Insert MMO Name

Site Management Arrangements for Asbestos Containing Materials (ACM)

Site: INSERT DE & or MOD Site NAME
Document Approvals

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<th>Name</th>
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<td>ACM Action Plan Review</td>
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SECTION 1 GENERAL INFORMATION - DUTY TO MANAGE

Introduction

1. On behalf of Defence Estates (DE), the MMO have undertaken a detailed and comprehensive review of the existing asbestos management provisions on all sites to ensure compliance with the “duty to manage asbestos in non domestic premises, in accordance with Regulation 4 of the Control of Asbestos Regulation 2006”, on those parts of the MOD Estate that are under the direct control of DE as set out in the Asset Register annexe to the Contract documentation as amended from time to time. The day to day responsibility for managing this duty has been delegated to the Commanding Officer/Head of Establishment (CO/HoE) through the MOD internal management structure. The CO/HoE is responsible for the management of Asbestos Containing Material (ACMs) through the development, implementation and operation of an Asbestos Management Plan, (AMP).

2. The review undertaken by the MMO has resulted in the development of an Asbestos Management Plan (AMP) complete with Site Survey Results, Asbestos Register, Asbestos Action Plan and Site Management Arrangements incorporating input from DE, CO/HoE, MMO and others. The AMP and associated and supporting documentation have been fully developed to comply with the relevant regulations and DE standards.

3. The Asbestos Management Arrangements (AMA) referred to within this document as “The Arrangements” contains the site specific management arrangements and guidance for employees, who have responsibilities with regard to the management or potential interaction with ACMs as part of their normal duties.

4. These arrangements also detail those emergency arrangements that are in place in the event of accidental exposure to ACMs. These arrangements are delivered within a stand alone document; however they form an integral part of and should be read in conjunction with the CO/HoE AMP.

Purpose

5. The purpose of the management arrangements is to set out the overall strategy for ensuring that;

   a. MMO staff have the information, training and competence to carry out their responsibilities with regard to asbestos management

   b. The MoD 4C’s process is followed with regard to the:

      i. Control of any Works that have the potential to disturb asbestos.

      ii. Co-operation and Co-ordination with all interested parties to ensure the safe management of ACMs at site.

      iii. Communication of all relevant and significant asbestos related information to those interested parties in a timely manner.

   c. Assistance is provided to the CO/HoE in establishing the presence of ACMs and then updating records.
d. ACM condition being assessed, monitored and maintained.

e. Removal work is undertaken in a safe manner.

f. Risks to MMO staff and those hosted by the MMO are assessed and acted upon.

g. Suitable and sufficient information on the location and condition of ACMs is provided to anyone hosted by the MMO who is liable to work on or has the potential to disturb it.

h. Work being carried out only by persons authorised to do so.

i. Work on ACMs being carried out in such a way as to minimise the release of airborne fibres.

j. Asbestos waste generated as part of any works is disposed of as Hazardous Waste in accordance with the relevant regulations.

k. Exposure of persons to Asbestos fibres being monitored and recorded.

l. Emergency procedures and actions are taken when:

   i. ACM is disturbed by personnel.

   ii. Asbestos fibres have been released into the atmosphere and/or persons become contaminated.

m. Arrangements being reviewed and monitored and updated.

Asbestos Policy

6. The MMO under their contract with DE is required on behalf of DE to fully comply with the requirements of the Control of Asbestos Regulations 2006 and the Health & Safety at Work Act 1974. The MMO’s Asbestos Policy and Asbestos Management Arrangements for the presence of and work on ACMs will be applied to all of its maintenance activities without exception. It is the MMO’s policy to:

   a. Take whatever reasonable practicable actions including training, detection and recording as are necessary to prevent exposure to the hazards associated with asbestos to its personnel and all third parties during its maintenance activities.

   b. Produce and maintain an asbestos register, asbestos action plan and comprehensive management arrangements (as and when information from ongoing surveying, inspection and data gathering activities are received).

   c. Freely share any asbestos information within its possession in a timely manner with Defence Estates, CO/HoE and all relevant third parties to facilitate and assist their own asbestos management arrangements, procedures and activities and to follow the 4C’s process.
 MMO Site Management Arrangements for Asbestos Containing Materials (ACM)

Site/Establishment Name

d. Implement an effective and comprehensive Asbestos Management Plan (AMP) complete with Site Survey Results, Asbestos Register, Asbestos Action Plan and Site Management Arrangements to ensure that appropriate measures are taken when necessary to prevent exposure to the hazards of asbestos.

e. Regularly review the Asbestos Management Plan, Site Survey Results, Asbestos Register, Asbestos Action Plan and Site Management Arrangements.

7. Relevant legislation, DE Standards & other documents. The Asbestos Management Arrangements are written to comply with:

- The Control of Asbestos Regulations 2006.
- JSP 375 (Health and Safety) leaflets 34 and 54.
- JSP 418 (Environment).
- JSP 815 (Defence Environment and Safety Management)
- Methods for Determination of Hazardous Substances (MDHS) 100 – Surveying, sampling and assessment of ACMs.
- Approved Code of Practice L127 The Management of Asbestos in Non-Domestic Premises – Regulation 4 of the Control of Asbestos Regulations 2006
- Approved Code of Practice L143 Work with Materials Containing Asbestos - The Control of Asbestos Regulations 2006
- Approved Code of Practice L227 Managing Asbestos in premises.

Definitions

8. The following definitions are relevant:

a. Asbestos means any of the following materials, chrysotile (White Asbestos), amosite (Brown Asbestos), crocidolite (Blue Asbestos), fibrous actinolite, fibrous anthophyllite, fibrous tremolite and any mixture containing any of those materials.

b. “Common Areas” - means those parts of premises that are used in common by, or providing services to, or common facilities for, the occupiers of the premises.

c. “4C’s Co-ordinator” – This person is a person(s) (depending on the needs of the Establishment) with the appropriate attributes, competence and authority formally appointed in writing by the CO/HoE to manage on his/her behalf the process for the management of visiting workers and contractors on their establishment(s). The 4Cs Duty Holder(s) does not need to be a subject matter expert, as this is a coordination role. However, they must have access to competent health and safety support and advice.
 MMO Site Management Arrangements for Asbestos Containing Materials (ACM)

Site/Establishment Name

d. “Area Custodian” – An Area Custodian is a person of suitable rank or grade with the correct attributes, appointed by the line manager (in consultation with the appointed 4C’s Duty Holder) to compile a hazard register(s) for their 4C’s Area(s) of responsibility and to communicate and coordinate on health and safety matters with any visiting workers and/or contractors, prior to work commencing.

e. “Host” – The Host is the sponsor of a work activity, and therefore all visiting workers will have an identifiable host, on whose behalf they are acting.

f. “Asbestos Surveys” - are detailed in MDHS 100. They are:

i. Type 1. Location and assessment survey. A presumptive survey; this is the normal survey that forms the basis of many registers that are then added to as definite presences are confirmed. It includes a ‘walkabout site’ inspection. All materials must be presumed to be asbestos unless proven otherwise.

ii. Type 2. Standard sampling, identification and assessment survey in which representative samples are taken and analysed. If samples prove positive, similar locations etc. can be presumed to contain asbestos. It is the most effective way of gathering evidence in support of the AMP.

iii. Type 3. Full access sampling and identification survey. This is a full intrusive survey usually required before demolition or major refurbishment/alterations to a building, or any other works involving access to areas not accessible in Type 1 or Type 2 surveys. Type III surveys are used to identify ACMs prior to removal.

