



General Principles and Scheme Governance
General information

GG 105

Asbestos management

(formerly GD 05/16)

Revision 0

Summary

This document sets out management processes and legal requirements for asbestos management in trunk road assets.

Application by Overseeing Organisations

Any specific requirements for Overseeing Organisations alternative or supplementary to those given in this document are given in National Application Annexes to this document.

Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated Highways England team. The email address for all enquiries and feedback is: Standards_Enquiries@highwaysengland.co.uk

This is a controlled document.

Contents

Release notes 2

Foreword 3

 Publishing information 3

 Contractual and legal considerations 3

Introduction 4

 Background 4

 Assumptions made in the preparation of this document 4

Abbreviations 5

Terms and definitions 6

1. Scope 7

 Aspects covered 7

 Implementation 7

 Use of GG 101 7

2. General requirements 8

 Roles and responsibilities 8

 Dutyholder 8

3. Asbestos surveys 10

 Introduction 10

 Management surveys 12

 Refurbishment and demolition survey 12

 Asbestos contaminated soil 12

 Records - AAP database upload requirements 13

4. Normative references 14

5. Informative references 15

Release notes

Version	Date	Details of amendments
0	Jan 2020	GG 105 replaces GD 05/16. This full document has been re-written to make it compliant with the new Highways England drafting rules.

Foreword

Publishing information

This document is published by Highways England.

This document supersedes GD 05/16, which is withdrawn.

Contractual and legal considerations

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

Introduction

Background

The Control of Asbestos Regulations 2012 (CAR 12 - SI 2012 No.632 [Ref 2.N]) made under Section 15 of the Health and Safety at Work etc. Act 1974 (HASAWA 1974 [Ref 4.N]), and in particular Regulation 4 (the duty to manage asbestos) applies to all non-domestic premises. 'L143 Managing and working with asbestos CAR 12 Approved Code of Practice' (CAR L143 [Ref 4.I]) gives practical advice on how to comply with those requirements. HSG 264 [Ref 2.I] (Asbestos – The Survey Guide) provides guidance on the identification and management of asbestos in non-domestic premises. This document contains requirements and advice on the application of Regulation 4 to all highway assets. The Management of Health and Safety at Work Regulations 1999 (amended 2006) SI 1999/3242 [Ref 8.N] Regulation 4 (schedule 1) requires the principles of prevention to be applied.

Asbestos containing materials (ACMs) are known to exist within the highway boundary, in roads, drainage, structures, associated buildings, fill/soil and other assets. Road tunnels, depots and toilet blocks are considered to pose the highest risk for highway works. ACMs only pose a risk to health if the material has deteriorated or is disturbed and the fibres become airborne and can then be inhaled.

Assumptions made in the preparation of this document

The assumptions made in GG 101 [Ref 5.N] apply to this document.

Abbreviations

Abbreviations

Abbreviation	Definition
AAMP	Area Asbestos Management Plan
AAP	Asbestos Action Plan
ACM	Asbestos Containing Materials
AO	Asbestos Owner
AMP	Asbestos Management Plan
ASC	Asset Support
CAR	Control of Asbestos Regulations
HSG 264	Health and Safety Guidance on surveys
HSE	Health and Safety Executive
PFI	Private Finance Initiative
SAMP	Scheme Asbestos Management Plan
UKAS	United Kingdom Accreditation Service

Terms and definitions

Terms and definitions

Term	Definition
Asbestos Management Plan (AMP)	Collective name for the Area Asbestos Management Plan and Scheme Asbestos Management Plan (but not the Asbestos Action Plan)
Asset owner	Refers to the Overseeing Organisation
Dutyholder	<p>The organisation who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from those premises.</p> <p>NOTE: The Overseeing Organisation is by default the dutyholder unless the responsibility is specifically contracted to a third party, e.g. maintenance area contractor, or service provider.</p>
Service provider	Entity/organisation providing goods and/or services to the Overseeing Organisation

1. Scope

Aspects covered

- 1.1 This document sets out requirements and advice which shall be adopted to comply with the duties imposed by CAR 12 - SI 2012 No.632 [Ref 2.N] and in particular Regulation 4 – the duty to manage asbestos in non-domestic premises.

