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This Asbestos Management Plan (AMP or Plan) outlines how Bangor University (BU) manages the risks from asbestos containing materials (ACMs) on its estate and should be read in conjunction with the University's Control of Asbestos Policy.

The Plan, which is managed and operated by Campus Services (CS) on behalf of the University, complements the University's Control of Asbestos Policy and is designed to effectively manage and minimise asbestos related health risks to people working and studying at the University, occupying its premises, or affected by the University's activities.

The Plan identifies responsibilities and duties and sets out procedures and protocols for:

- a. Identifying, categorising and risk assessing all ACMs.
- b. The Asbestos Register.
- c. Monitoring and safeguarding ACMs that remain on the estate.
- d. Protecting users of university buildings from potential risks of ACMs.
- e. Controlling maintenance, development and construction work so ACMs are not disturbed.
- f. Managing, reducing or removing ACM hazards.
- g. Training and information.
- h. Emergency arrangements.
- i. ACMs within non-university buildings.

The University Asbestos Management System applies to all parts of the University's estate without exception. The University's Control of Asbestos Policy (avf1 0.371.04 D 19/Lang (en-GB) BDC qA7017D5019000



The AMP commits management and staff at all levels to meet legislative requirements and establishes a control measure for the provision of competent advice from external professional and accredited bodies to maintain effective management systems and the prevention of exposure to asbestos. Managers should be suitably and adequately trained and are expected to consider the potential and foreseeable risk of exposure to asbestos and make the necessary arrangements to satisfy themselves as to the safety of the normal and everyday working environment.

Having, as far as reasonably practicable, overall responsibility for CS activities the DCS will ensure that processes and systems are in place to suitably manage asbestos materials and associated risks. The DCS shall also appraise the University's Health, Safety and Emergency Management Committee (HSEMC) as required on how asbestos is managed and of the asbestos abatement programme.

Principal functions for asbestos management will be devolved to the HEM for appropriate execution by them, relevant CS staff and the CS appointed Asbestos Consultant.

*In the HEM absence, direct all queries to the Head of Building Maintenance or Head of Engineering Services.*

The HEM has responsibility for day to day management of asbestos and the AMP and ensuring the maintenance of all associated records. The HEM is responsible for ensuring compliance with these procedures and coordinating the role of appointed Asbestos Consultant(s). The HEM will (via the appointed Asbestos Consultant) provide information and advice to university staff, contractors, and consultants engaging in work that may contain ACMs. The HEM will also:

- Ensure a suitably qualified group of staff, consultants and licensed contractors is maintained to deal with any requirements in relation to asbestos issues.  
Ensure that, where applicable, all asbestos related work will be procured by the incumbent Asbestos Consultant.
- Communicate with the appointed Asbestos Consultant(s) to ensure the University's Asbestos Policy and AMP is adhered to.
- Ensure, via ten-GB

Undertake the following duties as pertinent to their role:

Ensure asbestos issues and associated costs are considered for projects and included in all subsequent feasibility and contract procurement planning.

Identify any known asbestos risks in a timely manner before project / work by consulting the Asbestos Register and if required the HEM.

Request relevant HSG 264 compliant Asbestos Surveys to ensure the appropriate level of asbestos information is available for the project / work.

Review and reassess the project / work following receipt of Asbestos Surveys and amend Project Plan / requirements as appropriate. This includes commissioning remediation work where project requirements involve working in the vicinity of ACMs and/or on ACMs.

Ensure staff under their direct control have suitable and sufficient initial and updated training with respect to asbestos issues and the work to be undertaken.

Provide information to relevant staff, contractors and consultants about all associated University procedures, the location of any known ACMs and the presence or otherwise of items affecting the project / work.

Ensure project management contractors and consultants involved in their projects disseminate information to others as required.

Halt work and isolate the working area if suspect ACMs are discovered during the work. Notify the HEM immediately and provide all requested information.

Provide relevant staff, contractors and consultants with 'as built' plans following a physical change to the layout of a building, ensuring the CAFM software is updated accordingly.

Keep the HEM informed of all modifications which impact on ACMs and information held.

Monitor projects / work and formally review arrangements at periodic intervals to ensure the AMP and associated procedures remain effective and are followed as required.



The Asbestos Register is available on request to all (electronically or paper) who may reasonably require such information including building users with details of how to access the register provided during relevant training and Inductions. The CS internal (i.e. staff) and external (i.e. contractors, consultants) meeting structure will enable staff, contractors, consultants etc to communicate and consult on asbestos. Information is also available on the CS Intranet.

