

Asbestos management plan

Revision 6 (2016)



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Published date: 03/2016

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1

Asbestos Management Policy

The key principles of the policy for Gatwick Airport Ltd (GAL) are:

- a) Establish a common management strategy to eliminate and minimise risk to employees and other parties who may be exposed to asbestos.
- b) Meet our legal requirements in relation to asbestos.
- c) Except where identified as an urgent risk to health, manage identified asbestos as part of a long term strategic plan, ensuring that resources are allocated in a measured way which is commensurate with identified levels of risk. Any high risk asbestos occurrence as identified by surveys or re-inspection will be removed or encapsulated.
- d) To identify (or presume) and record, within a reasonable timescale, the location and presence of Asbestos Containing Materials (ACMs) within the estate.
- e) To complete material and priority risk assessments on all identified or presumed ACMs within a reasonable timescale.
- f) To provide comprehensible information on ACMs to contractors, maintenance workers and all relevant third parties who may require it.
- g) To employ competent staff, strategic consultants and other relevant parties.
- h) Implement, maintain and continually improve our management of asbestos.
- i) Set and review objectives and targets in respect of Asbestos management.

To review this policy on at least a yearly basis (or other such frequency deemed appropriate to ensure the achievement of best practice).

1.1 Responsibilities and advice

The Board of Directors and Asset Stewards have ultimate accountability in ensuring that the policy is delivered.

An organogram of GAL's organisational structure with regard to asbestos management is presented in Appendix II

In addition GAL has nominated an asbestos consultant in order to obtain competent advice and assistance on all asbestos related issues.

Historical and current information on asbestos surveys and drawings are held by Graphical Data Team (GDT). Information must only be requested via the GDT. An information request form is available from GDT:

https://airspace.gatwickairport.com/our-teams/operations/engineering/documents/graphical_data_team/Asbestos_information_request_update_08.12.15.doc

E-mail address DD - Graphical Data Team Requests
gdtrequests@gatwickairport.com

The application will be logged and tracked dependant on the information request.

1.2 Objectives and targets

GAL has decided their strategic objectives with respect to the management of asbestos containing materials within their premises are to:

- Create a management strategy that ensures compliance with Control of Asbestos Regulation (CAR) 2012 is effectively achieved but is also measured and commensurate with perceived or identified risk.
- Create Airport Asbestos Management Plans to prevent, or, where this is not reasonably practicable, minimise exposure to employees contractors, maintenance workers and all relevant third parties by managing the asbestos containing materials within the estate.
- Determine and prioritise the requirements for property surveys.
- Locate and record the location, extent and product type of any presumed or known ACMs.
- Inspect and record information on the accessibility, condition and surface treatment of any presumed or known ACMs.
- Determine and record the asbestos type, either by collecting representative samples, or by making a presumption based on the product type.
- Establish the relative ability of the various types of ACMs identified to release fibres by carrying out a materials assessment using a standard algorithm.
- Use information available at the time of survey to undertake an outline priority assessment for the various types of ACMs present.
- Determine an effective mechanism for the production, capture, storage, retrieval, presentation and archiving of comprehensible information to underpin the effective realisation of these objectives and targets.
- Continue asbestos surveys of properties identified as high risk.
- Ensure that our staff and other relevant parties are competent to meet their roles and responsibilities under this policy.

2 Planning

2.1 Asbestos procedures

GAL will establish and maintain procedures to identify the asbestos aspects of its premises, activities or services that it can control and over which it can be expected to have an influence, in order to determine those which have a significant likelihood to cause exposure to personnel.

Buildings most likely to contain asbestos, due to their construction age and any other readily available information, will be made a priority for a survey. As described in paragraph 68 of the HSE's 'A comprehensive guide to managing asbestos in premises', HSG 227, the following factors will be reviewed in selecting a suitable survey programme:

- The number of buildings on the premises.
- The age of the buildings.
- The dates of previous refurbishments.
- The occupancy of the buildings.
- The activities occurring within the buildings.
- The results of previous surveys knowledge of previous asbestos removal work.
- Likelihood of maintenance work refurbishment being required.

GAL's strategy for achieving the surveying and re-inspection programme will be through the appointment of specialist UKAS accredited surveying organisations. All surveys will be undertaken in accordance with HSE guidance document. (HSG264 'Asbestos: The Survey Guide'). NOTE:- reinspection of low risk areas may be carried out using trained GAL staff.

All required surveys will be procured by GAL directly with the appointed Asbestos Consultant. This survey information will be passed to contractors and third parties as a controlled document and should not be passed to others.

Further detail of the different types of survey is presented in Appendix III.

The following criteria will be used in assessing the type of survey required in line with the recommendations set out in HSG264 :

- Any building built before 1999 will require a management survey.
- Any areas of buildings scheduled for major refurbishment or demolition will require a refurbishment or demolition survey 'Full access sampling and identification survey'.



- If a building was constructed post 1999 then written assurances from architects or building contractors that ACMs were not used in the construction of the building must be sought. If the information is not available then each case will be appraised on its merits.
- Buildings of known or suspected asbestos contamination.
- Re-inspection - All areas where previous surveys have located asbestos will be re-inspected yearly to determine the asbestos remains in good condition. Material and priority assessments will only be updated if the asbestos occurrence has changed in any way.