NOTE HSG 264 [Ref 2.I] (Asbestos – The Survey Guide), published by the Health and Safety Executive, provides guidance to persons in control of premises on how to comply with Regulation 4 and is referred to throughout this document.

Implementation

- 1.2 This document shall be implemented forthwith on all assets on the Overseeing Organisations' motorway and all-purpose trunk roads including ancillary buildings and depots, according to the implementation requirements of GG 101 [Ref 5.N].

Use of GG 101

- 1.3 The requirements contained in GG 101 [Ref 5.N] shall be followed in respect of activities covered by this document.

2. General requirements

- 2.1 The dutyholder, who has contractual responsibility for maintenance or repair of the asset, shall carry out an assessment as to whether ACMs are likely to be present in their premises.

NOTE *Where the network is controlled under a private finance initiative (PFI), operating company (OC), public private partnership (PPP) or design, build, finance operation (DBFO), these are the dutyholder unless otherwise stated.*

- 2.2 The dutyholder must ensure that the written plan is prepared detailing the controls required to effectively manage risks from ACMs in accordance with CAR 12 - SI 2012 No.632 [Ref 2.N].

- 2.3 The written plan detailing the controls required to effectively manage any risk from ACMs must be available to all who access the premises in accordance with Regulation 4 clause 9c CAR 12 - SI 2012 No.632 [Ref 2.N].

NOTE *Premises are defined as "assets" for the purposes of this document.*

- 2.4 The following legislative documents must be used in controlling ACMs:

- 1) Statutory Instrument 2012/632: The Control of Asbestos Regulations 2012 or the most recent amendment of CAR 12 - SI 2012 No.632 [Ref 2.N];
- 2) Statutory Instrument 2015/51: The Construction (Design and Management) Regulations 2015 CDM 2015 [Ref 1.N].

NOTE *Latest versions of HSE documents are available at the HSE website [Ref 6.I] www.hse.gov.uk.*

- 2.4.1 The following guidance documents should be used in controlling ACMs:

- 1) Work with materials containing asbestos. Control of Asbestos Regulations 2012. Approved Code of Practice and guidance CAR L143 [Ref 4.I];
- 2) Managing health and safety in construction: Construction (Design and Management) Regulations 2015 Approved Code of Practice HSE L153 [Ref 5.I];
- 3) Asbestos: The survey guide HSG 264 [Ref 2.I];
- 4) Asbestos Essentials HSE task sheet a0 [Ref 1.I] (Advice on non-licensed work with asbestos);
- 5) CAR-SOIL [Ref 3.I] Control of Asbestos Regulations - Interpretation for Managing and Working with Asbestos in Soil and Construction and Demolition Materials.

Roles and responsibilities

Dutyholder

- 2.5 The dutyholder shall follow the processes and procedures set out in this document to:

- 1) take reasonable steps to find ACMs in their assets;
- 2) presume materials contain asbestos, unless proven otherwise;
- 3) make written records of location and condition of ACMs;
- 4) manage the risks by removing such items safely or by monitoring and managing in situ, and keeping records up to date and accessible to all parties potentially at risk;
- 5) remove asbestos before any major works begin in cases of final demolition or major refurbishment unless such works cause greater risk.

- 2.6 Asbestos management plans (AMP) SI 2003/1889 [Ref 7.N] must be prepared by the dutyholder CAR 12 - SI 2012 No.632 [Ref 2.N].

NOTE *Where required, the dutyholder can engage with service providers to assist in the creation of the AMP.*

- 2.7 The AMP shall set out how the risks identified from asbestos are to be managed.

- 2.8 AMPs shall define the proposed programme for carrying out a suitable and sufficient assessment as to whether asbestos is or is liable to be present in the assets and record the findings.