NOTE: Until such time as materials have been tested, it is to be PRESUMED that all materials contain asbestos unless there is strong evidence to suggest it does not or until testing confirms otherwise.

Organisation, Roles And Responsible Persons

9. Under the terms of Defence Estates Practitioner Guide “Management of Asbestos Containing Materials on the Defence Estate”. Number: PG 02/07, dated; 30 August 2007, the persons holding responsibility for the Management of Asbestos are detailed in Appendix 1, together with those of INSERT MMO NAME.

NOTE: ON POPULATION OF THE TABLE AT APPENDIX 1 (HIGHLIGHTED IN YELLOW), WITH DETAILS RELEVANT TO THIS ESTABLISHMENT/SITE, DELETE THIS TEXT BOX. APPENDIX 1 CURRENTLY HOLDS EXAMPLE DETAILS.

10. Please note that references to DE and MMO managers also means to their designated representatives.

11. The Senior Site Manager must ensure that those persons named in the Table (Appendix 1) make themselves fully aware of their responsibilities.

12. Any revised Asbestos Management Arrangement must be issued to all relevant MMO personnel following review, update or amendment.
13. The Defence Estates Practitioner Guide “Management of Asbestos Containing Materials on the Defence Estate”. PG 02/07, dated 30 August 2007, specifically applies to those assets under the control of DE as listed under Asset Register to the Contract as amended from time to time and managed by the MMOs 1st Tier Supply Chain at this Establishment.

14. Whilst Regulation 4 (1) (a) of the Control of Asbestos Regulations 2006 specifically covers the management of Asbestos in Non-Domestic Premises, Barrack Blocks and Messes are deemed to be within their scope. Similarly even if domestic properties are not covered (with respect to their normal occupants i.e. misappropriated Married Quarters used as overspill for mess living accommodation), under the Management of Health and Safety at Work Regulations 1999, the MMO retain a duty of care for their workforce. Therefore if the MMO require their workforce including those not directly employed to enter such properties, MMO Site Asbestos Management Arrangements must be followed. When a tradesman enters domestic premises it becomes a workplace.

15. These Arrangements will be reviewed by INSERT MMO NAME at least every 6 months to ensure they are being complied with and reflect the current situation. In addition the Arrangements will be reviewed on other occasions including;
   a. Incident of accidental exposure to asbestos on site to a DE member of staff or
   b. Changes in legislation or
   c. A significant non compliance
   d. Changes to the use or nature of the site or premises
   e. When there is reason to suspect the Management Arrangements are no longer valid

Any changes will be communicated to the CO/HoE and MMO management and documents will be re-issued and the MMO Management Information System will be updated.
SECTION 2 SITE ARRANGEMENTS

This section of the Asbestos Management Arrangements contains those arrangements specific to this INSERT Establishment/Site NAME.

1.0 IDENTIFICATION OF THE PRESENCE OF ASBESTOS

NOTE: A suitable and sufficient assessment as to whether asbestos, what type of asbestos, contained in what material and in what condition is present or is liable to be present in those premises must be made. If there is doubt as to whether asbestos is present in those premises then it must be presumed that asbestos is present. See Appendix 2.

1.1 Surveys And Registers

1.1.1 Type I - Those assets already listed within the contract have had the initial desk top study carried out. For any other asset which is brought within the contract the MMO Site Service Delivery Manager will assist the DEFM in conducting an initial desktop study of the effectiveness and usefulness of existing Registers and other information handed over as part of the process of managing the asset onto the contract asset list. The aim of this study is to gather information on the types of construction and ages of the assets. This desk top study will include and report ACMs used in its construction, present and former usage that might indicate the presence of Asbestos coatings and insulation. The surveys will include some or all of the following options.

- Clean up of debris
- Air monitoring
- Repair
- Encapsulate (paint or seal)
- Enclose
- Remove
- Maintain as present
- Monitor condition (applies to all presumed ACMs)
- Restrict access and/or isolate
- Label or colour code
- Inform
- Train
- Define and use a safe system of work
- Operate a permit to work system

Areas that were not accessible, such as roof voids, ducts, enclosed areas and under floor spaces that are not likely to require maintenance are to be noted as “not examined but presumed to contain Asbestos”. Emergency Plans for situations such as water leakage into these areas are to be made.
1.1.2 An Asbestos Material Assessment (Appendix 2) will be made to assess the degree of risk that ACMs may pose. This together with a Priority Assessment (Appendix 3) will be used to prioritise areas for further survey or other action.

1.1.3 Further advice may be sought either from the Contract Asbestos Co-ordinator, the Contract Health and Safety Advisor or other Asbestos consultants. The desk top survey may also be contracted out to a competent sub-contractor on the approval of the CO/HoE.

1.1.4 Recommendations arising out of this study will be made in writing and notified to all interested parties in a timely manner.

1.1.5 **Presumption** - Any material will be presumed to contain Asbestos unless there is strong evidence to suggest it does not or until testing confirms otherwise.

1.1.6 **Type 2 Survey** - The Site Service Delivery Manager or nominated deputy will assist the DEFM in preparing a written plan for the approval of the CO/HoE that details actions required for a Type 2 survey (see MDHS 100 and Defence Practitioner Guide) as the most cost effective means of establishing an effective Asbestos Management Plan. This action plan will include:

- The buildings and areas to be included in the survey and any areas to be excluded.
- The method of survey to be used (and where other types may be applicable)
- The survey procedure including prioritisation of areas to be sampled (e.g. continued occupancy)
- The assessment method and the parameters to be assessed (e.g. product type, location, extent, condition and accessibility of ACMs
- The information to be recorded and the method and format to be used
- Any area where access is not possible
- Agreed arrangements for making good

1.1.6 **Type 3 Survey** - The Site Service Delivery Manager, nominated deputy and or MMO Project Manager will ensure that where any demolitions or major refurbishments take place that a Type 3 Survey is undertaken by a competent sub-contractor, prior to any works being started.

1.1.7 **Other Sampling** – Where for what ever reason work is to be carried out and the materials are not known it is to be presumed that the material is an ACM and as such specific samples are to be taken prior to the works task commencing and the information added by the responsible manager to the site AMP. All such work is to be undertaken by a competent sub-contractor.

1.1.8 All surveys and inspections will be carried out in line with MDHS100 - *Methods for the Determination of Hazardous Substances – Surveying, Sampling and assessment of asbestos containing materials.*

1.1.9 It is expected that these inspections and surveys will be contracted out to a competent sub-contractor. Organisations carrying out such asbestos inspections or surveys must either;

1.1.9.1 be accredited by the United Kingdom Accreditation Service (UKAS) as complying with ISO17020 to undertake surveys for asbestos containing materials. Or;

1.1.9.2 be able to adequately demonstrate, that they;

- have adequate training and experience in such work;
- can demonstrate independence, impartiality and integrity;
- have an adequate quality management system
1.10 The persons carrying out these surveys and inspections will hold proficiency module P402 of the British Occupational Hygiene Society (BOHS) – Faculty of Occupational Hygiene or be accredited to EN 45004 or EN 45013 by the UK Accreditation Service or to ISO 17025 for those persons also providing a sampling and analysis service.

1.11 Inspection organisations are required to have, for the duration of the contract, Public, Employer’s and Professional Indemnity insurance, to the levels required by the MMO.

