

ASBESTOS MANAGEMENT PLAN

FOR

BOSTON HOUSE

FITZROY SQUARE

LONDON W1



Prepared For:

Ove Arup Group Ltd  
13 Fitzroy Square  
London W1T 4BQ

FAO Chris Edwards

Date: April 2009 – Updated March 2016

Ref: 16026/1

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## **1. Introduction**

The purpose of this document is to specify the procedures that are to be adopted in the management of asbestos containing materials (ACMs) identified within Boston House, London.

The plan will specify the steps required to minimise the potential for staff, contractors or visitors within the property to be exposed to asbestos fibres.

The plan is designed to conform with the requirements of the Asbestos Regulations 2006 (CAR) and HSE Approved Code of Practice (A CoP) L127 'the Management of asbestos in non-domestic premises' and includes the following:

- A record of the Asbestos Containing Materials (ACMs) present.
- A priority risk assessment for all ACMs.
- Details of required remedial and management actions.

The management plan is designed to ensure that:

- All known or presumed ACMs are removed or kept in a good state of repair.
- Any retained known or presumed ACMs are monitored in order to confirm their condition.
- Any materials encountered in the future that are suspected to be ACMs will be left undisturbed until their constituents can be ascertained.
- Prior to any alterations, refurbishment or demolitions intrusive Refurb & Demolition asbestos surveys will be undertaken.

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## **2. Responsibilities**

Legal responsibility for CAR compliance rests with the holder of the management plan as below:

Estates Department  
Ove Arup Group Ltd  
13 Fitzroy Square  
London W1T 4BQ

Management responsibility for CAR compliance rests with the Consultant as below:

RS Specialist Services Ltd  
166 Manor Green Road  
Epsom  
Surrey Kt19 8LL

Tel. 01372 739 424

The Consultant is responsible for maintaining and updating the Management Plan as and when circumstances change. The master version of the Management Plan resides in the offices of the Consultant and a copy retained with the Holder of the management plan.

An electronic PDF version of the survey report and this management plan is available.

This management plan is based on the findings of a Type 2/Management Survey undertaken by RS Specialist Services Ltd in April 2006. The report was referenced 06025/1.

This management plan must be read in conjunction with the above report.

## **3. Description Of The Property**

The property is a five-storey office building comprising a basement, ground and three upper floors.

There are plant rooms located on the flat roof.

Floor plans are included within the asbestos survey report undertaken by RS.

## **4. Asbestos Survey Report**

An asbestos survey report has been carried out by RS Specialist Services Ltd.

The survey was a Type 2/Management asbestos survey carried out in accordance with HSE document MDHS 100. This type of survey is designed to identify asbestos containing materials (ACMs) that might be encountered during normal day to day operations within the building.

The report reference was 06025/1 and it was dated April 2006.

The areas included within the survey included the ground and three upper floor levels.

Asbestos was identified in the following materials:

- Permanent shutter boarding strips on the soffits of the ground, first, second and third floors.
- Floor tiles in the roof level lift motor room and also a basement level electrical riser cupboard.

## **5. Risk Assessment**

### Materials Assessment

A Materials Assessment has been undertaken for each presumed and confirmed ACM in accordance with the requirements of HSE Document MDHS 100. The Material Assessment is an assessment of the condition of the ACM and the likelihood of it releasing fibres should it be disturbed.

The MDHS 100 Algorithm is used to numerically score the influence of several factors including product type, extent of damage/deterioration, surface treatment and asbestos type. Each of the factors are scored and the numeric total classified as either a very low, low, medium or high risk.

### Priority Assessment

In addition to the Material Assessment, and to assist with preparation of a Management Plan, it is necessary to undertake a Priority Assessment. HSE Guidance Book HSG 227 '*Managing Asbestos in*

*Premises*' promotes the use of a priority assessment algorithm which considers various influencing factors.

Some of these factors are assessed within the asbestos survey report where the asbestos surveyor has sufficient information. Others however require input from building management during the preparation of this management plan.

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The Priority Assessment of identified and presumed ACM's has been reviewed within this management plan. This review considers the material assessment score and other factors including accessibility, location, occupant and maintenance activity of each ACM. Occasionally certain information known or available only to the managing agent will necessitate that the priority assessment provided within the survey report should be revised.

HSE Guidance Book HSG 227 is a guidance document and, unlike MDHS 100, does not dictate a prescriptive method for undertaking a priority assessment. There are often variances in the exact method utilised however it is typical for the priority to be classified as either a low, medium or high risk.