2.2 Exposure prevention

GAL will establish and maintain procedures to prevent work on premises that will disturb the fabric of the building, until the presence or absence of asbestos containing materials has been established.

2.2.1 Areas where survey information is available

The following must be adhered to in order to allow any work to proceed, ensuring that all risks are reduced to a level as low as is reasonably practicable:

- If information is management survey level, ensure that any hidden areas are covered.
- Ensure all asbestos information is made available to relevant third parties undertaking work on the premises allowing sufficient planning time.
- Ensure that if asbestos is likely to be disturbed then a suitable method statement and risk assessment is produced by a competent organisation.
- If work with licensed materials is involved ensure that a licensed contractor is appointed and the appropriate enforcing authority is notified.

2.2.2 Areas where no survey information is available

If none or insufficient information is available then the following procedure will be used:

- Assess if the planned work has the possibility of disturbing asbestos (unless proven otherwise all materials must be presumed to contain asbestos).
- Appoint an approved consultant and competent person to carry out a suitable survey and report the findings.
- Following the survey assess any requirements for removal or remedial measures.
- If required carry out any work in line with current legislation and guidance.
- Once it has been confirmed that asbestos will not be disturbed allow planned work to progress, in accordance with section 2.2.1 above.

2.3 Legal and other requirements

2.3.1 Legal overview

A full list of legislation and guidance for work with asbestos materials can be found in appendix IV.

The Control of Asbestos Regulations (CAR) 2012, provide a legal framework for the management of asbestos risk in non-domestic premises. A wide range of people potentially have obligations under CAR (specifically regulation 4). These include (but are not limited to) employers and the self-employed, if they have responsibilities for maintaining or repairing non-domestic premises, and the owner of those premises, whether they are occupied or vacant. In all these cases, regulation 4 may apply, but the extent of the practical duties will be determined by contractual and other existing legal obligations towards the property.

In practice, where a single duty holder occupies the premises the implementation of a management control strategy should be relatively straightforward. However, in multi-occupancy sites, or those involving relationships between parties such as landlord and tenant, managing agents, facilities managers or other potential duty holders, both legal duties and practical requirements must be clearly understood and defined.

GAL owns and manages a large number of buildings across the airport. Where a building is vacant, occupied by GAL itself, or managed through a service charge, GAL will have a direct obligation to manage asbestos risk. Where a property is leased on a Full Repair and Insure (FRI) basis, the tenant will typically be responsible for the assessment of relevant buildings, although GAL will retain a duty to co-operate in enabling the tenant to achieve compliance. Further information is detailed below.

2.3.2 Legal Agreements on Premises

GAL has a legal responsibility under Regulation 4 of CAR to manage asbestos within the premises it manages or owns. However in the case of FRI Lease Agreements the principal duty holder is usually the main leaseholder. In these circumstances GAL will have a co-operative duty, they will assist the FRI leaseholders through the following paths:

- Provide letters detailing the leaseholders responsibilities under legislation.
- Arrange points of contact for advice on all asbestos related issues, both with GAL and external consultants.
- Circulate relevant asbestos legislation and guidance literature.
- Provide details of any finding within common areas.

3 Implementation and Operation

3.1 Responsibility for implementing the policy and strategy

Falls to the GAL Duty holder supported by the board, Asset Stewards and the Asbestos Co-ordinator. Strategic advice and consultancy will be provided by the approved asbestos consultant.

3.2 Data management

The Graphical Data Team will maintain information and drawings in paper or electronic form, including any survey findings, remediation measures and agreed action on behalf of the Asbestos Co-ordinator.

3.3 Document control

GAL will control all asbestos documentation through the Graphical Data Team to ensure that:

- They can be located.
- They are periodically reviewed, revised as necessary and approved for adequacy by authorised personnel.
- The current versions of relevant documents are available at all locations where there is the potential for exposure.
- Obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use.
- Any obsolete documents retained for legal and or knowledge preservation purposes are suitably identified.

All documentation will be legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner and retained for 40 years. Procedures and responsibilities will be established and maintained concerning the creation and modification of the various types of document.

3.4 Responsibilities of contractors or other third parties

Contractors working on GAL premises must be informed by GAL of the hazards on site, including ACMs. Before starting any work the Permit to Work process must be completed by the Facilities Project Manager or other person who has requested the work to be undertaken. The procedures detailed in Section 4 should be followed, utilising the Permit to Work.

If a contractor or other third party feels that an exposure to asbestos has taken place, or a risk of exposure, they must stop work, restrict access to the area and contact the Site Representative or the Facilities Project Manager immediately. Immediate steps should be taken to ensure that the suspect material is isolated. This can be achieved by some or all of the following:

- Informing GAL EDM of the incident.
- Locking off the room in which it is located.
- Erecting barriers.
- Labelling the area.

This will ensure that other people do not disturb the suspect material or become contaminated. The individuals must assume the material does contain asbestos and take care not to place themselves or others at further risk. Where a suspected exposure to asbestos has occurred managers need to carry out an investigation using the guidelines provided in Appendix V. If there is any doubt as to the actions that should be taken the nominated asbestos coordinator should be contacted for advice.