1.12 **Incident Communications and Reporting** - In addition to the inspector’s written report, where the inspector identifies an area of damage, which could contain asbestos, which is causing a serious, immediate potential exposure hazard, then he/she must verbally bring the matter to the immediate attention of the MMO nominated site contact, and provide practical advice and guidance on immediate remedial action requirements. The inspector will also aid the site manager in completing a MMO Incident Report as per Appendix 4.

**1.2. Monitoring And Inspection**

**NOTE:** Once identified, by survey or any other means, the condition of all asbestos containing materials must be regularly monitored.

1.2.1 This section covers those arrangements that are in place so as to ensure that all ACMs identified are monitored on a regular basis and that any changes identified are communicated and that any immediate and/or remedial actions required are carried out in appropriate manner and time scale.

1.2.2 Asbestos containing materials are to be inspected at least annually or at shorter intervals if required as stated within the relevant site AMP, Action Plan. The periodicity of inspections will also be listed within the site Asbestos Register. See Appendix 12 for details of Inspections.

1.2.3 Re-inspections are to be carried out by a competent person, holding as a minimum the BOHS P402 or RSPH Level 3 certificate. Those persons that carry out such inspections on behalf of INSERT Establishment/Site NAME are; as listed in Appendix 1.

1.2.4 The Site Delivery Manager, or his nominated representative, is responsible for ensuring that material reviews and inspections are carried out as to the times detailed within the Asbestos Register. A full record of periodic reviews and re-inspections must be maintained. These records for INSERT Establishment/Site NAME are held within the MMO site offices at the following location; insert location reference.

1.2.5 Any necessary changes to the Asbestos Register, Material Assessment and Priority Scores must be entered into the AMP and associated documentation and communicated to the Client and the relevant 4C’s Area Custodian.
2.0 ASSESSMENT OF WORK WHICH EXPOSES EMPLOYEES TO ASBESTOS

2.1 Asbestos Hazard Risk Assessment & Rating

NOTE: In addition to planned asbestos removal and remedial works as part of other maintenance, demolition or refurbishment activities, there is also a requirement for highlighting any actions required to make safe or remove asbestos containing materials which are presently a hazard due to damage or deterioration.

2.1.1 The Asbestos Risk Material Assessment (Appendix 2 of this document) undertaken by the original asbestos surveyor, and subsequently updated, when combined with the Priority Assessment (Appendix 3) provides a Risk Rating score to highlight and prioritise remedial work requirements.

2.1.2 The Hazard Risk Assessment Rating needs to be jointly assessed by the MMO contractor and the SER team. The contractor supplies the asbestos details & maintenance frequencies, whilst the SER Team provides the occupational activities and frequencies.

2.1.3 The rating that is then arrived at provides the action plan which needs approval & funding by Defence Estates before works can commence

2.1.4 For the purpose of this Management Plan the following table (and those in Appendix 2) should be used as an aid to prioritise remedial work requirements;

<table>
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<th>Risk Assessment Score</th>
<th>Risk Rating</th>
<th>Action Required</th>
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<tbody>
<tr>
<td>19 to 24</td>
<td>Very High</td>
<td>Restrict access to the area and repair/remove immediately. *</td>
</tr>
<tr>
<td>14 to 18</td>
<td>High</td>
<td>Restrict access to the material and repair/remove at the earliest opportunity. *</td>
</tr>
<tr>
<td>9 to 13</td>
<td>Medium</td>
<td>Restrict access to the material if necessary. Monitor the material closely and schedule for repair/removal when possible. *</td>
</tr>
<tr>
<td>5 to 8</td>
<td>Low</td>
<td>No immediate action required - Material needs to be managed.</td>
</tr>
<tr>
<td>1 to 4</td>
<td>Very Low</td>
<td>No immediate action required - Material needs to be managed.</td>
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</tbody>
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This forms the final Risk Rating once the Material Assessment & Priority Assessment (Appendices 2 & 3) are combined and provides the requirements for the Action Plan.

* Important Note: Any requirement for repair and or removal works must first be communicated to, and then authorised by Defence Estates.

2.2 Material Condition Review and Re-Inspection

NOTE: Once identified, by survey or any other means, the condition of all asbestos containing materials must be regularly monitored.

2.2.1 Asbestos containing materials should be inspected at least annually or at shorter intervals if recommended by an asbestos survey report document.

Insert Date
2.2.2 Re-inspections should be carried out by a competent person, holding as a minimum the BOHS P402 or RSPH Level 3 certificate.

2.2.3 The Area Maintenance Manager, or his nominated representative, is responsible for ensuring that material reviews and inspections are carried out regularly. A full record of periodic reviews and re-inspections must be maintained along with any necessary changes to the Asbestos Register, Material Assessment and Priority Scores.

2.3 Planning and Risk Assessment of Maintenance and Project Activities

2.3.1 Planned or Reactive Maintenance works tasks and/or individual Projects carried out by MMO employees within the site are to be planned and risk assessed to ensure that any risk with regard to asbestos is reduced so far as is reasonably practicable.

All materials on sites MUST be presumed to contain asbestos and treated accordingly unless, or until, adequate information is received to the contrary.

2.3.2 The operatives undertaking the works task must carry out a task risk assessment prior to starting the works following the Asbestos Risk Assessment Flow Chart within Appendix 5.

2.3.3 Any MMO Manager/Supervisor putting MMO employees to work within the site where there is potential for them to be exposed to ACMs must ensure they have completed a MMO Pre-Work Task Asbestos Risk Assessment Checklist (Appendix 6). Once completed the checklist must be attached to the works job sheet and given to the operative allocated that job/task or in the case of a specific project it is to be entered into the “Job file” once those persons carrying out the task have been briefed on its contents.

2.3.4 MMO employees within the site do not carry out works on ACMs either licensed or un-licensed. Any works including those as described within the HSE publication “Task Essentials” are to be carried out by a competent sub-contractor.

2.3.5 Where there is a need for a member of the site staff to access an environment for urgent MoD operational requirements which has a level of contamination within it, then the Contract Asbestos Co-ordinator must be contacted and advice sought to assess the risk. Method Statements and appropriate controls must be put in place. Only then does the Contract General Manager have the authority to permit such an entry. Such authority can be initially given verbally but must be followed up in writing as soon as is reasonably practicable and recorded on file.
3.0 PLANS OF WORK

3.1 General Site Safety

NOTE: Any asbestos activity that constitutes an unsafe act or condition must be reported and/or rectified immediately. If an employee has reason to believe that an activity being undertaken by any person including those who are not employees, may lead to the accidental release of asbestos fibres, they are to, where appropriate, stop such activity or at the minimum report the incident or issue immediately through their line management chain. Such issues may include but are not limited to;

3.1.1. Vehicle movements likely to cause and/or causing damage to identified ACMs such as manoeuvring fork lift trucks, vehicle movement etc.;

3.1.2. Sub-contractors including those put to work by others engaged in work(s) likely to cause an uncontrolled release of asbestos fibres, such as drilling into potential ACMs, removing ceiling tiles for cabling etc.;

3.1.3. Ad hoc drilling and work(s) being carried out by individuals as self help tasks.

3.1.4. The Responsible Manager is to ensure that such incidents are fully investigated and all appropriate information is passed into the 4C’s communication chain through the local DEFM.