- 2.8.1 The asbestos assessment may include an asbestos survey for the asset(s).
- 2.9 AMPs shall be used to inform all maintenance, refurbishment or demolition projects of the possible presence of asbestos.
- 2.10 Where surveys are not possible or where restricted access to elements of the asset severely limit their value, ACMs shall be presumed unless there is material evidence to suppose otherwise and duly recorded in the AMP.
- 2.11 Following assessments and/or surveys, asbestos action plans (AAPs) shall be prepared to assess risks and define controls for managing any health risks from any known or presumed ACMs.
- 2.12 The AMPs, AAPs and SAMPs shall be reviewed, monitored and audited in line with the level of risk posed by the ACMs, identified or presumed, in the assets.
- 2.13 AMPs, AAPs and SAMPs shall be stored and transferred to all the other parties working on, or occupying, the assets.
- 2.14 ACMs must not be used for any construction or maintenance works according to SI 2003/1889 [Ref 7.N].
- NOTE** *SI 2003/1889 [Ref 7.N] imposed a ban on the importation, supply and use of any ACMs in the UK.*
- 2.15 Where licensable work with asbestos, as defined in Regulation 2 of CAR 12 - SI 2012 No.632 [Ref 2.N], is to be undertaken, those undertaking works must hold a licence in accordance with Regulation 8 CAR 12 - SI 2012 No.632 [Ref 2.N] - licensing of work with asbestos.

3. Asbestos surveys

Introduction

- 3.1 Asbestos surveying and laboratory testing organisations shall be accredited to ISO/IEC 17020 [Ref 6.N] and ISO/IEC 17025 [Ref 3.N] respectively (by UKAS or equivalent).
- NOTE 1 The HSE guidance on asbestos surveys is available in HSG 264 [Ref 2.I]. It has implications for both those undertaking asbestos surveys and for dutyholders.*
- NOTE 2 HSG 264 [Ref 2.I] describes the two types of survey – management survey and refurbishment and demolition survey.*
- NOTE 3 HSG 264 [Ref 2.I] emphasises the need to plan surveys effectively and provide information to those who are undertaking the survey works.*
- 3.2 Prior to commissioning the survey, the dutyholder shall check the competency of the surveyor/laboratory as per the requirements in 3.1.
- 3.2.1 The survey types set out in Table 3.2.1 should be carried out as detailed in the AAMP, AAP or SAMP.

Table 3.2.1 Asbestos survey requirements

Asset type	Potential risk to health from AMCs in situ	Element / feature included in the survey	Assessment or survey type (as HSG 264 [Ref 2.1])
Buildings, depots, compounds, tunnels	High	All visible components or materials in roofs, ceilings, walls, floors etc. where no intrusive maintenance work to hidden components is planned	Management survey
		All components where intrusive work is planned during refurbishment, modification, demolition, reconstruction or extension of a building structure	Refurbishment / Demolition survey unless works deemed to be minor
Above ground highway structures such as bridges, lamp columns, and communication cabinets	Medium	All visible materials in structure - no intrusive work planned	Management survey / desk study (presumptive)
		All materials / components in the intrusive work including waterproofing or joint repairs	Refurbishment / Demolition survey
		Any demolition or reconstruction	Refurbishment / Demolition survey
Highways generally including pavement, drainage pipes, ducts, chambers and made ground	Low	All visible surface features - no work planned which could affect ACMs in the ground such as in ducts and surface water drains	Management survey / desk study (presumptive)
		All land within the highway boundary, specifically imported demolition fill, railway ballast or made ground	Asbestos contamination assessment
		All elements which could be affected by major construction works such as ducts, chambers, surface water drains, buried joints, and utilities infrastructure	Refurbishment / Demolition survey
		Any demolition or reconstruction - major widening, new slip roads or junctions	Refurbishment / Demolition survey