3.5 Training, awareness and competence

HSSE guidance regarding the Control of Asbestos Regulations states: "The Regulations require mandatory training for anyone liable to be exposed to asbestos fibres at work. (Regulation 10) This includes maintenance workers and others that may come into contact with or disturb asbestos."

The GAL Asbestos Awareness training course is available online. Candidates should login (or register if you don't already have an account) at <https://www.airdat.org/tms/login> (or <https://tms.airdat.org> for those who prefer a mobile option.)

Asbestos can be found in any industrial or residential building built or refurbished before the year 2000. It is in common materials used in the building trade that you may come across. Some of these materials should only be worked on by a licensed contractor. When materials that contain asbestos are disturbed or damaged, fibres are released in the air. When fibres are inhaled they can cause serious diseases. These diseases will not affect you immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything. The GAL on-line course is designed to highlight the risks of asbestos, how Gatwick manages these risks and highlights the reporting processes adopted at the airport.

The asbestos awareness training will include the following modules:

- Types, uses and occurrences.
- Legislation and guidance.
- Asbestos surveys and assessments.
- Emergency procedures.

GAL will establish and maintain procedures to make its employees at each relevant function and level aware of:

- The importance of conformance with the Asbestos Policy and procedures and with the requirements of the AMP.
- The significant asbestos impacts, actual or potential, of their work site or activities.
- Their roles and responsibilities in achieving conformance with Asbestos policy and procedures and with the requirements of the AMP, including emergency preparedness and response requirements.
- The potential consequences of departure from specified operating procedures.

Personnel performing the tasks which can cause significant asbestos impacts will be competent on the basis of appropriate education, training and or experience (as outlined in section 10 CAR 2012) and will follow the procedure set out in section 2.2.

3.6 Communication

Consulting and communicating the GAL asbestos policy and strategy is achieved through the following:

- The GAL Managing Corporate Responsibility governance (MCR).
- The GAL Intranet - see Graphical Data Team
- Airport Notices or where deemed a high risk, letters to all premises occupiers.
- Regular Asbestos Steering Group meetings. At these meetings there shall be representation from each Asset Stewardship area, the Project team, and the meeting will be chaired by the Asbestos Co-ordinator. The Asbestos Surveyors may also be invited. The meetings should be held at least six monthly and agenda items should include the agreement of the Gatwick asbestos strategy, progress against the asbestos survey and action plan tracker reported by Asset Stewardship areas. Asbestos audit results will be reported and actioned as required. (See Appendix IX for terms of reference).

3.7 Operational control

GAL will ensure that operational control is maintained for both maintenance and capital projects work as follows:-

- GAL will have in place procedures for the control of asbestos.
- All inclusive works will be subject to a service clearance permit to work that will include consulting the asbestos register and in the case of works of an intrusive nature, a project specific Refurbishment/ Demolition survey should be commissioned.
- Communication of the policies to all whose work could bring them into contact with asbestos.
- All asbestos occurrences will be labelled as detailed in Appendix VIII.
- A flowchart of project and maintenance procedures is included in Appendix X.

3.8 Emergency procedures

The first course of action in any emergency situation is to safely and securely restrict access to the area concerned and then contact the EDM or Asbestos co-ordinator or approved consultant for advice and assistance in carrying out the correct procedures in order to minimise the potential exposure of any building occupants to asbestos fibre release. A schematic summary diagram of the emergency procedures is presented in Appendix V.

3.9 Document availability

The controlled version of the Asbestos Management Plan is available from the Contractor Support Centre. GAL will ensure it is available to all stakeholders that may potentially affect ACM within the estate that includes but is not limited to:

- Tenants.
- Leaseholders.
- Managing agents.
- Insurers.
- Enforcing authorities.
- Consultants and contractors.



4 Control of Suppliers and Third Parties

Various asbestos survey work has been undertaken at GAL and asbestos registers have previously been compiled. GAL are working towards completing detailed information on the presence of ACMs within their assets, however where data does not exist or is incomplete the assumption that asbestos containing materials do exist will be made and the following procedures adhered to.

4.1 Permit to work

Should there be a lack of asbestos information in any area, an essential early step in compliance with the 'Duty to Manage' was considered the implementation and operation of a Permit to Work system for all project works and maintenance activities on the GAL portfolio.

The following procedures (4.1.1 and 4.1.2) detail the specific steps to be undertaken in addition to the operation of a Permit to Work system, dependant upon the availability of adequate survey information.

4.1.1 Areas where survey information is available

The following must be adhered to in order to allow any work to proceed, ensuring that all risks are reduced to a level as low as is reasonably practicable:

- Ensure all relevant asbestos information is made available to third parties undertaking work on the premises allowing sufficient planning time.
- If asbestos will not be disturbed, work may proceed subject to consideration and provision of:
 - Information on all known relevant hazards.
 - Suitable and sufficient risk assessment.
 - Adequate method statement for the works.
 - Provision of a Permit to Work.
- Ensure that if a presumed occurrence of asbestos is likely, then a suitable method statement and risk assessment is produced by a competent person and is provided to GAL's appointed asbestos consultant for approval prior to the commencement of works. Once approved, works may proceed subject to the provision of the four elements listed.
- In the case of works of a construction nature, a project specific Refurbishment/ Demolition survey.
- Once approved, works may proceed subject to the provision of the five elements listed.

