

Asbestos Register and Information

Introduction

The University has undertaken a comprehensive survey of all buildings to identify any asbestos within a particular property. Further surveys, monitoring and encapsulation / removal has been undertaken. These form part of our general duty of care and compliance with the "Control of Asbestos Regulations 2006" (CAR). The Regulations create a duty to assess and manage the risks from asbestos in premises. The risks will vary with circumstances, ranging from normal occupation of a building to the repair, refurbishment and demolition of the premises, and they each need to be assessed.

The assessment has been used to produce an Asbestos Management Plan, which details and records the actions to be undertaken to manage and reduce the risks from asbestos. The broad requirements on employers are to:

- take reasonable steps to determine the location of materials likely to contain asbestos;
- presume materials to contain asbestos, unless there are good reasons not to do so;
- make and maintain a written record of the location of the asbestos and presumed asbestos materials;
- monitor the condition of asbestos and presumed asbestos materials;
- assess the risk of exposure from the asbestos and presumed asbestos materials and
- document the actions necessary to manage the risk; and
- take steps to see that the actions above are carried out.

To manage the risk from asbestos-containing materials (ACMs) we are:

- maintaining an up-to-date record of the location, condition, maintenance and removal of all asbestos-containing materials on the premises;
- putting in place a programme of works to repair, encapsulate or remove them, if there is a risk of exposure due to its condition or location;
- maintaining them in a good state of repair and regularly monitoring the condition;
- making available the Asbestos Register for anyone who is likely to be involved in the disturbance of asbestos. The register details the location and condition of the ACMs;
- making arrangements and procedures, so that work which may disturb the materials complies with CAR; and
- reviewing the plan at regular intervals and make changes to the plan and arrangements if circumstances change.

Historically there were three types of surveys conducted. These were amended to 2 Types by HSG264 published in 2010. The original 3 types (which most of the Universities records are based on) were:

Type 1: Location and assessment Survey (presumptive survey)

Type 2: Standard sampling, identification and assessment survey (sampling survey)

Type 3: Full access sampling and identification survey (pre-demolition / major refurbishment surveys)

The Type 1 Survey - the most basic form of survey and described as follows:

The purpose of the survey is to locate, as far as reasonably practicable, the presence and extent of any suspect Asbestos Containing Material (ACMs) in the building and assess their condition. This survey essentially defers the need to sample and analyse for asbestos (or the absence thereof) until a later time (e.g. prior to demolition or major refurbishment). The duty holder bears potential additional costs of management for some non-asbestos-containing materials. All areas should be accessed and inspected as far as reasonably practicable (e.g. above false ceilings and inside risers, service ducts, lift shafts, etc) or must be **presumed** to contain asbestos. Any material, which can reasonably be expected to contain asbestos, must be presumed to contain asbestos, and where it appears highly likely to contain asbestos, there should be a **strong presumption** that it does. All materials, which are presumed to contain asbestos, must be assessed.

The University has carried out Type 2 Surveys, which are described as follows:

The purpose and procedures used in this survey are the same as for Type 1, except that representative samples are collected and analysed for the presence of asbestos. Samples from each type of suspect ACM found are collected and analysed to confirm or refute the surveyor's judgment. If the material sampled is found to contain asbestos, other similar homogeneous materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogeneous materials will require a greater number of samples. The number should be sufficient for the surveyor to make an assessment of whether asbestos is or is not present. Sampling may take place simultaneously with the survey, or as in the case of some larger surveys, can be carried out as a separate exercise, after the Type 1 survey is complete.

For works carried out a Type 3 Survey would have been instigated, described as follows:

A type 3 survey will need to be carried out in a building if there is going to be any demolition or major refurbishment. This type of survey is far more intrusive than a level 2 survey and therefore follows can involve destructive inspection, as necessary, to gain access to all areas of the building. This type of survey is being carried out on a project by project basis.

The new style surveys are:

A Management Survey (similar to Type 2 previously).

A Demolition / Refurbishment Survey (similar to Type 3 previously).

Asbestos Registers, Annotated Floor Plans and Survey Reports

Each building has an Asbestos Register and Annotated Floor Plan(s). These are live documents and are updated as asbestos is managed, removed, and found.

Each building also has an Asbestos Survey Report. These are a record of what was found at the time of the survey and are **not live** documents. In addition to the initial Asbestos Register and Annotated Floor plans these reports contain photographs of some of the asbestos found within buildings and the asbestos sample test results.

When determining if there is asbestos in an area consult with the Asbestos Register first and then the Annotated Floor Plans. The Survey Report should be used as supporting information.

The Asbestos Manager and Asbestos Coordinator are based at Lafrowda House within Estate Development Service and are available via 01392 725533.

Electronic copies of information are held on the University computer system on the N: drive under Information/Asbestos. EDS staff and a number of management staff including all Directors of Buildings have access to this information.

Electronic Format Documentation

The electronic documentation is held on the N: drive Information/Asbestos. This drive has the information in three folders, namely:-

- Asbestos Registers
- Annotated Plans
- Asbestos Survey Reports

Asbestos Registers

This folder contains the current asbestos occurrences within University buildings, which have been surveyed. In general the registers are in spreadsheet form, in a few cases word documents have been used. The register for each building identifies the following:

- Building / Floor;
- Room Use;
- Photo Reference;
- Position / Description;
- Classification of Asbestos Containing Material;
- Condition;
- Type of Asbestos;
- Level of Identification;
- Material Assessment Algorithm;
- Recommendations.

This folder is a reference to a particular building to ascertain if there are any ACM's within that building.

Annotated Floor Plans

This folder contains scanned drawings that give an approximate location of the asbestos identified in the register.

Asbestos Survey Reports

This folder contains the asbestos surveys for a particular building. These reports contain photographs of some of the asbestos found within buildings and the asbestos sample test results.

Note The Register and Floor Plans in the Asbestos Survey Report Folders are **not** current documents and will **not** be updated.