

Guidance Document

G0130

Asbestos Control & Management

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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 BCU/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 BCU & 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 Area Manager Stations (or the Area Manager Stations 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