SEE APPENDIX 15 FOR CURRENT OPERATIONAL DOCUMENT TEMPLATES

3.1.5. Where urgent non intrusive maintenance, operational requirements or diagnostic works are required in asbestos contaminated areas entry will be controlled by a Permit to Work system. (Appendix 7)

3.1.6. The entrants will be fully briefed as to the extent of asbestos contamination and be provided with suitable PPE / RPE (LSE38 Nexgen Overalls, disposable boot covers, nitrile gloves & FFP3 Disposable mask or better) and the works will be thoroughly risk assessed

3.1.7. In case of emergency requirements sites should hold a small stock of the Asbestos Protection Removal Kit Ref: Kit-ASB-SSE available from Willis Safety (0141 892 0666)

3.2 Determining What Action To Take

NOTE 1. All materials on sites MUST be presumed to contain asbestos and treated accordingly unless, or until, adequate information is received to the contrary.

NOTE 2. Prior to starting any maintenance task it is important to know the correct action to take, if any, with regard to asbestos.

3.2.1 For the maintenance operative at the workface, Appendix 5 contains a flow chart of items which should be considered prior to starting any task. This flow chart must be made available and explained to all maintenance operatives.

3.2.2 For all of MMO’s maintenance activities the table in Appendix 7 must be used when planning any maintenance or new works task, to indicate which procedure may be applicable. See Appendix 6.
3.3 Control of Sub-Contractors

3.3.1 General Contractors: - This section covers the arrangements in place to ensure that those sub-contractors put to work by MMO are controlled in such a manner to eliminate or reduce the exposure to ACMs within the site to as low a level as possible, before, during and after they carry out their undertakings.

3.3.1a All sub-contractors are required to undergo a Pre-Qualification Questionnaire prior to their acceptance onto an Authorised Suppliers List; this questionnaire covers the requirement to have an adequate company health and safety management system in place. As part of this process all supply chain members are informed within the associated documentation of the existence of ACMs within the MoD estate. Any contractor not on the authorised list is not to be used within this contract.

3.3.1b All Responsible Managers are required to satisfy themselves that those sub-contractors they put to work are competent to carry out the works asked of them. As part of the process they are required to confirm that those operatives used within such works have received asbestos awareness training as a minimum. The production of either originals or certified copies of appropriate training certificates is a compulsory requirement.

3.3.1c No sub-contractor operative is to be allowed to carry out work(s) where there is potential for them to come into contact with ACMs unless proof of such training has been produced.

3.3.1d All sub-contractors under the control of MMO are required to book in through the site office prior to carrying out any works and are required to book out on completion of such works. This is to be done at a minimum on a daily basis.

3.3.1e Site managers are required to carry out 'Stop Shift Audits' on sub-contractors as well as employees.

3.3.1f When carrying out such audits responsible managers must specifically communicate with the operative about their understanding and knowledge of ACMs within the area or building they are working on or in and their application of such knowledge to their tasks or activities.

3.3.1g If the responsible manager is unsure about the operative’s knowledge or competence they are to stop the work, make safe as required and inform the sub-contractor line manager about their concerns. The operative is not to resume work at that site until they have been re-inducted and the responsible manager is satisfied about their competency, understanding and knowledge.

3.3.2 Specialist Asbestos Contractors: - The Maintenance and Removal of asbestos

The controls listed below are in addition to the standard controls for sub-contractors.

All asbestos removal, repair or remedial works must be undertaken in line with the “Approved Code of Practice L143 - Work with Materials Containing Asbestos - The Control of Asbestos Regulations 2006”

3.3.2a At tender stage all prospective asbestos removal contractors will be required to undertake a site inspection to view and better understand the works involved and the surrounding conditions.

3.3.2b Once a contractor has been selected there should be a preliminary meeting convened prior to the start of the works. This is to allow the exchange of any further information between the Responsible Manager, DEFM, 4C’s Area Custodian and the contractor including the contractor’s detailed Plan of Work which has to be produced for each asbestos activity.
3.3.2c When the asbestos operatives arrive on site to commence the works, the Responsible Manager will liaise with the asbestos supervisor and inspect the contractor’s Site File for the work(s). The Asbestos Works Management Checklist at Appendix 8 must be used prior to and as part of this process. The site file must include “Plan of Work” covering at least the following information:

- The types of asbestos;
- Site address;
- Enforcing Authority;
- Detail of work to be carried out;
- Type and quantity of asbestos;
- When the work will be carried out (start date & duration);
- Numbers of removal personnel to be involved;
- Anticipated exposure levels whilst works are taking place;
- Details of suppressant techniques to be used;
- Details of PPE and RPE to be used;
- Details of plant to be used;
- Method of Work;
- Emergency Procedures;
- Details of the UKAS accredited analytical company to used for air monitoring and clearances works;
- Sketch plan of work area, showing position of enclosure, barriers and airlocks (where applicable), plant, waste container and personnel & waste transit routes;
- Initial details of the quantity of waste and details of disposal site
- Decontamination unit or facilities;
- Handover of Transfer Certificate

3.3.2d Further information required includes:

- Notification to enforcing authority (licensable works only).
- Insurance Records.
- Asbestos Licence.
- Personnel Training Records.
- Personnel Medicals Records.
- Personnel Face Fit Test Records.
- Daily Exposure Records.
- Air Monitoring Results (if applicable).
3.3.3 The contractor must carry out the works in full accordance with the Plan of Work; the works are to be managed and monitored by the Responsible Manager against its contents.

3.3.4 When the asbestos works are completed and the area thoroughly cleaned and visually inspected by the contractor, an independent UKAS accredited analyst may have to be engaged to carry out a visual inspection and air sampling to ensure that the work area is ready for reoccupation. Where a polythene enclosure has been used the independent analyst must carry out four-stage clearance procedures.

3.3.5 An analytical company accredited by the United Kingdom Accreditation Service (U.K.A.S.) to ISO/IEC 17025 (current issue) for the four stage clearance process, for the sampling of air or fibre counting and for fibre counting should be employed independently by the MMO to monitor the nominated asbestos removal contractor. The duties of the analyst must include:

- Detailed initial review of the plan of work
- Initial site check (including monitoring of smoke test) prior to commencement of work
- Monitoring for airborne asbestos fibres outside the enclosure if appropriate.
- Final four-stage clearance.

**NOTE:** The use of an Independently Appointed Analyst will ensure impartiality and avoid situations where works previously carried out have found to be substandard.

3.3.6 Once the independent analyst is satisfied that the area is safe for reoccupation they will issue a Certificate of Reoccupation. On completion of works not requiring an independent analyst, the asbestos contractor will issue a Handover Certificate.

### 3.4 Permit To Work – Asbestos

This is a formal written system used to control a certain type of work that is potentially hazardous. The term “Permit to Work” refers to the pro-forma or certificate which forms a part of an overall safe working system. See Appendix 7. The essential features of “Permits to Work” are;

- Clear definition of who may authorise particular work;
- Clear identification of who is responsible for specifying the necessary precautions to be taken;
- Effective instruction and training to all personnel in the issue and use of permits;
- Performance monitoring in order to ensure that the safe system is implemented as intended.

3.4.1 The Permit is to be issued where the Responsible Person is aware of the presence of Asbestos in the proposed work area and or if the nature of the work may in any foreseeable way lead to the disturbance of asbestos in this or in any adjoining areas. Only a licensed contractor may be put to work with regard to the maintenance, encapsulation and or removal of such ACMs or unknown substances.