**Priority Assessment** is defined as follows:

- PRIORITY 1** ACM's representing an immediate health and safety threat and immediate attention, i.e. badly damaged sprays or lagging, evidence of asbestos debris causing contamination. Areas where the accessibility and/or location risk is high and where the Material Assessment Score is 9 or greater.
- PRIORITY 2** ACM's requiring remedial action, i.e. removal or encapsulation, but not as a matter of urgency. Areas where the accessibility and/or location risk is medium and where the Material Assessment Score is between 7 and 9. Following removal the ACM may be deleted from the register or following encapsulation the priority may be reduced to Priority 3.
- PRIORITY 3** ACM's in a sealed and stable condition and in their present condition should not pose a risk to health and safety, provided the ACM remains undisturbed. Areas where the accessibility and/or location risk is low and where the Material Assessment Score is 6 or less. No remedial action is required other than labelling.

## **6. Asbestos Register**

The Asbestos Register taken from the asbestos survey is presented providing details of identified and presumed ACM's.

The Asbestos Register is presented on the following page.

In the Asbestos Register the following nomenclature applies:

- a. MAS = Material Assessment Score.
- b. Priority = Priority Assessment Category.

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**ASBESTOS REGISTER: Boston House, London W1**

**Date: March 2016**

Sample Ref	Location	Materials Assessment						Priority	Approx Area (m2)	Comments re remedial action and priority (1-3)**	Action Taken	
		Product (1-3)	Condition (0-3)	Surface Treatment (0-3)	Asbestos Type (1-3)*	MAS (Risk Rating)	Accessibility					Risk of Fibre Release
001	Roof Level Lift Motor Room	Floor Tile (1)	Low Damage (1)	Composite Material (0)	Chrysotile (1) (1)	Very Low(3)	Open	Very Low	Low (3)	2 x 3m2	Remove or label with asbestos warnings. And monitor. (3)	Labelled June 2006
002, 004, 005, 006, 007, 008, 009, 010,	Floor Slab Shutter (Ground - 3 <sup>rd</sup> Floor)	Insulation Board (2)	Medium Damage (2)	Generally Plastered (1)	Chrysotile, Amosite, Crocidolite (3) (1)	Medium (8)	Limited	Medium	Medium (2)	500m <sup>2</sup>	Encapsulate, label with asbestos warnings and monitor where accessible. Introduce permit to work system for any works above ceilings (2)	Visible damage sealed and labelled June 2006/ March 2009
012	Basement Electrical Riser	Floor Tile (1)	Low Damage (1)	Composite Material (0)	Chrysotile (1) (1)	Very Low(3)	Open	Very Low	Low (3)	<1m2	Remove. (3)	Removed June 2006

**NOTES:**

Product	Condition	Surface Treatment	Asbestos Type	Risk Rating
1 = Asbestos Reinforced Composites	0 = No Damage	0 = Composite Material	1 = Chrysotile	≤ 4 = Very Low
2 = Asbestos insulation board, gaskets, rope etc.	1 = Low Damage	1 = Enclosed Material	2 = Amphibole (Eg Amosite)	5 - 6 = Low
3 = Thermal Insulation, sprayed asbestos etc.	2 = Medium Damage	2 = Unsealed AIB, Sealed Lagging	3 = Crocidolite	7 - 9 = Medium
	3 = High Damage	3 = Unsealed lagging		≥ 10 = High

**KEY**

\*(Asbestos Identification Level)

- I = Identified
- SP = Strongly Presumed
- P = Presumed

\*\* (Remedial Action Priority)

- 1 = Immediate attention required. Risk of fibre release above HSE levels
- 2 = Vulnerable materials that require no urgent removal or encapsulation.
- 3 = Sealed and stable materials that do not require remedial attention if not disturbed. (Labelling and monitoring may be required however).



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## **7. Remedial Works and Management**

### **Building Usage**

The property is used as office accommodation. Generically there is a low risk of disturbance to ACM's for this use.

Maintenance activities are controlled by the Estates Department and include general building maintenance activities. Accordingly there is an increased risk of disturbance to ACM's requiring the completion of a Contractors Recognition Form.

No general building repair, refurbishment or replacement work is planned in the future in addition to normal maintenance.

### **Immediate or Emergency Action**

Upon reviewing the asbestos register, there are no ACM's that are in such a condition as to warrant immediate or emergency action.

### **Further Survey Work**

A CAR compliant Type 2/Management survey has been undertaken throughout all areas. The survey report is considered to be sufficient and accordingly no further survey work is required for a continuation of the current use.

If refurbishment works are planned it will be necessary to carry out Type 3/R & D surveys in the areas concerned.

## **8. Monitoring**

The following is required:

1. Annual inspections of the accessible asbestos shutter board to the floor slabs.
2. Annual inspections of the asbestos floor tiles in the lift motor room.

Any monitoring should be undertaken by an asbestos aware competent person, not necessarily a trained asbestos surveyor. It is envisaged that this would be either the building manager, consultant, maintenance engineer or caretaker.