If work with licensed materials is involved (e.g. coatings, insulation or asbestos insulating board) Asbestos Consultants should be contacted for advice. Typically the scope of the project will need to be considered and any significant works will be adequately assessed and tendered following the development of a suitable method specification (Scope of Work). This will aim to ensure that a competent and approved licensed contractor is appointed, the appropriate enforcing authority is notified and that the commercial and health and safety risks associated with the project are managed on behalf of GAL.

4.1.2 Areas where no survey information is available

- Assess if the planned work has the possibility of disturbing asbestos (unless proven all materials must be presumed to contain asbestos).
- Appoint a competent person to carry out a suitable survey and report the findings.
- Following the survey assess any requirements for removal remedial measures.
- If required carry out any work in line with current legislation and guidance.
- Once it has been confirmed that asbestos will not be disturbed allow planned work to progress, in accordance with section 2.2.1.

4.2 Asbestos surveyors

The GAL approved asbestos surveyor (see Appendix VII) should be contacted for all significant asbestos related work. The organisation should meet the following requirements:

- Be accredited by UKAS to ISO17025 and ISO17020 for surveying (management surveys and demolition surveys), and UKAS accredited for air sampling, fibre counting, bulk sampling and laboratory fibre identification.
- Have individuals who can demonstrate suitable competency, knowledge and experience in the technical area.
- Have suitable insurance cover.
- Confirm any enforcement action taken against the organisation or its employees within the past five years.
- Provide membership details of other relevant professional bodies (e.g. IOSH, BOHS, RICE, AIMS).
- Provide an example risk assessment and method statement to demonstrate approach to all types of asbestos related work.

4.3 Asbestos removal contractor procedures

The GAL approved asbestos consultant should be contacted for all asbestos removal work at the airport. All removal, decontamination and encapsulation work on licensable materials must:

- Be undertaken by an HSE licensed contractor.
- Be a GAL approved contractor.
- Be an organisation with sufficient insurance cover.
- Be members of a professional organisation such as ARCA, TICA or ACAD.
- Not sub-contract any work with asbestos.
- Not nominate a consultant on their behalf (any consultancy analytical work should be appointed by GAL, to avoid conflict of interest).

4.4 Accidental discovery

If a GAL employee, contractor or other third party considers that they have come into contact with asbestos they must stop work immediately and take steps to ensure that the suspect material is isolated by locking off the room in which it is located or erecting barriers and labelling the area to ensure that other people do not disturb the suspect material or become contaminated. If contaminated by dust or debris, clothing must be removed and placed in a plastic bag. If possible, take a shower or wash thoroughly.

On completion of the above the line manager or GAL contact and the Engineering Duty Manager (EDM) must be informed as soon as possible. The EDM will in turn notify the Asbestos Coordinator, both of whom can give advice and assistance in carrying out the correct procedures in order to minimise the potential exposure of any building occupants to asbestos fibres in the air. Please refer to the flowchart in Appendix V.

Individuals must assume the material does contain asbestos and take care not to place themselves or others at further risk. Where a suspected exposure to asbestos has occurred managers need to carry out an investigation using the flowchart provided in Appendix V and the incident exposure report form, Appendix VI. If there is any doubt as to the actions that should be taken our nominated asbestos consultant should be contacted for advice. This also applies to visits to non GAL premises.

Where it is believed anybody has accidentally been exposed to asbestos, the Asbestos Consultant may carry out an air test to determine possible levels of danger.

4.5 Asbestos incident investigation

An incidental discovery, potential exposure, or other major incident (such as a fire) must be reported to the EDM, Asbestos Co-ordinator and Health and Safety Advisor immediately. Line managers should ensure that all incidents are recorded on the PRIME database (the GAL incident and accident reporting tool).

Asset Stewards are responsible for ensuring investigation of all cases of suspected asbestos exposure and for immediately informing the Health and Safety advisors.

Where an appraisal of the situation indicates that it is significant (e.g. several staff have been involved) a competent consultant will be appointed to co-ordinate the investigation.

If the incident occurred on non GAL premises the relevant duty holder under Regulation 4 of CAR 2012 must be informed immediately so that appropriate remedial action can be taken if required.

If the incident occurred within a tenanted demise the relevant principal duty holder under Regulation 4 of CAR 2012 must be informed immediately so that appropriate remedial action can be taken if required and so that they can also investigate where necessary.

The Line Manager must send the report to the Asbestos Co-ordinator who will consider the investigation report and decide on whether or not exposure could have taken place. If the incident involves an employee of GAL, the Line Manager will liaise with Occupational Health who will update the personal records of those involved and inform them that this has been done.

If it is deemed that the release of asbestos fibres into the air is sufficient to possibly damage the health of any person. This will be classed as a 'dangerous occurrence' and be reported under RIDDOR. (This can be carried out online to the HSE).

4.6 Exposure assessment

Exposure assessment will not be investigated, however, an employee that feels that they may have been exposed to asbestos in the past may record that fact by completing the form at Appendix VI, providing a copy to the Health and Safety Advisors who will retain a copy and also send a copy to Occupational Health and the HR department who will update the personal records of those involved.

5 Management Review

5.1 Performance measuring and monitoring

GAL will ensure that this document will be reviewed and updated every year to confirm its suitability and effectiveness.

