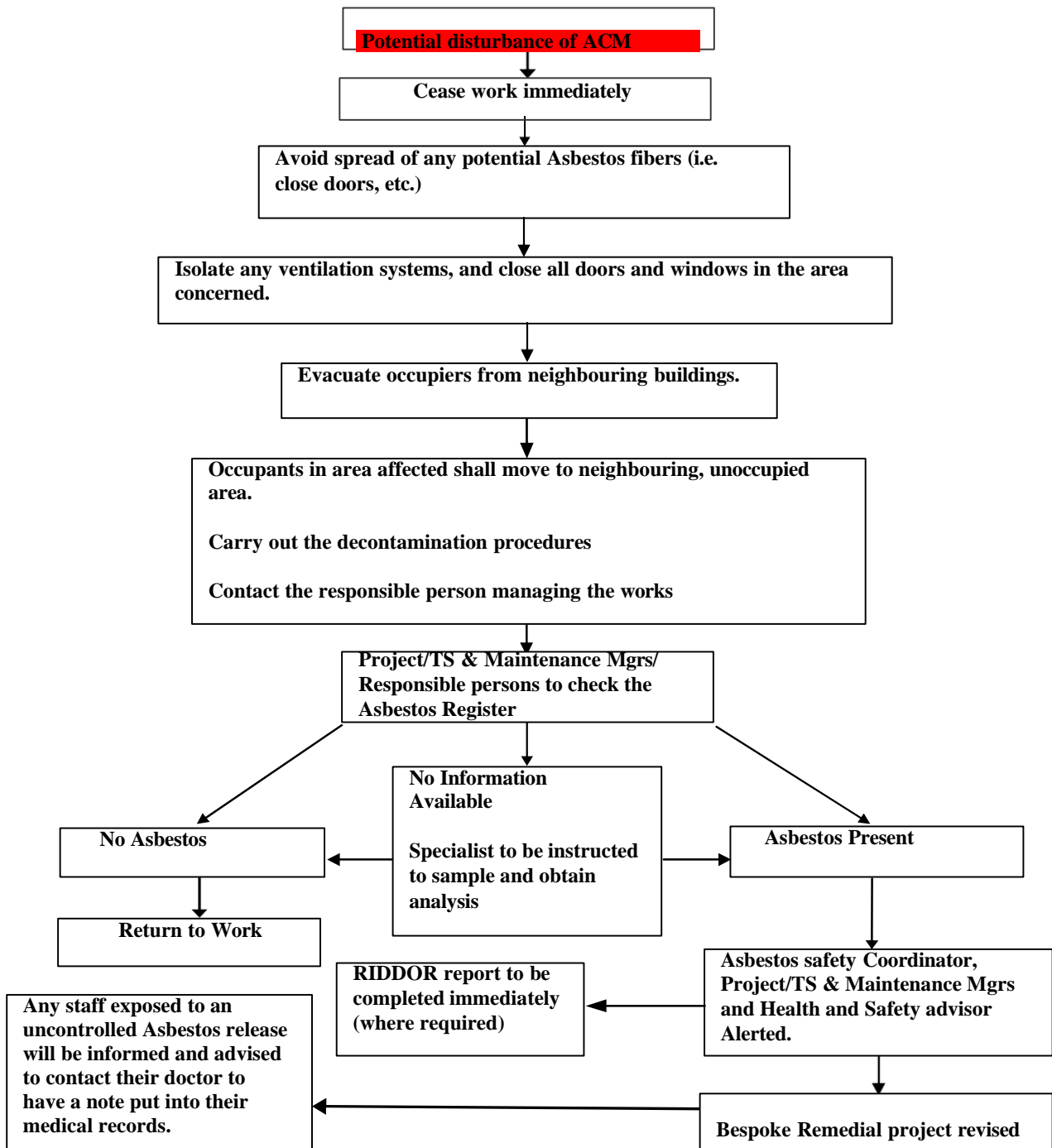
Where University of Kent Maintenance Department are undertaking planned works, they will follow the Contractor / Maintenance Responsive Works Procedure detailed below;



APPENDIX 3 Emergency Procedures

If there is any suspicion that an asbestos containing material has been disturbed in a non-controlled environment then the procedure detailed in the following flow chart must be followed.

A copy of the flow chart must be provided to all approved contractors, who must confirm in writing that all operatives have been made familiar with these procedures and are issued with copies.



APPENDIX 4 Contractor Planned Work Procedure

Where Contractors are undertaking planned works, they will follow the Contractor Planned Work Procedure detailed below;