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The inspection will take the form of a visual inspection recording the condition of the asbestos. No sampling or other disturbance of the ACM shall be undertaken.

A table is presented on the following page. This is to be completed by the competent person undertaking the monitoring to record the findings. Record the condition of the ACM as either satisfactory, or if not, record the extent of damage or deterioration. Finally, the remedial action taken to reinstate the ACM to a satisfactory condition should be recorded.

Where the review concludes that ACM's have been damaged or otherwise deteriorated, specialist advice should be sought. Management action may be necessary to include air monitoring and works to the ACM including protection, encapsulation, repair or removal. If the damage is sufficiently severe to result in the immediate release, or possibility thereof, of airborne asbestos fibres, then attendance from a licensed asbestos removal contractor should be sought in accordance with the emergency procedures.

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## MONITORING RECORD

Location	Date	Monitor	Condition of ACM		Remedial Action
Roof Level Lift Motor Room (Ref 001)	March 2010	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		
Floor Slab Shutter (Ground – 3 <sup>rd</sup> Floor) (Ref 002, 004, 005, 006, 007, 008, 009, 010)	March 2010	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		
Roof Level Lift Motor Room (Ref 001)	March 2011 & May 2012	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		
Floor Slab Shutter (Ground – 3 <sup>rd</sup> Floor) (Ref 002, 004, 005, 006, 007, 008, 009, 010)	March 2011	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		
Floor Slab Shutter (Ground – 3 <sup>rd</sup> Floor) (Ref 002, 004, 005, 006, 007, 008, 009, 010)	May 2012	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		
Floor Slab Shutter (Ground – 3 <sup>rd</sup> Floor) (Ref 002, 004, 005, 006, 007, 008, 009, 010)	May 2013	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		
Roof Level Lift Motor Room (Ref 001)	May 2013	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		
			Deteriorating		
			Broken/damaged		

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Location	Date	Monitor	Condition of ACM		Remedial Action
Roof Level Lift Motor Room (Ref 001)	June 2014	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		
Floor Slab Shutter (Ground – 3 <sup>rd</sup> Floor) (Ref 002, 004, 005, 006, 007, 008, 009, 010)	June 2014	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		
			Deteriorating		
			Broken/damaged		
			Deteriorating		
			Broken/damaged		
Roof Level Lift Motor Room (Ref 001)	June 2015	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		
Floor Slab Shutter (Ground – 3 <sup>rd</sup> Floor) (Ref 002, 004, 005, 006, 007, 008, 009, 010)	June 2015	R Sharp	Satisfactory	X	N/A
Roof Level Lift Motor Room (Ref 001)	March 2016	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		
Floor Slab Shutter (Ground – 3 <sup>rd</sup> Floor) (Ref 002, 004, 005, 006, 007, 008, 009, 010)	March 2016	R Sharp	Satisfactory	X	N/A
			Deteriorating		
			Broken/damaged		

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## **9. Emergency Procedures**

Any suspect materials encountered/discovered shall be left undisturbed until they can be sampled and analysed. Contact the Building Manager and await further instructions.

Any person that suspects that a known ACM has been disturbed should follow the procedure as outlined below immediately.:

- Any works or activities that may have caused the disturbance shall cease forthwith.
- The affected area shall be sealed off to prevent unauthorised access and any persons within the immediate area evacuated without causing undue alarm. Do not attempt to clean-up or repair damaged areas.
- Contact the Building Manager and await further instructions.
- Access to the affected area shall be prevented.
- A licensed asbestos removal contractor shall be contacted immediately.
- Adequate PPE must be worn by all personnel entering the area.
- A full assessment of the incident shall be undertaken by the asbestos consultant.

If required, re-assurance air monitoring may be undertaken by UKAS accredited analytical laboratory as follows:

Airtech Analysis  
01268 562 645

OR

Asbestos First  
01634 23 22 21

For emergency assistance from a licensed asbestos removal contractor contact the following:

Asbestos First  
01634 23 22 21

## **10. Working With ACMs**

### **General Requirements**

All work with asbestos-cement, asbestos insulation, asbestos coating and AIB shall be undertaken in accordance with the HSE Approved Code of Practice (ACoP) L143 '*Materials containing asbestos*'. The scope of this ACoP also includes any materials of bitumen, plastic, resins or rubber and also minor works of short duration to asbestos insulation, asbestos coating and AIB.

A licensed asbestos removal contractor must be employed for all work with asbestos insulation, asbestos coating and AIB. It is also preferable for a licensed asbestos removal contractor to be employed for work associated with asbestos-cement, bitumen, plastic and/or resin based ACM's given that they have specialist experience. Alternatively a competent builder may be employed utilising best practice procedures and HSE recommended guidelines.