5.2 Documentation retention and updates

All documentation relating to asbestos containing materials will be stored for at least 40 years.

Essentially records of the following parameters will be stored:

- Survey reinspection findings.
- Removal works carried out.
- Any remediation works.
- Actions for any remaining materials.
- Training.
- Results of audits.
- Outcomes of review meetings.

5.3 Non conformance and corrective and preventive action

Any incidents resulting in the potential asbestos fibre release will be investigated thoroughly using PRIME, GAL's Environment Health and Safety investigation tool.

5.4 Asbestos management system audit

GAL will establish and maintain a programme and procedures for periodic asbestos management system audits to be carried out, in order to:

- Determine whether or not the AMP conforms to planned arrangements for asbestos management including the requirements of CAR 2012, L127, HSG227 and L143.
- Has been properly implemented and maintained.
- Provide information on the results of audits to management.

These audit results will be reported at the Asbestos Steering Group Meetings.

The audit programme, including any schedule, shall be based on the evaluated asbestos exposure risk of the premises, activities or services concerned and the results of previous audits. In order to be comprehensive, the audit procedures shall cover the audit scope, frequency, and methodologies, as well as responsibilities and requirements for conducting audits and reporting results.

5.5 Management review

A yearly review will take place by GAL and a nominated competent consultant.

The review will ensure the asbestos management strategy's continuing suitability, adequacy and effectiveness. The management review process will ensure the necessary information is collected to allow management to carry out this evaluation. This review shall be documented.

The management review will:

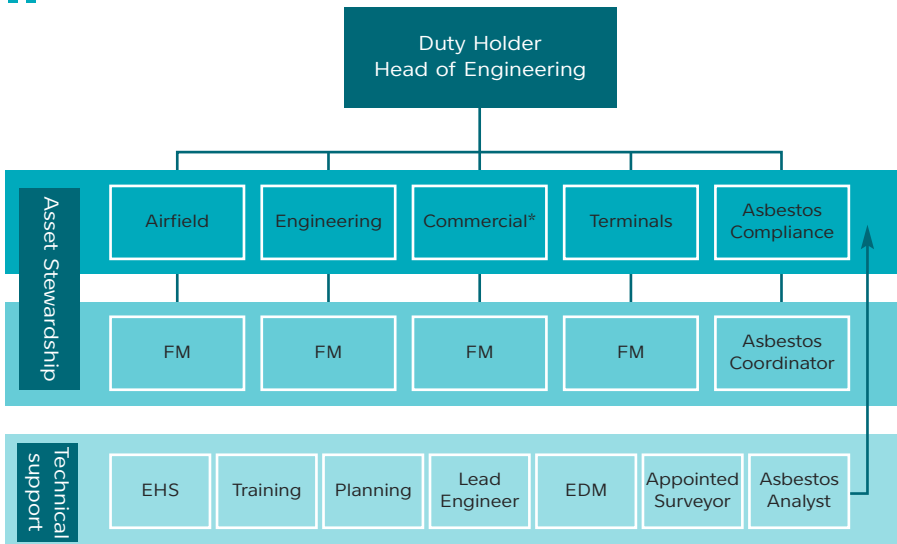
- address the need for any changes to the policy, objectives or other elements;
- reflect on management audits results;
- assess any changes to circumstances of the business;
- provide an opportunity for continual improvement of asbestos management; and
- review any incident involving asbestos.

Appendices

AMP Summary Document



GAL Management Structure



* Inc. Property and Retail

||| HSG264 'Asbestos: The Survey Guide' Extracts

Type of survey

The type of survey will vary during the lifespan of the premises and several may be needed over time. A management survey will be required during the normal occupation and use of the building to ensure continued management of the ACMs in situ. A refurbishment or demolition survey will be necessary when the building (or part of it) is to be upgraded, refurbished or demolished. It is probable that at larger premises a mixture of survey types will be appropriate, eg a boiler house due for demolition will require a refurbishment demolition survey, while offices at the same site would have a management survey. In later years refurbishment surveys may be required in rooms or floors which are being upgraded. In sectors where there are large numbers of properties (eg domestic houses) or internal units (eg hotels), only particular rooms may be specified for upgrading, eg kitchens, bathrooms and bedrooms. Refurbishment surveys would only be necessary in these locations.

Management survey

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, ie it will depend on factors such as the type of building, the nature of construction, accessibility etc. A management survey should include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way. This 'material assessment' (see paragraphs 124-127) will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed.

The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (ie a material assessment).

Refurbishment and demolition surveys (Intrusive survey)

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey will also be required in other circumstances, eg when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling. This type of survey will also be required when carrying out work in areas of known or suspected asbestos contamination.

IV List of Relevant Information

Legislation and guidance for work with asbestos materials

Work involving asbestos will be carried out in accordance with the following statutes, regulations, guidance and recommendations contained in the following publications as they apply:

Asbestos Specific Legislation

- a) L127 The Control of Asbestos Regulations (2012).
- b) The Control of Asbestos in Air Regulations (1990).