Insert Date
3.4.2 **Responsible Person**: - For the purpose of this Permit to Work, the Responsible Person is deemed to be a member of the MMO, site management team. This includes any MMO Project Manager who is carrying out works within, on or around these sites, who is appropriately conversant with the current Asbestos Survey report and any accompanying documentation. The Responsible Person is to check the exact work areas affected against the Asbestos Survey Report. If asbestos containing materials are likely to be disturbed during the task then a Task Specific Risk Assessment and Method Statement (A Plan of Works) must be carried out in line with HSE Guidance. If in any doubt as to the suitability of the Plan the responsible manager must seek further expert advice.

3.4.3 **Assessment of Risk**: - The purpose of a Permit to Work system is to ensure that proper consideration is given to the hazards and risks of a particular work or works and that these are assessed and controlled before the work starts.

3.4.4 **Objectives**: - The primary objectives of the procedure are to ensure proper authorisation of designated work within specified areas so that any risks not eliminated are reduced to as low a level as possible.

3.4.5 **Understanding**: - Management and Supervision must ensure that the persons involved in the Permit work fully understand the exact:

- Identity, nature and extent of the job
- The hazards involved
- The precautions to be taken
- Limitations as to the extent of the work and of the time during which the work may be carried out.

3.4.6 **Line Management**: - It is important to ensure that the line manager in direct charge of an area, location, unit, plant, installation or equipment is fully aware of all the work being done. A system of control must be provided. Provision must be made for a record showing that the nature of the work and the necessary precautions checked by appropriate persons. Line management should also provide a formal hand-back procedure to ensure that the part of plant, installation or equipment affected by the work is in a safe condition before normal work etc is resumed.

3.4.7 **Individual Responsibilities**: - Clear information, instruction, training and guidance should be given to all who have responsibilities under Permit to Work procedures including:

- Management and , where appropriate, occupiers and owners;
- Contractors, preferred contractors and sub-contractors;
- Supervisors and Technicians;
- Other employees or non-management and supervisory staff.

3.4.8 **Circumstances in Which Permits MUST be Used**: - These include potential hazardous work for which Permits to Work are normally required e.g.;

- Cleaning
- Maintenance Repairs
- Inspection and Testing
- Alteration and Refurbishment
- Construction and Re-construction
3.4.9 The issue of a “Permit to Work” does NOT simply give permission to carry out dangerous work or in itself make a job safe.

4.0 NOTIFICATION OF WORK WITH ASBESTOS

4.1 Enforcing Authority Notification

Notification to the Enforcing Authority of intended asbestos work is required in writing at least 14 days prior to the planned commencement date of the work. This will be carried out by a licensed contractor (who will attend to such notification under the terms of his license). Notification is to include a description of the works, the address of the premises and the expected date of commencement of works and other details as required by Regulation 9 and Schedule 1 of the Control of Asbestos Regulations 2006. The responsible manager must confirm the notification prior to the commencement of any work.

Where there is a material change in that work that might affect the particulars so notified (including the cessation of work), the responsible company shall forthwith notify the appropriate office of the HSE in writing of that change.

5.0 INFORMATION, INSTRUCTION AND TRAINING

5.1 Asbestos Information & Distribution

NOTE: All materials on sites MUST be presumed to contain asbestos and treated accordingly unless, or until, adequate information is received to the contrary.

5.1.1 It is essential that all available information and records regarding asbestos on sites are maintained, updated and distributed to all those that need it. This is to ensure that all relevant maintenance personnel at every level are equipped with the most accurate information possible to ensure that they are able to identify and manage asbestos hazards during their day to day activities.

5.1.2 All records and information which is currently available or will become available in the future, will be collated, maintained, reviewed, updated and issued by the insert MMO Manager to be held responsible. They will also be responsible for obtaining any new information that may be outstanding.

5.1.3 The insert MMO Manager to be held responsible will issue each Area Maintenance Manager with copies of all current and updated information relevant to the sites under their control. The Area Maintenance Managers must then distribute the information to their maintenance personnel as and when required.

5.1.4 It is the responsibility of all MMO personnel to furnish the Area Maintenance Manager via their line manager with any new information regarding asbestos materials on their site as and when it comes to light. For example if a particular area of asbestos has been damaged, repaired or...
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removed etc. If there is a significant change concerning the particular material that would effect its asbestos material Risk Assessment Rating then the manager must be told.

5.1.5 As part of MMO’s duty to assist Defence Estates to comply with Regulation 4 of the Control of Asbestos Regulations 2006, MMO will share with Defence Estates all information regarding asbestos on its sites it currently holds or obtains in the future.

5.1.6 Pre-tender documentation for CDM works to potential subcontractors will contain full information regarding the presence or absence of Asbestos in projected work areas. Health and Safety Files produced on completion of works will contain relevant information about Asbestos within the structure(s) worked upon. This information will be transferred to the centrally held asbestos records.

5.2 Communication and Co-Ordination. This section covers those arrangements required to ensure any information related to and or involving the management of ACMs is communicated to those that need it in a timely manner and all works under the control of MMO employees involving ACMs are coordinated in such a way as to reduce risks to health from exposure to asbestos fibres.

5.2.1 The MMO Site Service Delivery Manager must provide a copy of those sections of the Asbestos Register relevant to their facilities to the Area Custodians appointed under the MoD 4Cs system, through the client representative DEFM. The Area Custodians are then responsible for ensuring the information contained within is made available to and discussed with any person who may be working in or on the fabric of the facility or building.

5.2.2 Any information and or works that may result in a change to the information contained within the AMP and associated documentation must be notified to the relevant client representative DEFM so that the information can be passed on to other interested parties including the Area Custodians, site users and other contractors.

5.2.3 Any information and or work that may result in a change to the information contained within the AMP, its associated action plan and or Register must be notified to the MMO Site Service Delivery Manager by either the person responsible or through the DEFM.

5.2.4 For construction type project works, pre-tender documentation to potential subcontractors will contain information about or references to the presence or absence of Asbestos in those work areas that will potentially be operated within. This will include Type II or Type III Survey reports for those areas affected. Health and Safety Files produced on completion of work will contain relevant information about Asbestos within the structure(s) worked upon. The information will be transferred to the Asbestos Register by the responsible Project Manager in co-operation with the Site Service Delivery Manager. All such amendments will be notified to all interested parties through the relevant site 4C’s process.

5.2.5 The lack of an MOD 4C’s representative at site is not to prevent the communication and co-ordination taking place, the MMO responsible manager is to make every effort to co-operate with the client representative DEFM and SER, to ensure that those persons that require information regarding asbestos are provided such information.

5.2.6 If an issue exists at a local level which cannot be resolved then it is to be escalated through the internal line management chain in a timely manner. If this does not resolve the matter the Contract Health and Safety Advisor is to be informed of the issue.
5.3 Instruction and Training. This section covers the instruction and training that MMO employees, sub-contractors, visitors and others under their control are to receive in relation to working on and in those assets listed in Asset Register within the site. The section is broken down into the following sub-sections:

- Employee Induction Training
- Employees – Awareness training
- Directors, Managers and Supervisors
- Specialists
- Sub-Contractors
- Visitors
- Others
- Duration and Refresher Training
- Records

5.3.1 Employees Induction Training: Upon arrival on the site all new starter employees likely to come into contact with ACMs (presence known or unknown) will be given a structured Asbestos awareness brief as part of the company and site initial induction process. This will cover the existence of these arrangements. It will specifically include details regarding emergency arrangements.