- 3.3 Collecting and analysing samples to identify the presence of asbestos shall be carried out where appropriate.
- NOTE 1 Identifying the appropriateness of taking, collecting and analysing samples can be achieved through the risk assessment process.*
- NOTE 2 Work associated with collecting and analysing samples to identify the presence of asbestos does not normally require a licence. However, Regulation 2 and Regulation 8 of CAR 12 - SI 2012 No.632 [Ref 2.N] apply.*
- 3.4 Asbestos survey activities shall take maximum advantage of planned activities required for other works for the asset such as geotechnical investigations, routine maintenance, bridge inspections and other work streams.
- 3.4.1 Assessment of the soil/fill suspected of being contaminated with asbestos may involve sampling and analysis of the soil/fill.
- NOTE A risk-based approach can be used to identify the likelihood of the soil/fill containing asbestos materials. Imported fill material has a greater likelihood of being contaminated.*
- 3.5 Any caveats shall be agreed with the dutyholder before the survey commences.
- 3.6 Caveats shall be avoided where possible as they reduce the effectiveness of the survey and may have implications for managing asbestos.
- NOTE Guidance for completing the survey report is given in HSG 264 [Ref 2.I] – Survey Reports.*

Management surveys

- 3.7 The dutyholder shall carry out management surveys on all assets in compliance with HSG 264 [Ref 2.I].
- 3.8 Significant maintenance or improvements shall require a refurbishment survey.
- NOTE 1 The purpose of a management survey is to identify and manage any asbestos containing materials (ACMs) during normal occupation and use of the asset, ensuring that they do not harm those in the premises, that ACMs remain in good condition and are not disturbed accidentally.*
- NOTE 2 Guidance on completing the management survey is given in HSG 264 [Ref 2.I] – Types of Survey.*
- 3.8.1 It may be decided to undertake targeted sampling as part of the management survey to ascertain whether materials contain asbestos.
- NOTE A management survey can be completed using a combination of sampling ACMs and presuming ACMs.*
- 3.9 In the case of hidden assets, these shall be presumed to contain asbestos unless there is definitive evidence to the contrary and duly noted in the AMP.
- NOTE Examples of hidden assets are underground drainage pipework or materials hidden within the asset, such as deck waterproofing.*

Refurbishment and demolition survey

- 3.10 A refurbishment and demolition survey shall be carried out to comply with HSG 264 [Ref 2.I] before any refurbishment, demolition or intrusive work is carried out.
- NOTE A refurbishment and demolition survey is used to locate and describe, so far as is reasonably practicable, all ACMs in the area where the refurbishment work is to take place or in the whole asset if demolition is planned.*
- 3.11 The refurbishment and demolition survey shall be fully intrusive and involve destructive inspection to gain access to all areas, including those difficult to reach.

Asbestos contaminated soil

- 3.12 Soil/fill suspected of being contaminated with asbestos shall be assessed.

3.12.1 Assessment of contaminated land may involve sampling and analysis of the soil/fill.

NOTE 1 *Guidance for completing a soil assessment is given in CAR-SOIL [Ref 3.I] (available from CL:AIRE website <https://www.claire.co.uk/>) Control of Asbestos Regulations - Interpretation for managing and working with asbestos in soil and construction and demolition materials: Industry guidance.*

NOTE 2 *The historic widespread use of asbestos containing materials (ACMs) means that where soil can be described either partly or wholly as made ground or fill material, there is the potential for contamination with ACMs and for asbestos fibres to become airborne during ground disturbance. In addition to made or contaminated ground there are a number of naturally occurring deposits of asbestos bearing rock to be found in the UK.*

Records - AAP database upload requirements

3.13 In accordance with CAR 12 - SI 2012 No.632 [Ref 2.N], survey reports must be accessible so that stakeholders minimise the health risk from exposure to asbestos fibres.

3.14 The dutyholder must, in accordance with CAR 12 - SI 2012 No.632 [Ref 2.N], ensure that information, which can include survey reports, about the location and condition of any ACM is made available to every person liable to disturb it.

3.14.1 The asset management database relevant to that particular asset should be used for ease of access, and information uploaded to the database (which can include bespoke asbestos risk registers) when new data is available, particularly where an ACM is known or presumed present.