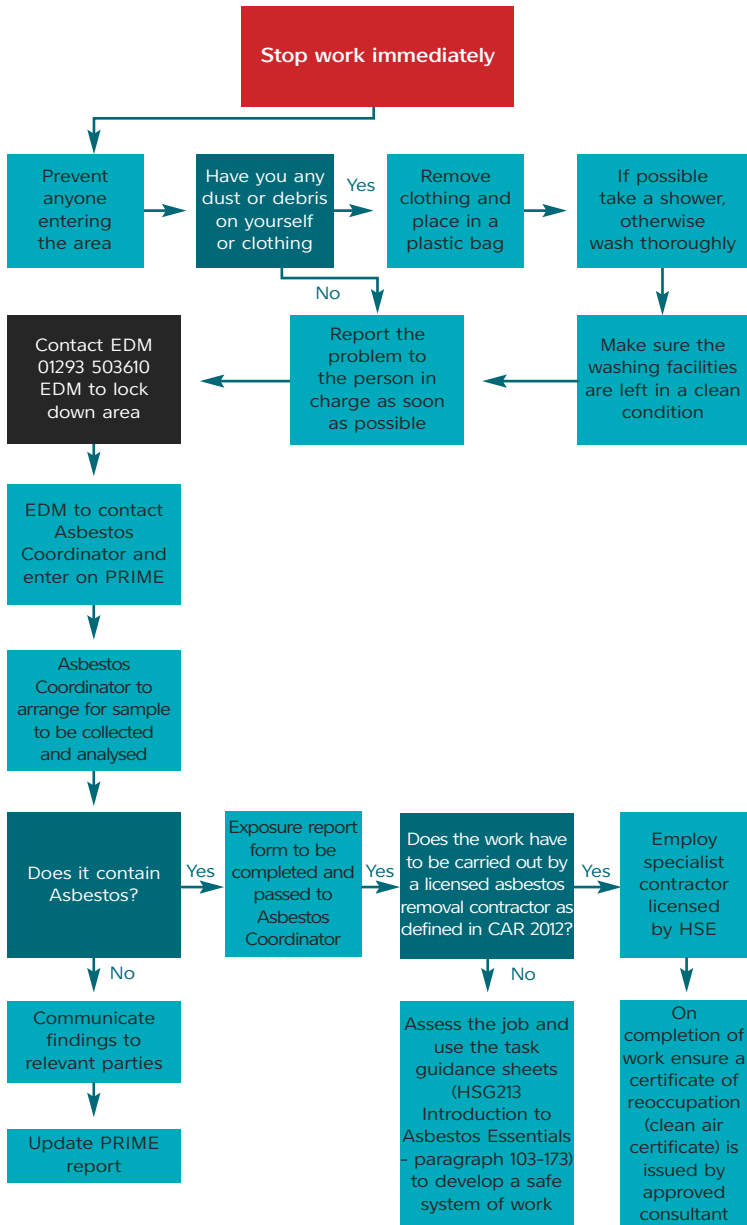
Approved Codes of Practice and Guidance Documents

- a) Department of Environment Waste Management Paper No. 18 'Asbestos Waste. A technical memorandum on arising and disposal, including a Code of Practice'.
- b) L143 Working with materials containing asbestos: Control of Asbestos Regulations (2012).
- c) HSG213 'Introduction to asbestos essentials: Comprehensive guidance on working with asbestos in the building maintenance and allied trades'. (2001).
- d) HSG247 'The licensed contractors guide' (2006).
- e) HSG248 'The analysts guide for sampling, analysis and clearance procedures' (2005).
- f) HS(G)53 'Respiratory protective equipment at work: a practical guide' (2005).
- g) Monograph - 'Respiratory Protective Equipment: Legislative requirements and lists of HSE approved standards and type approved equipment'.
- h) HSG264 'Asbestos: The Survey Guide' (2012) (2nd Edition).
- j) HSGL127 The management of asbestos in non-domestic premises.
- i) HSGINDG223 The management of asbestos in buildings.
- k) HSGINDG289 Working with asbestos in buildings.

General Statutory Requirements

- a) The Health and Safety at Work etc. Act (1974).
- b) The Personal Protective Equipment at Work Regulations 1992 (as amended).
- c) The Workplace (Health, Safety and Welfare) Regulations (1992).
- d) Construction (Design and Management) Regulations 2015
- e) Environmental Protection Act Part 1 (1990), (Duty of Care).
- f) Control of Substances Hazardous to Health (COSHH) 2002 (as amended).

V What to do if you discover Asbestos



VI GAL Asbestos Exposure Report Form

Please complete this form legibly in BLOCK CAPITALS.	
Name of Person Exposed:	
Date of Birth:	
Organisation and Position:	
NI Number:	
Employee No.:	
Official address (where based):	
	Post code:
Address where exposure took place:	
	Post code:
Exact Location:	
Date(s):	
Type of Asbestos present (if known):	
Concentration in air (if known):	
What was the duration of the exposure?	
Employee Signature:	Date:

The Asbestos exposure form can be obtained from the GAL Intranet or from the Asbestos Co-ordinator asbestos_coordinator@gatwickairport.com

A completed copy must be sent to the Asbestos Co-ordinator who will log it, forward it to GAL Occupational Health Department, DD - Occupational Health Gatwick Reception occupational_health@gatwickairport.com A letter is then provided which is to be given to the persons GP.