5.3.2 Employees – Awareness Training: All MMO employees, specifically including those working within the INSERT Establishment/Site NAME must have some asbestos awareness training. If they do not attend other training mentioned below, they will attend a standard asbestos awareness training session. The training will cover those areas as required by the Control of Asbestos Regulations, 2006 Regulation 10 and further described within the Approved Code of Practice L143, Work with Materials containing asbestos. This training should cover the following topics in appropriate detail, by means of both written and oral presentation, and by demonstration as necessary:

- the properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;
- the types, uses and likely occurrence of asbestos and ACMs in buildings and plant;
- the general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace; and
- how to avoid the risks from asbestos, for example for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACMs are not present.

5.3.3 Directors, Managers and Supervisors: Any staff required to manage others who are likely to come into contact with ACMs and/or is responsible for contractual obligations in relation to the management of ACMs within the MMO is required to attend a “Duty to Manage” course which will cover those areas as required by the Control of Asbestos Regulations, 2006 Regulation 10 and further described within the Approved Code of Practice L143, Work with Materials containing asbestos. This training should cover the following topics in appropriate detail by means of written and oral presentation and by demonstration as necessary;
• the types, uses and likely occurrence of asbestos and ACMs in buildings and plant; their responsibilities for directing, supervising and monitoring of work on site, including people’s health and safety;

• the emergency procedures to be followed, for example an uncontrolled release of asbestos dust into the workplace;

• the importance of the supervisor being on site at all key stages of the work (witnessing the smoke test, ensuring that the hygiene facilities are fully operational before work starts, ensuring signs and barriers are correctly erected, carrying out daily checks) to ensure that it is done safely;

• how to produce and apply plans of work that set out the appropriate procedures, controls and preventative measures based on the assessment including how and when to update plans;

• how and when to notify the appropriate enforcing authorities that work is taking place and situations where re-notification is necessary;

• how to deal with situations where the methods set out in the plan of work cannot be followed due to a change in circumstances and a revision to the plan is required;

• the application of suitable contingency procedures in the event of a failure of controls;

• the importance of monitoring and auditing the work activities;

• the importance of having effective arrangements in place to communicate with and monitor workers inside the enclosure and hygiene unit;

• a need to provide additional training, information and instruction to workers as necessary such as the use of a particular piece of equipment or work method for which training has not previously been given;

• how to assess the competence of employees and identify their training needs;

• when and how air monitoring should be undertaken and how the results are interpreted and to whom they should be communicated;

• how the results and records of personal air sampling, fit tests and medicals should be kept and maintained and to whom they should be communicated;

• how to apply the procedures for dealing with accidents, incidents and emergencies; keeping the work area clean and free of asbestos;

• the importance of ensuring that the correct procedures are followed at the end of the job to allow a certificate of reoccupation to be issued and an understanding of what the laboratory analyst will require before clearance sampling is undertaken and the certificate of reoccupation can be issued.

5.3.4 Specialists: - Any person who is employed or has a responsibility as a specialist with regard to the management, maintenance and or removal of ACMs within the site, must have the required qualifications and competence as described within the Control of Asbestos Regulations, 2006 Regulation 10 and further described within the Approved Code of Practice L143, Work with Materials containing asbestos. This may include British Occupational Hygiene Society (BOHS) qualifications such as P402 and P405. This would also include those persons who are employed as Health and Safety Advisors and Employee Health and Safety Representatives.

5.3.5 Sub-Contractors: - All sub-contractors employed by MMO are to receive in relation to working on and in those assets listed in Asset Register within INSERT Establishment/Site NAME a general

Insert Date
health and safety induction which will include a specific section containing suitable and sufficient information regarding the ACMs on site in relation to the tasks and activities that they carry out.

5.3.5a As a minimum the information given will cover the existence of the site AMP and these arrangements, specifically highlighting the emergency arrangements within it.

5.3.5b All sub-contractors who have the potential to come into contact with ACMs on site due to the activities they are carrying out must have received Asbestos Awareness training, this is to be confirmed by the MMO person who is putting them to work and recorded. If a sub-contractor has not received such training then that person is not to be allowed to carry out work on site until such times as the training has been carried out and the records checked.

5.3.5c As training is delivered to MMO employees within the INSERT Establishment/Site NAME on an ongoing basis, sub-contractors are to be actively encouraged to attend these training sessions as appropriate.

5.3.6 Visitors: - All visitors hosted by an MMO employee are to be made aware of the general site arrangements regarding asbestos as part of a local site induction. The host is responsible for ensuring that suitable and sufficient information is given to the visitor in relation to the activities that are to be carried out within the visit. This may as a minimum be just making them aware of the presence of asbestos within the site and that if they see something broken or damaged they are requested to bring it to the notice of the host. All visitors will generally be escorted around the site.

5.3.7 Others: - All other persons entering and/or having responsibilities with regard to asbestos those assets within the scope of the contract at INSERT Establishment/Site NAME, for or on behalf of the MMO must have the training and competencies to carry out such activities and/or responsibilities. No MMO employee is to put to work any other person without satisfying themselves that such appropriate training and competencies are in place.

5.3.8 Duration and Refresher Training: - The duration and refresher times for each type of training are listed below;

- Induction – The length of time taken for Induction training for visitors is dependant on frequency of visits and there reason for attending site, for most persons, however; it would not be expected to take more than a few minutes. For new starters it is only once on starting and appropriate to the role they have been employed to fulfil, the training should form part of their overall induction training.

- Awareness – This training is specific to the subject of asbestos and will on employee start be approximately 4 hours duration being refreshed annually, the refresher taking approximately no more than an hour.

- The “Duty to Manage” Course for Directors, Managers and Supervisors is a two day course and will be refreshed annually, the refresher taking approximately no more than an hour. The full course is to be renewed as a minimum every 3 years.

- All other training for specialists etc. will be as required, each training course must have a run out date and a refresher date where appropriate unless the course is progressive and subject to continued professional development (CPD).

5.3.9 Training Records: - All training that takes place within the site must be recorded; specifically any asbestos related training carried out by MMO employees is recorded within the individuals personnel file, which is retained within the MMO site offices. A record is also kept within the contract Information Management System (IMS) at the following location; Insert location.
Site/Establishment Name

- Any training records provided by persons such as sub-contractors are to be kept within a relevant project file within the site offices. The location of which is as follows; Insert location.

5.4 Updating And Review Of Site Asbestos Documentation

5.4.1 These Asbestos Management Arrangements including the associated documentation, the AMP, Asbestos Action Plan and Asbestos Register must be reviewed and where applicable amended and updated by a competent person at least every 6 months or whenever there have been changes to current legislation or significant changes to site circumstances or work methods.

5.4.2 Following review or update or amendment, the revised Management Arrangements and associated documentation will be issued to the DEFM and SER. All those persons that may be affected by these changes are to be briefed and or given copies of the amended documentation as required.

All MMO site operatives are to receive a Toolbox Talk on any significant changes as they are made and as a minimum every 12 months as part of their annual refresher training.

5.4.3 The Site Service Delivery Manager or a nominated deputy must review and update the responsible persons list (Appendix 1) at least every six months.

5.4.4 All such amendments are to be recorded within the Amendment sheet at the front of this document.

6.0 DUTY TO PREVENT OR REDUCE THE SPREAD OF ASBESTOS

6.1 Prevention or reduction of exposure to asbestos (Removal/Repair/Remedial Works)

6.6.1 To maintain quality of service MMO will only use Approved, Licensed Asbestos Removal Contractors to carry out any asbestos removal / repair / remedial works under its control. This is irrespective of whether the particular asbestos work is licensable.

6.6.2 No asbestos removal, repair or remedial works will be carried out without full liaison with, and the consent of, the relevant Defence Estate representative.