4. Normative references

The following documents, in whole or in part, are normative references for this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Ref 1.N	The National Archives. legislation.gov.uk. CDM 2015, 'Construction (Design and Management) Regulations 2015'
Ref 2.N	The National Archives. Legislation.gov.uk. CAR 12 - SI 2012 No.632, 'Control of Asbestos Regulations 2012'
Ref 3.N	International Organization for Standardization. ISO/IEC 17025, 'General requirements for the competence of testing and calibration laboratories'
Ref 4.N	The Stationery Office. legislation.gov.uk. HASAWA 1974, 'Health and Safety at Work etc. Act 1974'
Ref 5.N	Highways England. GG 101, 'Introduction to the Design Manual for Roads and Bridges'
Ref 6.N	International Organization for Standardization. ISO/IEC 17020, 'ISO/IEC 17020 Conformity assessment -- Requirements for the operation of various types of bodies performing inspection'
Ref 7.N	The National Archives. legislation.gov.uk. SI 2003/1889, 'The Asbestos (Prohibitions)(Amendment) Regulations 2003'
Ref 8.N	The Stationery Office. legislation.gov.uk. SI 1999/3242, 'The Management of Health and Safety at Work Regulations 1999'

5. Informative references

The following documents are informative references for this document and provide supporting information.

Ref 1.I	Health and Safety Executive. HSE task sheet a0 , 'Asbestos Essentials Task Sheet a0: Introduction to Asbestos Essentials'
Ref 2.I	Health & Safety Executive. HSG 264, 'Asbestos: The Survey Guide'
Ref 3.I	CL:AIRE. Joint Industry Working Group. CAR-SOIL, 'Control of Asbestos Regulations 2012 - Interpretation for Managing and Working with Asbestos in Soil and Construction and Demolition Materials: Industry Guidance'
Ref 4.I	HSE. CAR L143, 'Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance'
Ref 5.I	HSE. HSE L153, 'Managing health and safety in construction: Construction (Design and Management) Regulations 2015. Guidance on Regulations'
Ref 6.I	HSE. HSE website, 'www.hse.gov.uk.'

© Crown copyright 2020.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/,
write to the **Information Policy Team, The National Archives, Kew, London TW9 4DU**,
or email psi@nationalarchives.gsi.gov.uk.



General Principles and Scheme Governance
General information

GG 105

England National Application Annex to GG 105 Asbestos management

(formerly GD 05/16)

Revision 0

Summary

This National Application Annex contains the Highways England specific requirements for asbestos management.

Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated Highways England team. The email address for all enquiries and feedback is: Standards_Enquiries@highwaysengland.co.uk

This is a controlled document.

Contents

Release notes	3
Foreword	4
Publishing information	4
Contractual and legal considerations	4
Introduction	5
Background	5
Assumptions made in the preparation of this document	5
Relationship of this document to other Highways England documents	5
Abbreviations	6
Terms and definitions	7
E/1. Assets excluded	8
Building type assets on the Highways England estate	8
Other properties managed by a third party	8
E/2. Highways England service provider and major project provider requirements	9
E/3. AAMP and SAMP production	10
AAMP	10
SAMP	10
Arrangements for monitoring and review	10
E/4. AAP production and dissemination	12
Asset description	13
Desk study and survey undertaken	13
Risk register and actions	13
General Items (to be included in all AAPs)	14
Risk registers	15
Remedial works to ACM	15
Surveys	15
Monitoring inspection	15
Asbestos hazard labelling	16
Communicating the plan	16
Planned work	16
Unplanned or emergency works	16
Reviewing the plan	16
Location plans and drawings	17
E/5. AAP database upload requirements	18
E/6. Audits	19
E/7. Training	20
E/8. Procurement of asbestos services	21
E/9. Process for dealing with third parties	22
General	22
Emergency services	22
Utility companies	22
All other third parties	22
E/10. Asbestos control check list associated with all work activities	24

