

LOCAL CODE OF PRACTICE TO BE REFERRED TO BEFORE COMMENCEMENT OF WORK WITH OR NEAR ASBESTOS.

Purpose

The purpose of this local Code of Practice (CoP) is to ensure that the Estates and Facilities Directorate Office staff, contractors/subcontractors and consultants are aware of the whereabouts of asbestos containing materials (ACMs) or presumed ACMs, prior to starting any work which may disturb such materials.

Scope

All of the University of Greenwich Estate have had asbestos management surveys undertaken to all their grounds and buildings. These have identified areas with asbestos containing materials. This Code of Practice applies to all persons who are working with or near ACMs.

Responsibilities

This applies to all persons responsible for overseeing, coordinating and undertaking building and services work, to the Estate. Activities include, but are not limited to:

- Maintenance activities.
- Services installations.
- Surveys.
- Demolition, refurbishment and alterations.
- ICT cable installations and refurbishment.

All such persons must have a good understanding of the limitations of the survey(s) carried out and whether this is sufficient to proceed with the proposed work, without seeking or carrying out further investigation. Should such a person deem that an asbestos survey is required, they must complete the Survey Request Form (SRF) found on the navigation page of the Project Database (ALICE).

All responsible University staff must check the relevant Asbestos Register for the individual campus, prior to work commencing. They must also have completed an up-to-date annual asbestos awareness training course. These are the absolute minimum requirements and must not be interpreted that they are discharged of any further responsibility towards asbestos H&S and procedure.

If the proposed work is likely to disturb asbestos or presumed asbestos then the works must not proceed and the Estates and Facilities Directorate Asbestos Management Team, as duty holders must be informed. An Asbestos Liaison Form (ALF) has now been included within the Project Database (ALICE) to assist with this. A decision on the appropriate course of action e.g. sample analysis, removal or encapsulation will then be made.

Any asbestos related works will be undertaken by a licenced contractor. This will include removal, encapsulation, sampling analysis and asbestos surveys.

The person responsible for planned contract works must also ensure that all contractors under their jurisdiction are provided with a copy of the most current Asbestos Register at the planning stage of the project. It is then the responsibility of the Contractor to assess the relevance of this information and include within the Risk Assessments and Method Statements (RAMS). If the planned works include any works defined as demolition or refurbishment under HSG264 then the Estates and Facilities Directorate Asbestos Management Team, as duty holders must be informed immediately. Work will then not proceed until confirmation has been given.