

This local Code of Practice **MUST** be referred to **BEFORE COMMENCEMENT** of any works 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, Integrated Facilities Management Provider's staff (Sodexo), 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 the buildings that form University of Greenwich Estate and were constructed pre-1999 have had asbestos management surveys undertaken to the internal (and external as required) areas. These surveys have identified areas with asbestos containing materials (ACMs). This Code of Practice applies to all persons who are working (or instructing others) with or near ACMs.

Responsibilities

This applies to all persons responsible for managing, co-ordinating and undertaking building and services work, to the Estate. Activities include, but are not limited to:

- Maintenance activities.
- Service installations.
- Surveys.
- Demolition, refurbishment, and alterations.
- Cable installations.

All such persons must have a good understanding of the limitations of the survey(s) carried out and whether there is sufficient information to proceed with the proposed work, without seeking or carrying out further investigation. In the event of a survey report being unclear a conversation shall be had with the Estates and Facilities Directorate Asbestos Manager (EFD Health, Safety & Compliance Manager), as the Responsible Person (Asbestos) to determine requirements.

All responsible University staff and Integrated Facilities Management Provider's staff (Sodexo) must check the relevant Asbestos Register for the individual campus, prior to work commencing. They must also have refreshed their asbestos awareness on an annual basis. These are the absolute minimum requirements and must not be interpreted that they are discharged of any further responsibility towards asbestos management and associated procedures, and health and safety compliance in general.

Where proposed work is likely to disturb known asbestos or presumed asbestos then the works must not proceed, and the Responsible Person (Asbestos) must be informed. A decision on the appropriate course of action e.g., sample analysis, removal or encapsulation will then be made.

All asbestos related remediation works will be undertaken by a licenced asbestos removal contractor (LARC). This will include removal, encapsulation or environmental cleans. Surveys, bulk analysis, air monitoring and inspections will be undertaken by EFD's nominated UKAS accredited asbestos consultant.

The person responsible for planned contract works must also ensure that all contractors/consultants under their direct management are provided with the most recent version of the 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 detail within their Construction Phase Plan or RAMS (Risk Assessment & Method Statement).

Wherever intrusive works are to take place within a project, the Responsible Person (Asbestos) should be contacted to review existing asbestos related information and arrange further Refurbishment and Demolition surveys as required.