Notification letter for GP

Dear General Practitioner

In line with guidance from the Health and Safety Executive individuals who have been inadvertently exposed to asbestos should notify their GP.

Accordingly please find enclosed for your records a copy of the exposure to asbestos form completed by your patient. Included for your information is advice from the HSE regarding such a situation.

Further guidance can be obtained from: <http://www.hse.gov.uk/asbestos/index.htm>

Yours sincerely
Asbestos Coordinator
Gatwick Airport Limited

FAQ: I have been inadvertently exposed to asbestos. What should I do?

Answer: People who believe they may have been exposed to asbestos are understandably anxious and concerned about the possible effects on their health. Many cases of inadvertent, short-term exposure to asbestos will most likely have led to minimal exposure to fibres, with little likelihood of any long-term ill health effects.

Although the type of asbestos involved and duration of exposure may be known, there may be little reliable information about the level of exposure. These are all important factors in determining the level of risk - the more fibres that are released by an asbestos-containing material, and the longer the work activity lasts, the greater the cumulative exposure to asbestos fibres and, therefore, an increased risk of ill health effects.

Some work activities are more likely to create a significant concentration of asbestos fibres in the air, and therefore, add to the risk if suitable precautions are not in place; for example:

- use of power tools (to drill, cut etc) on most ACMs
- work that leads to physical disturbance (knocking, breaking, smashing) of an ACM that should only be handled by a licensed contractor eg sprayed coating, lagging, asbestos insulating board (AIB)
- manually cutting or drilling AIB
- work involving aggressive physical disturbance of asbestos cement eg breaking or smashing

Therefore these types of activities are strictly forbidden and can only be carried out by a certified specialist asbestos contractor following a robust and suitable risk assessment and with authorisation of the Asbestos Coordinator

Some asbestos-containing materials release fibres more easily than others. For detailed information on types of asbestos-containing material and the likelihood of fibre release, see: Appendix 2 (page 53) of Asbestos: The survey guide[21].

If you are concerned about possible exposure to asbestos from work activities, you are advised to consult your GP and ask for a note to be made in your personal record about possible exposure, including date(s), duration, type of asbestos and likely exposure levels (if known). In some circumstances, your GP may refer you to a specialist in respiratory medicine. HSE does not advocate routine X-rays for people who have had an inadvertent exposure to asbestos. Asbestos-related damage to the lungs takes years to develop and become visible on chest X-rays. X-ray examinations cannot indicate whether or not asbestos fibres have been inhaled.

VII Glossary of Terms - Useful Contacts

Glossary:

ACM	Asbestos Containing Material
CAR 2012	Control of Asbestos Regulations 2012
AMP	Asbestos Management Policy
ARCA	Asbestos Removal Contractors association

Useful numbers:

Gatwick Control Centre (GCC)	01293 503455
Engineering Duty Manager (EDM)	01293 503610
Emergency Services	01293 501222 or 999
Asbestos Consultant (Lucion)	01293 220935
Lucion Nationwide Emergency	0845 0344326
Asbestos Co-ordinator	07714 139902
Contractor Support Centre	01293 501439

Approved Asbestos Removal Contractors:

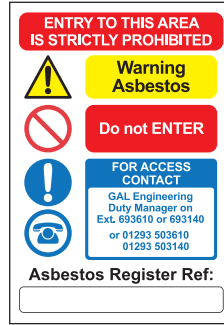
OCS Environmental Services Ltd	0208 591 6677 or 07968 116384
Shield Environmental	02380 663784 or 07788 318061

VIII Identification labels

Labelling of asbestos can be emotive and needs to be handled sensitively to avoid unnecessary concerns, especially in public and traveller areas. Conversely, asbestos labelling needs to be prominent enough to warn anyone who may disturb it.

Labels should not be seen as a control measure and should be used in conjunction with all other control measures as detailed in this procedure.

Signage shall conform to Health and Safety (Safety Signs and Signals) Regulations. Below are two types of labels suitable for use, including suggested applications in the table that follows.



Type 1



Type 2

The addition of the text “May contain Asbestos fibres” can be changed to “Hazardous substance” to suit particular requirements.

Label Type	Location	Application	Label Position	Comment
1	Non traveller and non-public areas	Voids	Visible from any access point of asbestos	Include contact details and refer to extent
1	Non traveller and non-public areas	Pipes Ducting Panels	Every 5 metres Visible from any approach	Include contact details and refer to extent of asbestos
2	Traveller and occupier sensitive areas	Pipes Ducting Panels	Every 2 metres Visible from any approach	

Location of Labels

Location information should be communicated to anyone who may potentially disturb asbestos by way of awareness training, site induction or permit to work.

Label Management

Labels are in themselves vulnerable to disturbance and/or removal. Labels must therefore be managed together with the asbestos they are identifying.

Ensure labels are still in position, will form part of yearly asbestos re-inspections.

IX Sample Terms of Reference - Asbestos Steering Group Meetings

The terms of reference for the Asbestos Steering Group Meetings are as follows:

Purpose

The meetings are to be held to meet the requirements of the following GAL document:

- Asbestos Management Plan.

The meeting should take place when appropriate but at no less than six monthly intervals.

Frequency

The meeting should take place when appropriate, but no less than 6 monthly intervals.

