

# Guidance Notes

## Asbestos Management and Projects

### Step 1 – Desktop Study

- Review existing information.
- New build – check previous land use; existing buildings.
- Refurbishment / demolition- check existing survey information / removal records; as-built drawings.
- The Management Survey should identify all asbestos that can be readily accessed and this material can be budgeted for.
- Should also identify areas where asbestos may be present but can't be sampled without resorting to destructive methods.
- Should also identify any non-accessed areas.

### Step 2 – Site Investigation

- Site investigation to include asbestos on land where asbestos may have been used in the past – brownfield and agricultural land.
- Pre-existing structures, buried ducts etc.

### Step 3 – Refurbishment / Demolition Survey

- Destructive/intrusive surveys designed to find all asbestos so far as is reasonably practicable.
- Must be conducted in an unoccupied building / area. Special provisions to be made if this is not possible.
- Usually requires assistance other trades.
- Basis for scope and tender - extent of asbestos should be included in report.

### Step 4 – Budget Cost

Following the previous steps you should know the types and amounts of MOST of the ACMs that are likely to impact on the project.

You can not be 100% certain that all ACMs have been located, but you should now be in a position to estimate the costs involved.

### Step 5 – Final Planning

- Once the asbestos has been identified it is possible to plan timetable for removal.
- Strongly recommended that asbestos removal be carried out before other trades start work to allow sole occupancy during high risk phases.
- May be advantageous to let asbestos works separately to main contract for the purposes of independence, impartiality and control.

### Step 6 – Scope and Tender

- All items to be separately accounted for in scope.
- To include schedule of rates.
- Specification of minimum standards to be included.
- Not to include for air monitoring if let separately from main contract.
- Air monitoring company should be employed directly by main contractor or preferably client. Preferably not by the asbestos contractor for the purposes of independence, impartiality and control.

### Step 7 – Remediation

- 14 day notification period to Enforcing Authority for all but very low risk asbestos remediation.
- Better if asbestos removal contractor has unhindered and sole occupation of site.
- To be monitored and verified for completeness by independent UKAS accredited analyst resulting in Certificate for Reoccupation.
- Any management or supervision to be carried out by an organisation competent to do so.
- Information must be provided to contractor of all known additional hazards.

### Step 8 – Monitor Remaining Works

- Despite intrusive survey there may still be asbestos which can only be found during demolition.
- Asbestos surveyor on hand to identify suspect materials.
- If risk high, a Licensed Asbestos Removal Contractor should also be on hand.

### Step 9 – Health and Safety File

- If any asbestos is to remain in the building its position should be recorded and the risk from it assessed.
- Update the asbestos register.
- The information included in the health and safety file for the benefit of future users.

### Further Considerations

- Training – annual asbestos awareness for all trades as a minimum.
- Adequate monitoring and supervision of existing ACMs and remediation works.
- Scoping to be carried out by competent persons.
- Selection of licensed asbestos removal contractors to be carried out by competent persons from an approved list.

### Concluding Statements

- It is expected that if the preceding advice is followed asbestos will not become the headache that has plagued many projects in the past.
- The consequence of not following correct procedures can include increased cost, loss of reputation, litigation and has resulted in several cases to prosecution leading to heavy fines and imprisonment.

### Further Help

ATAC's members offer independent impartial advice on all aspects of asbestos management, remediation and asbestos removal.

Please visit [www.atac.org.uk](http://www.atac.org.uk) to find a member who can help you.