



Guidance Document

G0130 Asbestos Control & Management

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MAYOR OF LONDON

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1 Purpose- should support the Standard

- 1.1 The purpose of this Guidance is to describe the steps to be followed to control and manage risks associated with Asbestos Containing Materials (ACMs) in operating and carrying out work on the LUL network. The process reflects the obligations of various parties under CAR 2012, the CDM Regulations and other legislation and ensures that these are fulfilled and recorded. All parties must comply with this process to ensure that the Asbestos Control Unit within BCV/SSL AP or The Hazardous Materials Unit within CPD /JNP are informed of any activity that *will* or *potentially will* involve asbestos and be notified of any changes in asbestos information due to survey, treatment or removal. All parties are required by law to co-operate with ACU and HMU or CPD Project Manager as 'Duty holder' under Regulation 4 of CAR 2012. Some Process for those operatives working upon JNP controlled assets may vary slightly, it is advised that operative should contact the HMU to review any proposed process in undertaking works that may impact upon any existing asbestos.
- 1.2 This Guidance is to support delivery of the requirements of S1130 – Control of Asbestos in LU Premises.

2 Scope

- 2.1 This Guidance applies to control of Asbestos in all Business areas within LU

3 Overview of guidance

The control of asbestos guidance consists of two key elements:

- The Asbestos Control Process (3.1)
- Asbestos Emergencies and Fault (3.2)

3.1 The Asbestos Control Process

- CAR 2012, the CDM Regulations and other legislation impose legal obligations on various parties including Project Managers and Contractors within LU
- All works on LU managed assets must register with ACU for works on BCV & SSL or HMU for works on JNP, regardless of whether it is intended to disturb ACMs or not. The registration is undertaken by any Contractor or Project and is via an on-line form accessed from the front page of the LU Asbestos Register or Directly with HMU for JNP
- All work on any assets maintained by APD must be registered. Each project must be registered separately and the following documents can be located in the Asbestos Register on LU's Intranet:

AP completes and submits form AC1

CPD completes and submits form AC2

All CPD projects and JNP Maintenance should notify HMU of any Planned works that may effect the existing condition or result in its removal and comply with the procedures set up by the HMU

- If the information supplied on the London Underground asbestos register is insufficient to enable a suitable and sufficient risk assessment, ACU (BCV & SSL) or HMU (JNP) should be contacted to arrange for further appropriate surveys to be carried out by an UKAS accredited inspection organisation, especially where intrusive works or refurbishment/demolition works are part of the scope

Note: HSG 264 Asbestos: The Survey Guide gives further guidance

- From the collated surveys and other information ACU / HMU will determine whether asbestos remediation or removal works by a licensed asbestos contractor or appropriate non-Licensed contractor is required, when undertaking Maintenance works. For project works undertaken by CPD advice should be sought from the HMU as to any remediation or removal works required and should the PM require the HMU will be able to Manage the Licensed removal of any ACM's within the project scope.

Note: Where Licensed works are identified there is a 14 day delay period between notifying the HSE of asbestos notifiable works and the date the work commences. Allowance must be made in the programme for this notice period **and on the odd occasion there could be non-licensed notifiable works which allowances should be made**

- A plan of works must be written in accordance with HSE & LUL guidance notes for all licensed or un-licensed works involving asbestos.
- Before any asbestos work commence, the asbestos contractor's (or subcontractor's) method statement must be agreed by ACU (BCV & SSL) for work commissioned by AP and HMU for work on (JNP). Method Statements for Works undertaken by CPD should be agreed by the Projects H&S engineer or by HMU
- On completion of the asbestos work the appointed analyst will issue a copy of the clearance certificate to the GSM (or the GSM's representative) or PM
- Copies of the following must be emailed to ACU (SSL / BCV) or HMU (JNP)
 - Clearance Certificate
 - Monitoring Certificates
 - Asbestos Waste notes
 - Close out survey

3.2 Asbestos Emergencies and Faults

3.2.1 If you discover materials or have damaged materials which you believe to contain asbestos you must:

- Immediately stop work in the local area
- Move people away from the local area
- Prevent others from entering the area
- Report an Asbestos Emergency to the AP Control Centre on (682) 6201 for **BCV assets** (020 7088 6201 if dialling externally) **or** (682) 6210 for **SSL assets** (020 7088 6210 if dialling externally) **or** (682) 4470 for **JNP assets** (020 7088 4470)
- Report the Emergency directly or through the Station Supervisor
- Await further instructions before leaving site

- If there is no immediate risk to safety or to operations such as when ACMs have not been damaged and are in good condition this should be reported as a Fault not an Emergency. Further guidance on Emergencies and Faults is at Section 3.2.2 and 3.2.3
- Any reported fault must also be reported as an incident

