

SUITABLE FOR: Property Mangers, Asset Managers, Building Surveyors, Facilities Managers

Which buildings may contain asbestos?

Any building constructed or refurbished before 2000.

Who is responsible?

The Control of Asbestos Regulations 2012 place the legal responsibility for managing asbestos in non-residential properties (i.e. workplaces, public sector, retail, leisure etc) on the building's owner or 'the organisation that has clear responsibility for its maintenance or repair'. Therefore, if you are responsible for the maintenance, repair or refurbishment of the properties you manage you are duty-bound to take steps to protect the contractors or workers involved from exposure to asbestos.

These steps should include: identifying the location and condition of any asbestos containing materials (ACMs) present and passing this information to the contractor/worker; assessing the risk of exposure and generating/maintaining a plan to manage it.

These responsibilities do not apply to residential properties unless maintenance or building works are carried out when the duty to manage comes into force to protect the health and safety of the contractors involved. Communal areas of housing properties are typically considered non-residential.

When do you need to obtain asbestos information?

Data about asbestos is typically required at the following junctures in the property's lifecycle:

1. Change of Ownership or Tenancy

If you are handling an acquisition or a new tenancy for a client you will need to obtain up-to-date information about the property's asbestos risk as part of the due diligence process. This information should be contained in an Asbestos Management Plan (AMP) which will consist of a management survey plus, depending upon the size and complexity a policy, emergency procedures, training programme and re-inspection schedule.

If there is no AMP or the survey data has not been reviewed recently you will need to commission a management survey to be carried out. If the schedule of dilapidations requires any intrusive refurbishment works will need to commission a refurbishment/demolition survey of the areas affected before the works commence.

2. Refurbishment or invasive maintenance

If you are responsible for managing works which may involve disturbing the building's fabric a management asbestos survey will NOT be sufficient – you must obtain a refurbishment or demolition survey of the affected areas. To save time, cost and programme provide as much background information about the building and the project to your asbestos consultancy in advance i.e. scope of works, building plans, schematic drawings, reinstatement requirements etc.

Invite prospective consultants to visit site if possible. If you need reassurance of a consultant's credentials select one that has been independently accredited by UKAS against ISO 17020.

3. Emergencies/Repair

If damage to the property (e.g. fire, flood) requires unexpected repairs you will need to obtain a refurbishment/demolition survey of the areas affected – a management survey will NOT suffice in these circumstances. It may pay to retain a consultant or contractor to provide an emergency call-out service.

4. Regularly (non-domestic properties only)

By law the building's owner must prepare and maintain an Asbestos Management Plan for a property that contains asbestos. If you are tasked with facilitating this you will need to obtain a management survey of the entire building which will identify the location and condition of ACMs and ensure its recommendations (i.e. manage, remove, encapsulate) are implemented.

You may ask your consultant to help you prepare other parts of the Plan i.e. Policy, training, emergency procedures. Depending upon the risk the ACM locations should be re-inspected every 12-24 months.

SURVEY TYPE	INVOLVES	SUITABLE FOR
Management	Non-intrusive assessment of surface materials	Day-to-day management of asbestos
Refurbishment	Intrusive sampling of materials in affected areas	Refurbishment, repairs or invasive maintenance works
Demolition	Intrusive sampling of materials in all areas	Demolition

When do you need remediation?

The survey will identify any ACMs which require remediation i.e. removal or encapsulation. In these circumstances you will need to appoint a contractor. While some asbestos materials are not considered sufficiently hazardous to require the contractor to be licenced by the Health & Safety Executive, a licenced contractor will be able to cover all eventualities.

Invite prospective contractors them to site to assess the situation for themselves. If the works are complex or involve substantial volumes of asbestos consider preparing a remediation specification which will interpret the survey results and provide the detail to create a level playing field to evaluate contractors proposals/prices.

You may wish to ask your consultant to provide assistance in preparing the specification and informing or managing the procurement of a contractor. Avoid potential conflicts of interest by ensuring your asbestos consultancy and contractor are separate companies.

To instruct your consultant comprehensively first time complete the form overleaf .

PROPERTY INFORMATION

Name /Address of building:

Brief description:

Site Contact:

Name: Tel/Email:

Occupancy:

Vacant Semi-Occupied Occupied

please describe:

Access available:

Date/Time

Parking:

Health & Safety

Please indicate any H&S issues present:

- Live services
- Lift shafts
- Work at Height
- Confined spaces (voids/ducts)
- Other
- Site induction required

Environment

Please indicate any environmental issues present:

- Pigeon waste
- Rodent activity
- Flooding
- Sharps
- Other

SURVEY REQUIRED

Management (i.e. change of ownership/tenancy, day-to-day management)

Refurbishment (i.e. building works, intrusive maintenance)

Please describe works

Is reinstatement required?

Demolition

Information enclosed/attached:

- Site Plans
- Project specification
- Service schematics
- Other

Timescale for report:

REMEDIATION REQUIRED

Description of works:

Information enclosed/attached:

- Survey
- Remediation specification
- Building plans/schematics
- Other

Analytical works (air testing): Include in proposal Managed by others

Timescale for proposal:

Timescale for completion of works:

COMPLETED BY

Name:

Job Title:

Company:

Tel:

Email:

Please email this document to: info@globalenvironmental.co.uk.