Attendees

The membership of the meeting shall include:

- Airport Asbestos Coordinator (chair)*.
- Airport Lead Engineer, Building & Civil Engineering.
- Business Unit Facilities Managers*.
- EHS - Asbestos representative*.
- GAL Asbestos Consultant.
- GAL Asbestos Removal Contractor(s).
- Graphical Data Team.
- EHS Representative from Capital Projects and/or Development Team and /or Operations PMO*.

Except for those marked with asterisks (*), roles listed above and others whose presence are deemed necessary will be invited to the meetings as required or deemed necessary by the chairperson.

Agenda

The agenda of the meetings should have the following objectives:

- To share information and exchange views on asbestos issues impacting business units;
- To discuss issues of concern in relation to asbestos management and develop an outline of possible solutions applicable across the airport that nurtures consistency of approach throughout all business units;
- To consider any liaison required with the Central Health and Safety enforcement authorities (HSE, Local Authority and Environmental Health Department (EHOs)) regarding asbestos management;
- To address any matters requiring support from GAL Supply Chain on contractor and consultant Supplier Evaluation Process (SEP) and performance issues.

The following should be part of the agenda:

- Updates from Facilities Managers to ensure compliance with GAL procedures and the GAL Asbestos Management Plan in all areas;
- Updates on resource and funding issues from each Business Unit highlighting any significant issues relating to work orders and permits;
- Review of the forward-looking management plan at strategic level at least three years in advance;
- Report on progress of actions from audit recommendations;
- Review of the current asbestos documentation and edits, where necessary.

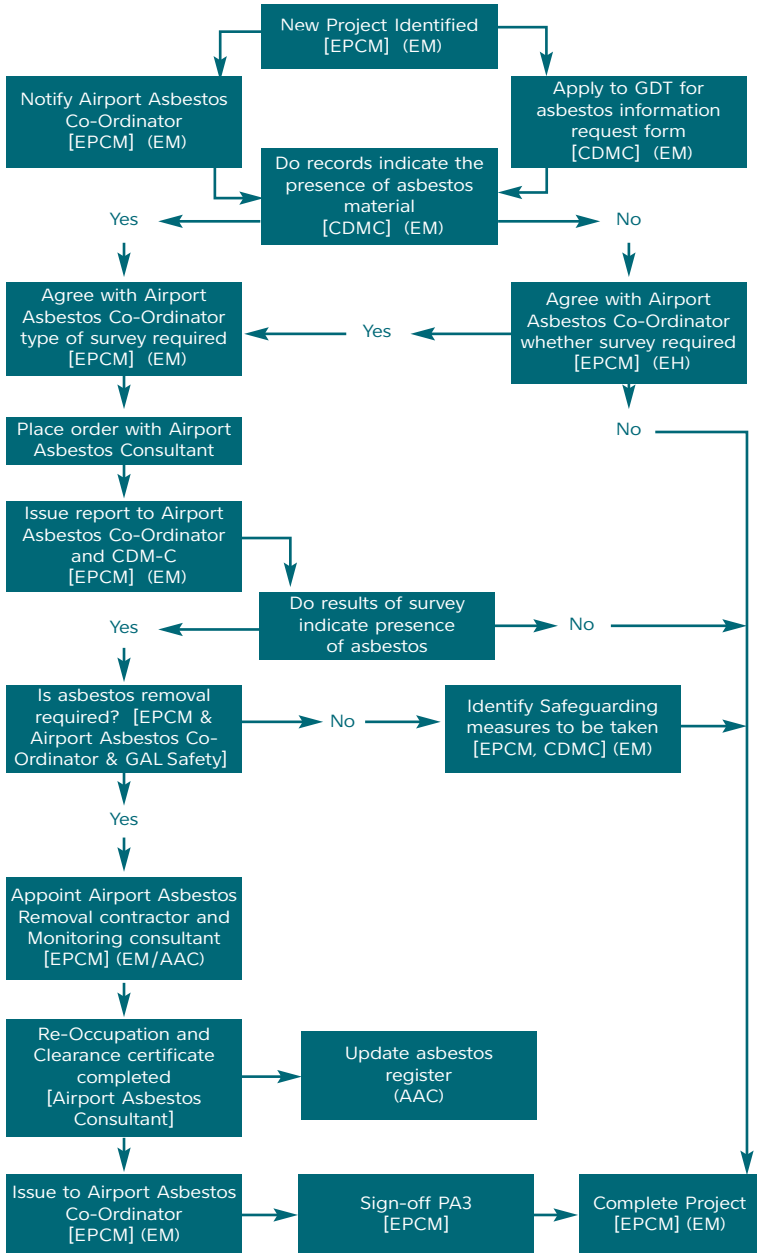
Output

Records pertaining to the meetings must be filed in an Asbestos database that is located within the GDT. Access privileges to the database will be determined and provided by the Airport Asbestos Coordinator.

An annual status report should be presented to the MCR by the EHS representative or the Airport Asbestos Coordinator at an agreed date.

X Projects and Maintenance Works

□ Project Role
 () Maintenance Role





The following points are a reminder for action to be taken by YOU:

Emergencies Call:

Internal telephone - 222 / 112

Public Line - 999

Faults Call - x111

Engineering Duty Manager:

01293 503610

Contractor Support Centre:

01293 501439