6.6.3 The requirement for asbestos removal, repair or remedial works will be triggered either as a result of planned maintenance, demolition or refurbishment, or when a particular material's Risk Assessment Rating reaches the level of Medium or above and where asbestos has been damaged resulting in a release of fibres.
6.6.4. In the event of any of the above occurrences, the type and extent of works required will be agreed between MMO and Defence Estates; this could include one or a combination of the following:

- Removal (full or partial)
- Repair
- Encapsulation
- Environmental Clean
- Mark and Manage

6.6.5. Details of any asbestos removal, repair or remedial works must be passed to the Area Maintenance Manager or nominated representative to enable the relevant central asbestos record to be updated.

6.6.6. The use of an Independently Appointed Analyst will ensure impartiality and avoid the mistakes of the past where works previously carried out have been found to be substandard.

6.2 Use of control measures etc.

6.2.1. This will normally be done by the specialist contractor. Details of any asbestos control measure must be reviewed by the Area Manager or Project Manager or nominated representative acting on their behalf to enable updating of the relevant asbestos record. As a minimum, further activities will include;

- Ensuring that the equipment is returned safely after use to a secure location.
- Any defects noted in the equipment must be reported to the responsible Manager.

6.3 Maintenance of control measures etc.

6.3.1. This will normally be done by the specialist contractor. Maintenance of any asbestos control measure must be reviewed by the Area Manager or Project Manager or nominated representative acting on their behalf. As a minimum, further activities will include;

- Asbestos control equipment including PPE and RPE is maintained in an efficient state, in efficient working order, in good repair and in a clean condition.
- Systems of work are reviewed at suitable intervals and revised if necessary.
- Suitable records of the examinations and tests or of repairs carried out are kept available for at least 5 years from the date on which they were made.
7.0 ARRANGEMENTS TO DEAL WITH ACCIDENTS, INCIDENTS AND EMERGENCIES

7.1 There are 3 arrangements covering Emergency Procedures, Accidental Damage or disturbance to ACMS and Accidental Individual exposure to Asbestos Fibres. The procedures for dealing with these are given below.

7.1.1 EMERGENCY PROCEDURE

NOTE: IN ANY CIRCUMSTANCE WHERE THERE IS AN UNCONTROLLED RELEASE OF ASBESTOS INTO THE WORKPLACE THEN THE FOLLOWING EMERGENCY PROCEDURE MUST BE ADHERED TO;

a) STOP WORK immediately.

b) Any persons in the area affected, who are not wearing suitable PPE and RPE must leave the area immediately.

c) Warning notices should be posted and access by unprotected personnel prevented.

d) Where people have been contaminated with asbestos dust or debris then they should carefully remove their clothing and any PPE and seal them in a clearly labelled polythene bag for decontamination or disposal as asbestos waste.

e) Immediately notify the situation to the responsible manager for asbestos.

f) Communicate the situation to Defence Estates and the MoD. They are responsible for deciding the course of action to be taken with regards to their assets and sites.

g) Quarantine and secure the affected area if necessary.

h) An independent UKAS accredited analyst should be engaged to carry out air monitoring and/or random swab sampling to ascertain the full extent and range of contamination in, and around, the affected area.

i) Once the extent of the contamination has been ascertained, a Licensed Asbestos Contractor should be brought in to decontaminate the affected area.

j) All incidents of this kind must be reported to the MMO who will ensure that the relevant central asbestos records are updated.

k) Obtain details of the specific and relevant work hazards.

l) MMO representative to determine what specific hazards are likely to arise and notify SER and DEFM accordingly.

7.1.2. ACCIDENTAL DAMAGE OR DISTURBANCE TO ACMS If material containing, or suspected of containing, asbestos is damaged or disturbed by accident or during maintenance works:

- Inform your line manager.
The Line Manager must inform the Contract Asbestos Co-ordinator (name and number) who will advise on what technical action is to be taken (action may involve analysis of samples, removal of asbestos and air tests).

The Contract Health & Safety Advisor (name and number) must be informed as detailed in the MMO Accident/Incident reporting process, (Remember 30 minutes).

The incident must be reported by the senior MMO manager on site to the DEFM and relevant 4C's Area Custodian, if this person cannot be identified or contacted the information must be cascaded up to the next person in the chain of command.

Retain all documentation relevant to the works being carried out.

Complete a list of people in the area at the time of the incident and who might have been exposed to dust released from the material.

A MMO Asbestos Incident Report is to be completed and sent to the Contract Asbestos Co-ordinator as soon as practicable but within a maximum of 24 hours of the incident.

The site management team are to complete the company Health & Safety Incident Report Form which can be found on the MMO Management Information System at location.

An incident investigation should take place after any suspected fibre release within 24 hrs of the incident. This should identify if additional actions need to be taken before the work can continue or access to the area can be allowed.

An independent UKAS accredited analyst should be engaged in to carry out air monitoring and/or random swab sampling to ascertain the full extent and range of contamination in, and around, the affected area.

7.1.3 ACCIDENTAL INDIVIDUAL EXPOSURE TO ASBESTOS FIBRES. If you or an individual or group of individuals are exposed to Asbestos fibres take the following actions:

- Inform your line manager.
- Identify areas that may have been contaminated as a result of movement around the premises and close those areas off under the guidance/instruction of the MMO subject matter expert.
- The contaminated clothing must be placed inside a polythene bag, sealed, placed in a second polythene bag and sealed (double bagged); it must also be clearly labelled as containing asbestos;
- The area where contaminated clothes are stored or removed should be treated as contaminated.
- The Line Manager is to inform the Contract Asbestos Co-ordinator (name and number) who will advise on what technical action is to be taken (action may involve analysis of samples, removal of asbestos and air tests);
- The Contract Health & Safety Advisor (name and number) is to be informed as detailed in the Accident/Incident reporting process;
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- The senior MMO manager on site must report the incident to the DEFM and relevant 4C’s Area Custodian, if this person cannot be identified or contacted the information is to be cascaded up to the next person in the chain (Site 4C’s Co-ordinator);
- Retain all documentation relevant to the works being carried out;
- Complete a list of people in the area at the time of the incident and who might have been exposed to dust released from the material;
- A MMO Asbestos Incident Report must be completed and sent to the Contract Asbestos Co-ordinator as soon as practicable but within a maximum of 24 hours of the incident;
- The site management team are to complete the company Health & Safety Incident Report Form F1D which can be found on MMO Link at location;

Once exposure to asbestos has been confirmed the Site Manager will complete the form F11B in line with the company procedures outlined in HSP 325 Asbestos and HSP 313 Health Surveillance, copies of which can be found on MMO Link at location;

Further action with regard to the clothing will depend on whether it is confirmed that it has been contaminated by asbestos, whether it can be cleaned or whether it has to be disposed of.

An independent UKAS accredited analyst should be engaged in to carry out air monitoring and/or random swab sampling to ascertain the full extent and range of contamination in, and around, the affected area.

On completion of decontamination works the independent UKAS analyst should carry out further air monitoring to confirm that the area is fit for reoccupation.

All uncontrolled releases of asbestos fibres to atmosphere must be reported to the Health and Safety Manager who will investigate the incident and decide whether the incident is reportable under RIDDOR.

Personnel potentially exposed to asbestos should receive suitable counselling and health surveillance.