E/11. Process for works following and emergency incident and/or fly tipping	25
E/12. Normative references	26
E/13. Informative references	27
Appendix E/A. Area asbestos management plan	28
E/A1 Asset list for the whole area	28
E/A2 Works programme for financial year	28
E/A3 AAP programme for financial year (Insert dates)	29
E/A4 Arrangements for monitoring and review	29
Appendix E/B. Process flow chart for production of AAMPs and AAPs	31
Appendix E/C. Generic asbestos action plan (AAP)	34
E/C1 (Cover sheet)	34
E/C2 Scope and description	34
E/C3 Desk study and survey undertaken	34
E/C4 Risk register and actions	34
E/C5 Action plan, monitoring and review	35
E/C6 Location plan and drawings	35
E/C7 Detailed asbestos survey reports	35
E/C8 Update sheet and documents	35
Appendix E/D. Process flow chart for production of AAP	40
Appendix E/E. Generic scheme asbestos management plan (SAMP)	43
E/E1 Asset listed for all assets affected by the scheme within its limits	43
E/E2 Works programme for financial year	44
E/E3 Asbestos action plan programme for the scheme	44
E/E4 Summary schedule for approval by Highways England service delivery manager	45
Appendix E/F. Process flow chart for production of SAMP and AAP	47
Appendix E/G. Asbestos control check list associated with all work activities	50
E/G1 Check list (see notes below)	50
E/G1.1 Notes for each specific question/section of the check list (above)	51

Release notes

Version	Date	Details of amendments
0	Jan 2020	Highways England National Application Annex to GG 105.

Foreword

Publishing information

This document is published by Highways England.

This document supersedes GD 05/16, which is withdrawn.

Contractual and legal considerations

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

Introduction

Background

This National Application Annex gives the Highways England specific requirements for the management processes and means of meeting legal requirements for asbestos management in trunk road assets.

Highways England, service providers and major projects providers are responsible for delivering the actions for Highways England to meet its responsibilities.

Where the Highways England network is controlled under a Private Finance Initiative (PFI), Design, Build, Finance and Operate Company (DBFO), or Private Project Provider (PPP), it is its responsibility to fulfil obligations of the dutyholder.

Highways England Traffic Technology Division (TTD) has its own arrangements and is governed by the Technology National Asbestos Management Plan (TNAMP). The Technology Performance Management System (TPMS) has generated a management procedure in relation to asbestos risk within TTD assets that fall within the scope of the TNAMP.

Assumptions made in the preparation of this document

The assumptions made in GG 101 [Ref 3.N] apply to this document.

Relationship of this document to other Highways England documents

Highways England has adopted a suite approach to the management of ACMs in all assets owned or managed by Highways England. However this National Application Annex relates only to assets on the strategic road network and associated infrastructure. The management system outlined in this document does not supersede any of the requirements in other Health and Safety legislation.

Abbreviations

Abbreviations

Abbreviation	Definition
AAMP	Area Asbestos Management Plan
AAP	Asbestos Action Plan
ACM	Asbestos Containing Material
ADMM	Asset Data Management Manual
BOHS	British Occupational Hygiene Society
CAR	Control of Asbestos Regulations
CARSoil	Control of Asbestos Regulations - interpretation for managing and working with asbestos in soil, and construction and demolition materials
CPO	Compulsory Purchase Order
GAMP	General Asbestos Management Plan
HAPMS	Highway England Pavement Management System
HATO	Highways England Traffic Officers
HSG 264	Health and Safety Guidance on surveys
ISU	Incident Support Unit
MPD	Major Projects Directorate
PAF	Network Delivery and development performance audit function for contract compliance
PCF	Project Control Framework
PFM	Property Facilities Management
PMD	Property Management and Disposal
SAMP	Scheme Asbestos Management Plan
SDTL	Service Delivery Team Leader
SMIS	Structures Management Information Systems
TCC	Traffic Control Centre
TNAMP	Technology National Asbestos Management Plan
TPMS	Technology Performance Management System
TTD	Traffic Technology Division
UKAS	United Kingdom Accreditation Service
WwW	Way we Work