All work with asbestos insulation, asbestos coating and AIB (other than minor work of short duration) shall not commence within 14 days of the asbestos removal contractor formally notifying the HSE of the date of commencement. The asbestos removal contractor is required to prepare and submit a Plan of Work and Method Statement for approval prior to works commencing.

All work with asbestos insulation, asbestos coating and AIB shall be undertaken using fully controlled conditions utilising PPE equipped operatives within a negative pressure enclosure. Clearance visual inspection and air testing shall be undertaken upon completion by a UKAS accredited independent analytical laboratory.

Upon completion of asbestos removal work, information to be provided to the client shall include all clearance certificates (issued by the UKAS laboratory) and waste transfer documentation to validate that any asbestos waste has been disposed of in the appropriate manner.

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All work with asbestos-cement, bitumen, plastic and/or resin based ACM's shall be undertaken in accordance with HSE guidelines upon submission of a Plan of Work and Method Statement. Upon completion of work, information to be provided to the client shall include waste transfer documentation to validate that any asbestos waste has been disposed of in the appropriate manner.

Considering the above, guidelines for working with ACM's with respect to maintenance and project work activities are provided in the following sections.

## **Building Maintenance**

All building maintenance activities must be sanctioned by the Estates Department.

Tradesmen and contractors undertaking routine maintenance shall undertake asbestos awareness training in accordance with Regulation 10 of CAR. Such persons shall also be made aware of the presence of asbestos by referring them to the asbestos register. An asbestos Contractors Recognition Form as presented in Appendix 1 must be completed to confirm their acknowledgement.

When the scope of any maintenance work is known, an assessment shall be undertaken jointly between the managing agent/building manager and the tradesmen/contractor to determine if ACM's are present within the work area and are likely to be disturbed. If the assessment concludes that any ACM's will not be affected, then the work will be sanctioned.

As a matter of principle, all building maintenance activities shall wherever possible avoid all contact with, or disturbance of, any ACM's present. Where this is not possible, and where maintenance work may impact any ACM's, then specialist advice should be sought to establish a safe or alternative method of working before any work commences. Depending upon the scope or works, it may be necessary to employ an asbestos removal contractor.

**Particular care must be taken to ensure that maintenance activities will NOT disturb the asbestos shutter strips on the floor slab soffits. Permits to work above ceilings and in risers etc must be used.**

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## **Project Work**

It is envisaged that all project work will be specified by consultants employed by the client. The consultants shall be made aware of the presence of asbestos by referring them to the asbestos register. An asbestos awareness form as presented in Appendix 1 must be completed to confirm their acknowledgement.

When the scope of any project work is known, an assessment shall be undertaken to determine if ACM's are present within the scope of works and are likely to be disturbed.

If the assessment concludes that work may impact any ACM's, then specialist advice should be sought.

Consideration shall be given to the requirement for a Refurbishment type intrusive asbestos survey where asbestos may be present in concealed areas or behind permanent finishes not normally included within the scope of a Type 2/Management survey. The asbestos register shall also be consulted to establish if further survey work is required in areas not previously accessed or surveyed.

When preparing the scope of works, consideration should be given to any benefits associated with the removal of ACM's in circumstances where the minimum scope of work may be encapsulation and/or labelling.

Upon completion of any project work that has an impact on any ACM's, it is necessary to update this Management Plan with records or work done and where appropriate to revise the risk assessment for any ACM's remaining.

## **Asbestos Recognition**

Under no circumstances shall any work which may disturb any ACM's take place without prior consultation with the asbestos register.



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A Contractors Recognition Form shall be completed and the work sanctioned where an assessment concludes that any ACM's will not be affected by the works. Obtain specialist advice where ACM's may be affected by the works.

A Contractors Recognition Form as presented in Appendix 1 must be completed and issued by the managing agent and/or building manager, and signed by the contractor, prior to works commencing.



**APPENDIX 1**

**CONTRACTOR'S ASBESTOS RECOGNITION  
FORM**

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## **CONTRACTORS ASBESTOS RECOGNITION FORM**

Details			
Site Address			
Date		Contract / Job no.	
Contractor Name & Address			
Contractor Recognition Register			
Please read the following statement and sign below: I have been made aware of the contents of the asbestos register for the above property and understand my legal obligation to take due care and consideration towards asbestos containing materials contained within the building.			
Operative Name	Signature	Please tick if asbestos information has been provided	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
<b>Contractor Supervisor</b>			
I confirm that the above information is correct and all those who have signed have, to the best of my knowledge, I understand the content of the Asbestos Register for site.			
Name (PRINT): .....			
Signed: .....			
Date: .....			
Permit to work issued to contractor <input type="checkbox"/>			
Issued by:			
Name.....		Date.....	

**APPENDIX 2**

**RECORD OF WORK COMPLETED**