3.2.2 Asbestos Emergencies

- An Asbestos Emergency is when known or suspected ACMs (Asbestos Containing Materials) have been disturbed and pose an immediate risk to safety or the operation of the railway. Anyone managing works or in charge of worksites, such as the SPC must know what to do in an Asbestos Emergency
- An example of an Asbestos Emergency would be damage to known or suspected ACMs during the course of work such as by drilling, cutting or sawing or the use of power tools. .
- If known or suspected ACMs have been disturbed prevent others from entering the area. Contain the affected area as far as possible without further disturbing any ACMs. For example close the door or use hazard tape to form a barrier. **Never attempt to clear up damaged ACMs or take samples of them.**
- Asbestos Emergencies must be reported immediately to the Maintenance Control Centre (MCC). Do this through the Station Supervisor where applicable or report it directly to the MCC. State that an Asbestos Emergency has taken place. Provide contact details for the SPC or person controlling the work. Always ensure Station Supervisors or others are made aware of anything which may prevent the safe operation of the station, premises or service.
- The MCC will arrange for specialists to respond and to contact the SPC or person in charge. The type and speed of the response will be determined by those specialists based on their assessment of the risks. The SPC or person controlling the work must be available to provide any further information needed to make this assessment. No one involved should leave the worksite until the SPC or person in charge has been informed it is safe to do so. Serious asbestos emergencies may contaminate people, clothing and equipment. Potentially contaminated people must not enter other occupied areas or unaffected areas such as mess rooms or locker rooms.
- Asbestos Emergencies must also be reported as Incidents through the relevant Incident Reporting Work instruction to allow any potential exposure to be assessed. Record the names of anyone involved to allow any actual exposure which may have occurred to be reported as necessary including under RIDDOR.

3.2.3 Asbestos Faults

- Asbestos 'Faults' are when ACMs or suspected ACMs are present but not an immediate risk to safety or to operations because they have not been damaged. For example finding something you think may contain asbestos which may affect your work.
- Report Asbestos Faults to the MCC. Asbestos Faults will be dealt with by the same specialist team as Emergencies. A suitable response will be made based on an assessment of risk. If considered necessary a Fault will be treated as an Emergency.

An Asbestos 'Fault' may also need to be reported separately as an Incident through the relevant Incident Reporting Work instruction. You must consider whether this is necessary to record a 'near-hit'.

Please note samples should not be taken and given to either ACU, HMU or another analyst.

3.2.4 Responsible use of the Emergency and Fault Reporting Systems

- Almost all Asbestos Emergencies and many Faults can be avoided by appropriate planning and suitable risk assessment.
- Emergencies and Faults are responded to in the interests of asbestos safety. Use of these services is not a way to avoid legal responsibilities or the costs of asbestos surveys, remediation or removal which are a necessary part of the work being carried out.
- Asbestos Emergencies, Faults and Incidents will be monitored and investigated as necessary. Where appropriate, the costs of response may be recovered from third parties, projects or sponsor business areas.

3.2.5 APD Fault Contractors & Asbestos

The nominated Fault Contractor undertaking works on behalf of APD are still required to undertake all Faults in accordance with their statutory responsibility and take into account their operatives working in an environment that may contain asbestos; and therefore should, prior to instructing their operative to attend a fault have checked the Asbestos Register to see if the area has been previously surveyed and whether that any ACM's have been identified in the vicinity.

The fault contractor is required to within 48 hours of notification of the fault to complete and submit an AC1 form thereby notifying ACU of the works in that area.

Contractor's operatives attending site to undertake works should as a minimum have current asbestos awareness training.

The Fault contractor shall follow the set procedures highlighted under 3.2.1 should they come across any unknown asbestos.

The Fault contractor is not to appoint the analytical contractor directly this should be done Via the MCC or through the ACU / HMU.

Should further Asbestos surveys be needed or analytical services be required this should be requested through the ACU or HMU depending on location

3.2.6 Planned Works & Asbestos (Maintenance)

If as a result of Planned works it is planned to disturb / remove the asbestos the contractor shall prior to undertaking any works submit to the ACU or HMU their Method Statement, Risk Assessment and Identity of their Licensed Contractor,

Subsequent to being awarded the contract the Contractor shall complete and submit electronically an AC1 form in the case of Maintenance works or an AC2 when it is a CPD managed Project these can be found when logging onto the Asbestos Register.

The Contractor shall follow the set procedures highlighted under 3.2.1 should they come across any unknown asbestos.

3.2.7 Works Planned and undertaken by CPD

CPD Project Managers shall register the project works on London Underground Asbestos Register AC2 form

An asbestos specific management plan in accordance with regulation 7 must be produced, outlining the scope of work, the work site, the methods to be used to manage ACMs on site and the agreed format for the information on any remaining or removed asbestos that will be passed to ACU/APD.

In the case of CPD works the Method Statement for the works require the H&S representative for the project to provide approval or liaise with HMU who will assist

4 Responsibilities

LU APD Contractors shall:

- Register the works on London Underground asbestos register AC1 form.
- Inform ACU of any changes or possible changes to the asbestos as a result of the Planned works and complete AC3 form if asbestos works are to be undertaken and on completion of the Project submit to the ACU / HMU the Asbestos completion certificate AC4 (Both documents can be located on LU's Intranet within the asbestos register)
- advise the works managers on all matter relating to asbestos and review the asbestos risk register and provide method statements accordingly
- Ensure that all its operatives are aware of the Asbestos Control Process as detailed in section 3.2.1 and of the notification requirements should asbestos be discovered.
- Shall when undertaking works that will impact on or require the removal of Asbestos containing materials provide a detailed Methodology (Method Statement) that will take into account the following considerations:-

Requested information	Method section
Name and address of client	
Station/Depot address and location of works	
Access and egress to work site	
Description and location of asbestos works	
The names, job titles, and contact numbers of all relevant people ie the site supervisor, SPC, contracts manager, analyst, LU DER etc.	