All asbestos fibre exposure to unprotected personnel must be recorded and placed on the person’s employment records. An entry should also be made in the site accident book. All records should be kept for a minimum of 40 years. The information to be recorded should include the following:

- Affected persons name, address and national insurance number
- Date of exposure
- Location of exposure
- Description of events leading to exposure
- Details of any PPE & RPE being used by the affected person
- Type of asbestos and level of exposure if known
- Signed declaration by the affected person and their Manager confirming that the potential exposure has occurred.
7.2 Emergency Arrangements

7.2.1 Site Management must ensure that procedures, including the provision of relevant safety exercises (which shall be tested at regular intervals), have been prepared which can be put into effect when such an event occurs. Information on emergency arrangements, including:

- Affected persons name, address and national insurance number
- Details of relevant work hazards and hazard identification arrangements, and specific hazards likely to arise at the time of an accident, incident or emergency is available; and
- Suitable warning and other communication systems are established.

7.2.2 Information is made available to the relevant accident and emergency services and displayed at the workplace, if this is appropriate.

7.2.3 In the event of an accident, incident or emergency related to the unplanned release of asbestos at the workplace, MMO shall ensure that;

- the effects of the event are minimized
- that the situation is restore to normal
- any person who may be affected is informed.

7.2.4 Controls will be put in place to ensure only those persons who are responsible for the carrying out of repairs and other necessary work are permitted in the affected area and they are competent and provided with appropriate respiratory protective equipment and protective clothing. Further, any necessary specialised safety equipment and plant which shall be used until the situation is restored to normal.

NOTE: Action to be taken when there is risk that asbestos dust has been released into the atmosphere (Air Monitoring and Health Surveillance). Is given in Appendix 9 – Report on Air Monitoring

7.2.4.1 Where it is confirmed that Asbestos dust has been released into a contained area, the action to be taken is as above.

7.2.4.2 Where asbestos dust has been released into the open atmosphere or there has been a significant fire involving ACMs, the Local Environmental Health Officer and the HSE are to be informed in accordance with the RIDDOR as a dangerous occurrence (release of dangerous materials).

7.2.4.3 When air monitoring is carried out the information/results are to be retained by the DEFM. The records of that monitoring are to be retained for a period of not less than 40 years. The form at Annex H is to be used by MMO on behalf of the client to record that information. Guidance on the retention of records is at JSP 375 leaflet 55.

7.2.4.4 All persons who may have been subject to Asbestos exposure above the Control Limit will be provided a programme of health surveillance and counselling by an HSE appointed doctor registered under the Employment Medical Advisory Service. Line managers are to ensure that all MMO employees exposed to asbestos complete an asbestos exposure record. A copy
shall be kept by the employee, the line manager with copies forwarded to H R and the Contract Safety Advisor. The Form at Annex I is to be used to record exposures. Such records are to be kept for a period of forty years.

7.2.4.5 Should an employee be diagnosed with an Asbestos condition then the health of all other workers similarly employed with a potential of exposure will be reviewed.

7.3 Medical Advice

If exposure to asbestos has occurred the employees will be given advice and information as appropriate from the company Occupational Health Specialists.

This may also include the following:

- Establishing an Occupational Health Record in accordance with HSE guidelines. This will be retained for a minimum of 40 years or up until the persons’ 80th Birthday.
- Document the type and level of exposure for each employee exposed. A written summary should be provided by the Site management team for the Occupational Health specialist to attach to the records.
- Adequate medical surveillance (every 2 years)
- Establish a baseline medical record of health and lung function.
- Provide an opportunity for employees to discuss risks and concerns in confidence and allow access to their records.
- Review and updating of the risk assessment involved in the incident.

This will be arranged and co-ordinated if necessary through the Human Resources Department.

8.0 CLEANLINESS OF PREMISES AND PLANT

Site Management will ensure that the premises or those parts of the premises where that work is carried out, and the plant used in connection with that work are thoroughly cleaned and kept in a clean state.

9.0 PROVISION AND CLEANING OF PROTECTIVE CLOTHING

Site Management will ensure this is done by the appointed specialist contractor and controlled by a management review of their asbestos arrangements.

10.0 DESIGNATED AREAS

Site Management must ensure that any area in which asbestos work under their control is carried out is designated as an asbestos area where any employee would be liable to be exposed to asbestos and that specific controls and PPE are required. Further controls including limited access will be applied by appointed specialist contractors. Nobody may eat, drink or smoke in an area designated as an asbestos area or a respirator zone.
11.0 AIR MONITORING

Site Management will ensure this is done by the appointed specialist contractor and controlled by a management review of their asbestos arrangements. Measurement of asbestos fibres present in the air shall take place at regular intervals and when a change occurs which may affect that exposure.

Records or a suitable summary thereof, shall be kept in the event where exposure is such that a health record is required to be kept for at least 40 years or in any other case, for at least 5 years from the date of the last entry made.

Further details are covered in Section 7 and Appendix 9

11.1 Standards for air testing and site clearance certification

Site Management will ensure this is done by the appointed specialist contractor and controlled by a management review of their asbestos arrangements.

11.2 Standards for analysis

Site Management will ensure that analyses of samples of any material to determine whether it contains asbestos meets criteria equivalent to those set out in ISO 17025 which cover organisation, quality systems, control of records, personnel, accommodation and environmental conditions, test and calibration methods, method validation, equipment, handling of test and calibration items, and reporting results.

Site Management will ensure that persons requested to analyse samples of any material taken to determine whether it contains asbestos shall ensure that person is accredited by an appropriate body as competent to perform work in compliance with ISO 17025.

12.0 HEALTH RECORDS AND MEDICAL SURVEILLANCE

Further details are covered in Section 7.3. refer to appendix 10 for pro-forma details of exposure records

13.0 WASHING AND CHANGING FACILITIES

A review of the washing and changing facilities will be done by the appointed specialist contractor and controlled by a management review of their asbestos arrangements.

14.0 STORAGE, DISTRIBUTION AND LABELLING OF RAW ASBESTOS AND ASBESTOS WASTE

14.1 For storage and distribution, this will be done by the appointed specialist contractor and controlled by a management review of their asbestos arrangements.
14.2 Site Management will ensure that this is done in accordance with those Regulations where the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004 apply.

14.3 For Labelling, this will be done in accordance and agreement with the local site requirements but subject to the guidelines for labelling asbestos containing materials and in particular, HSE ACOP (L143) 2006, Work with materials containing asbestos.

15.0 LICENSING OF WORK WITH ASBESTOS

This will only be done by the appointed specialist contractor and controlled by a management review of their asbestos arrangements.

16.0 ASSET DISPOSAL OR DEMOLITION

This will be done by the CO/HoE or DE and according to their Asbestos Management Arrangements. The MMO may be asked to assist.

APPENDICES:

Appendix 1: Organisation and Responsible Persons
Appendix 2: Material Assessment
Appendix 3: Priority Assessment
Appendix 4: MMO Incident Report
Appendix 5: Pre-Maintenance Task Flowchart
Appendix 6: Asbestos Material Risk Assessment Guide
Appendix 7: Permit To Work (guidance and proforma)
Appendix 8: Asbestos Works Management Checklist
Appendix 9: Record of Air Monitoring
Appendix 10: Asbestos Exposure Record
Appendix 11: Survey Information (reference to location)
Appendix 12: Asset Inspection Sheet
Appendix 13: Asbestos Action Plan (reference to location)
Appendix 14: Asbestos Register
Appendix 15: Document Templates
Appendix 1: Organisation and Responsible Persons

Insert appropriate organisation chart with names.