Training plays an important role within the university's Asbestos Risk Management System.

A Training Matrix exists for Estates Management staff with asbestos training requirements detailed on this. As a minimum relevant staff provided with Asbestos Awareness Training with formal refresher training provided by a UKAS accredited asbestos training every 3 years. In the interim, Asbestos Tool Box Talks and similar will be provided.

Contractors' staff must be trained to a minimum level of "Asbestos Awareness" by an accredited organisation, details of this are contained in the



The Asbestos Register will be updated by the University Asbestos Consultant to record inspection findings and action taken as further investigation, surveys, sampling and remedial works (e.g. removal, encapsulation) are carried out or where physical changes to the layout of a building occur. Updates include reassurance air sampling, Hazardous Waste Consignment Notes.

The HEM or representative will update the Register for ad-hoc asbestos related work e.g. surveys undertaken by a different approved Asbestos Consultant as part of a project.

*Estates Management Appointed Contractors (includes those via the MTC) and Principal Contractors Shared Sites:* Unless otherwise agreed with Estates Management, all Asbestos Surveys must be undertaken by the appointed University Asbestos Consultant, this coordinated with the MTC and / or Estates Management Staff.

*Principal Contractors Corralled Sites:* Principal Contractors may only directly arrange Asbestos Surveys for corralled sites. A corralled site is that which is completely independent ie. no connecting services, utilities, equipment or structure with other University premises and / or potential for affecting University activities and its staff and students. Following completion, the Asbestos Survey Report must be sent immediately on receipt to relevant Estates Management staff for record purposes.

The Asbestos Register shows rooms or areas where caution must be exercised and dependent on the work to be undertaken, may not proceed until an assessment has been completed by the external asbestos consultancy.

Reports from Asbestos Survey must be sent immediately to the Head of Estates Management, Head of Building Maintenance and

Following any removal, encapsulation or environmental cleaning, the Asbestos Consultant will provide independent analytical surveys as defined in HSG248. Re-occupation will not be permitted until relevant certification is received.

The following procedure should be followed whenever suspected, previously unidentified ACMs are found and / or disturbed:

- 1.
- 2.
3. Based on the type of material found/disturbed, isolate the area, i.e. shut / lock doors and windows etc. For example:
  - i. Discovery of suspected ACM floor tiles may not require isolation of the work area.
  - ii. However, if AIB (Asbestos Insulating Board) is drilled into, stop work immediately and isolate and secure the area.
4. As 3 above. Post warning notices stating do not enter the area – include contact details.
5. Report this to the Security (01248 38 2795) and relevant BU Project Manager.
6. Project Manager to notify the HEM and Asbestos Consultant.
7. The HEM & Asbestos Consultant will decide on a procedure based on the potential risk.
8. Necessary action will be taken as agreed above.

In circumstances where a 'site' is under the control of a Principal Contractor and ACMs are discovered the procedures contained in the Construction Phase Plan should be followed and the University Project Manager informed as soon as practical.

Where accidental personal contamination has occurred, the person(s) concerned, isolate the area and contact their Line Manager \_\_\_ University Security (01248 38 2795) who will contact the HEM, Asbestos Consultant AND Head of Health, Safety and Campus Wellbeing. Each situation will then be subject to a coordinated plan of work prepared in conjunction with the HEM, Asbestos Consultant and Head of Health, Safety & Campus Wellbeing. Records will also be kept as required e.g. Asbestos Exposure.

The University's Accident & Incident Reporting Procedure must be followed for all incidents with completed Forms forwarded to central Health and Safety immediately. The Head of Health, Safety & Campus Wellbeing will facilitate any communication with the HSE.

The suitability and operation of the AMP and the university's method of managing asbestos shall be monitored and audited periodically by the Asbestos Consultant, with this requirement included in the scope of the contract tender.

Monitoring will be coordinated by the Compliance Monitoring Group which will be supported by an independent comment from the university's appointed Asbestos Consultant. In addition to this a supporting external overview may be commissioned if deemed appropriate.

In the event of an incident, an interim review will be undertaken by Health and Safety to check the management systems remain effective and its findings reported.

In addition, Estates Management will carry out periodic sample audits to ensure Contractors have implemented asbestos procedures as required. Estates Management shall also provide reports regarding asbestos arrangements and performance to the University's Health, Safety and Emergency Management Committee (HSEMC) as requested.