If track work details of protection master	
If works are notified under CDM, name and contact details of the principal contractor and CDM co-ordinator	
Site set up including signing in process, briefings etc	
Scope of work/Methodology	
Details of respirator zone	
Size and location of enclosure (if applicable)	
Details of NPU including air flow etc. (if applicable)	
Viewing panels and CCTV (if applicable)	
Site closure including details of breakdown of respirator zone or enclosure, decontamination arrangements for operatives and tools etc.	
Site inspection on completion of works by SPC and clearance performed by analyst	
Where these works originate from ie fault, minor works, project. Please include reference to works package or fault number	
Why these works are necessary	
Survey reference number which confirms ACMs	
Asbestos type, form, amount and condition	
Control measures to reduce the risk of asbestos fibres being released ie number of h-types, fibre suppressant, tac rags and how these will be used	
Duties provided by analyst ie background monitoring, personal monitoring, reoccupation, 4-stage clearance	
The number of operatives carrying out the work at any time and their role	
Dates and times the work will take place ie engineering/traffic hours, weekend, possession	
Details of water supply for decontamination for operatives and tools	
Plan/map clearly showing the work site. This should include location of asbestos to be encapsulated/removed, the respirator zone or enclosure (including smoke testing, air locks, NPU, decontamination unit etc if applicable), transit/waste routes and location of vehicles	
General/safety information	
Fire precautions	
Risk assessment	
Exposure assessment	
PPE and RPE	
Tools	
Plant	
Waste disposal	
Welfare facilities	
Asbestos emergency procedures	
Nearest A&E	
Copy of asbestos licence	
Copy of insurance certificate	
Copy of waste carriers licence	
Copy of ASB 5 (if applicable)	

Additional items

- Asbestos training
- Permits/licenses
- Incident reporting
- Access arrangements and who will arrange these
- EA Waste Registration Code and dates
- Waste notes to be sent to ACU
- Will 3rd parties be able to access the area/can works stop to allow 3rd parties to pass ie asbestos site, exclusion zone
- Access/egress to site
- COSHH

Waste Routes

The Contractor on his first attendance on the work site shall provide to the Station Supervisor a copy of the Plan/Map showing the work site and Transit Routes that have been submitted with the method statement to enable the Land Lord to inform other contractors of his presence.

ACU / HMU shall:

- ACU shall Provide advice, guidance and direction, review Method Statements & risk Assessments (APD. BCV & SSL)
- HMU shall provide advice, guidance and direction, review Method Statements & risk Assessments (JNP & CPD)
- Maintain asbestos related survey information
- Ensure that asbestos related Emergencies, Faults and Incidents are responded to appropriately and investigated as necessary
- Audit asbestos related activity to ensure safety and legal compliance
- Ensure that ACMs are managed in accordance with Regulation 4 of CAR 2012
- ACU & HMU Advisers shall advise the Works on all matter relating to asbestos and review the asbestos risk register and any method statements and advise accordingly

5 Health, Safety and Environmental considerations

This guidance note is designed to ensure that work taking place on the LUL system complies with the Control of Asbestos Regulations 2012 and associated Approved Codes of Practice.

All parties must meet their statutory obligations under CAR 2012

All parties must also meet their relevant obligations under the CDM Regulations, The Health and Safety at Work Act, The Management of Health and Safety at Work Regulations and RIDDOR.

6 References

6.1 Documents

Number	Title	Source
	AC1 form (APD)	
	AC2 form (CPD)	
	AC3 form (APD) Notification of Asbestos Works	
	AC4 form (APD) Completion Certificate of Asbestos Works	

6.2 Abbreviations & Definitions

The following abbreviations are created:

- a) within London Underground's Glossary of Terms (1-622) (a Category 1 Standard);
- b) from published sources that are clearly identified.

Abbreviation	Definition	Source
ACM	Asbestos Containing Material	A
ACOP	Approved Code of Practice	A
ACU	Asbestos Control Unit	A
CAR 2012	The Control of Asbestos Regulations 2012	B
CDM	The Construction Design and Management Regulations 2009	B
HSG 264	Asbestos: The survey guide	B
LUL	London Underground Limited	A
MCC	Maintenance Control Centre	A
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	A
SPC	Site Person in Charge	A
UKAS	United Kingdom Accreditation Service	A

6.3 Subject Matter Expert

Subject Matter Expert
John Caves - Principal Premises Engineer

6.4 Document history

Issue no	Date	Changes	Author
A4	Sept 2013	Introduce Changes around contents of asbestos method statement. Introduction of AC3 & AC4 Forms and introduction of Waste Route Requirement Inclusion of HMU (JNP) into reporting and advisory process	Paul Cannell