Terms and definitions

Terms

Term	Definition
Area providers	Includes the Highways England service delivery team working under the direction of Highways England's Operations Directorate, Service Delivery Team Leader (SDTL) or other managers, including regional technology managers responsible for maintenance and improvement schemes.
Asset owner	Refers to the Overseeing Organisation - Highways England.
Assets	Included but are not limited to: 1) roads, bridges and other highway structures; 2) tunnels; 3) masts; 4) communications and electrical items; 5) control rooms; 6) maintenance compounds; 7) depots; 8) stores; 9) weather stations; 10) workshops and picnic sites (including toilet blocks).
Dutyholder plan owners	Senior members of the Service Provider organisation who have the necessary skills, knowledge and experience for robust asbestos management.
GAMP owner	The Operations board director or the Operations nominee.
Highways England Service Providers	Includes DBFO companies, Managing Agent Contractor (MAC), Regional Maintenance Contractor, Asset Support Contractor (ASC), Early Contractor Involvement (ECI), framework contractor and other consultants, contractors and suppliers – such as for weather stations.
Major Projects Project Team	The Highways England Major Projects team working under the direction of the Highways England Major Projects Directorate (MPD).
Major Projects Providers	Includes the consultants (framework or otherwise), contractors and their designers (ECI, DBFO or other design-and-build contractors) working under the direction of MPD project managers.
Premises	Highways England interprets the term 'premises' in CAR to mean all strategic network road assets, operational land, non-operational land and associated infrastructure within and outside the highway boundary for which the asset owner is responsible.

E/1. Assets excluded

Building type assets on the Highways England estate

E/1.1 All assets managed by Highways England shall have an asbestos asset management strategy.

E/1.1.1 The following asset's asbestos asset management strategies should be carried out by the dutyholder as defined in CAR 12 - SI 2012 No.632 [Ref 2.N] where they are not the responsibility of Highways England (HE):

- 1) buildings on the HE estate which house HE staff (for which the business services estates team and PFM are responsible);
- 2) other HE property and assets not maintained by provider organisations such as motorway service areas where the duty to manage asbestos is delegated to the leaseholder;
- 3) assets provided or maintained under specific contracts where HE is not the dutyholder. The term "dutyholder" is defined in CAR 12 - SI 2012 No.632 [Ref 2.N] Regulation 4.

NOTE *There are lands and property owned and maintained by Highways England as a result of past or future road schemes. Such assets are managed separately by MPD through their national property management and disposal (PMD) team which are subject to separate asbestos management plans – property usually acquired under blight provisions.*

Other properties managed by a third party

E/1.2 Where Highways England or the Highways England dutyholder is aware that ACMs have the potential to be disturbed by maintenance, improvement, or demolition activities, information shall be passed to the building manager or dutyholder prior to any invasive activity being undertaken.

NOTE 1 *Other properties managed by a third party include police control centres and Traffic Control Centres (TCCs) where Highways England is not the primary asset owner and/or the dutyholder.*

NOTE 2 *Properties managed by third parties are independent of Highways England and are either owned or managed by others. These properties can include equipment or infrastructure that is managed by Highways England or Highways England service providers.*

E/2. Highways England service provider and major project provider requirements

E/2.1 Highways England must meet its obligations under CAR 12 - SI 2012 No.632 [Ref 2.N] Regulation 4-1, as outlined in the GAMP, including through any services provided by Highways England service providers and major project providers.

E/2.2 Highways England dutyholders and major project providers must co-operate fully with other parties and ensure that information is obtained and communicated as required including any third parties managing Highways England buildings and assets in accordance with CAR 12 - SI 2012 No.632 [Ref 2.N] Regulation 4-9c.

NOTE *Further detail of the process for dealing with third parties is found within Section E/G. Area Asbestos Management Plan (AAMP), Scheme Asbestos Management Plan (SAMP) and Asbestos Action Plan (AAP) processes are described in the following sections.*

E/2.3 A checklist shall be completed for all work as listed in section E/G which is to be used throughout the work activity (such as in scheme procurement) process to confirm that asbestos identified is controlled or removed, and finally there is confirmation that the asset is safe to reoccupy.

E/2.3.1 The asbestos control checklist (Appendix E/G) should apply to all activities, including:

- 1) discrete planned maintenance schemes or operations;
- 2) major schemes or projects;
- 3) minor schemes or projects;
- 4) routine or cyclic maintenance or operations;
- 5) emergency works following an incident (ACMs affected are updated in the relevant AAP);
- 6) principal, general or special inspections or other specialist works, operations or inspections requiring intrusive examination;
- 7) minor new or maintenance work or operations (such as grass cutting, installation of sign posts on verges/central reserves, or replacement of fencing/barriers).

E/2.4 The 'Process for works following an emergency incident and or fly tipping' shall apply to works that are required after an emergency incident to all asset types.

NOTE *The emergency incident can include but need not be limited to collision, road traffic accident, fire, collapse or partial collapse of a structure, or embankment/cutting slips after bad weather, where ACM are known to be present or suspected to be present.*

E/2.4.1 An emergency incident also applies to fly tipping which may contain asbestos waste from building materials, and vehicles carrying waste involved in an incident.

E/3. AAMP and SAMP production

- E/3.1 In order to comply with their duty to manage asbestos under CAR 12 - SI 2012 No.632 [Ref 2.N] Regulation 4, a suitable and sufficient assessment must be carried out by the dutyholder as to whether asbestos is or is likely to be present in the premises through the preparation of an AAMP for their works.
- E/3.2 A written plan shall be prepared by the dutyholder that shows where the ACM is located and how it is managed to prevent exposure to asbestos, including to contractors and other workers who carry out work on the asset that could disturb the ACM.

AAMP

- E/3.3 The AAMP shall be reviewed annually and updated when new information is received.
- E/3.4 The updates to the AAMP shall be included in the database/permanent record.
- NOTE The template for an AAMP is in Appendix E/A.*
- E/3.5 The updates to the AAMP shall be included in the database/permanent record.
- E/3.5.1 In the schedule, the line for the following year should be left blank at the start of the current year, and also the column for "Total Achieved".
- E/3.5.2 At the end of the current year, the line for the following year should be completed and the total achieved for the current year noted.
- E/3.6 The schedule shall be reviewed annually and updated as necessary.
- NOTE The schedule is the means of approving the AAP programme and recording progress in the year.*
- E/3.7 Where surveys have not been undertaken or where it is not possible to undertake surveys on assets, ACMs shall be presumed to be present unless there is compelling evidence to indicate otherwise.
- NOTE TTD has its own arrangements and is governed by the TNAMP. The process flow chart for production of AAMPs and AAPs can be found in Appendix E/B.*

SAMP

- E/3.8 In order to comply with CAR 12 - SI 2012 No.632 [Ref 2.N] Regulation 4 (the duty to manage) SAMPs must be produced for all MPD schemes.
- NOTE The template for a SAMP is in Appendix E/E.*
- E/3.9 The SAMP shall take into account all assets that can be affected by the proposed works, including roads, structures, buildings, drainage, made ground, electrical and communication equipment.
- E/3.10 A SAMP shall be produced as per the Project Control Framework (PCF) at the preliminary design stage which includes the AAP programme for the financial year.
- E/3.11 The SAMP shall be produced in consultation with the project manager of the scheme.
- E/3.12 Asbestos management information shall be shared with service delivery teams as the SAMP process is triggered.
- NOTE An associated PCF product description can be found within MPD WwW process to be adopted on Major Project schemes.*
- E/3.13 The SAMP shall receive signed approval in accordance with the PCF arrangements.
- E/3.14 The timing of completion of AAPs shall be agreed with the scheme project manager and is dependent on the scheme's progress.
- E/3.15 The AAPs shall be in place prior to the start of any works.
- NOTE The AAPs are a product to be delivered within the PCF process.*

Arrangements for monitoring and review

- E/3.16 Arrangements for monitoring and review shall include:
- 1) measuring progress;
 - 2) means of incorporating the consequences of works programme changes into the AAP programme;
 - 3) a formal review in line with the PCF process.
- E/3.16.1 Consequences of works programme changes should be incorporated into the AAP programme to ensure plans are in place prior to the start of any work to the assets.
- E/3.17 The formal review in line with the PCF process shall be carried out to ensure procedures are working.
- E/3.18 Results of the review in line with the PCF process shall be recorded and this plan amended if required where changes are to be recorded in the 'Life History' table on the contents page.
- E/3.19 Any revisions to the SAMP plan shall be sent to the Highways England service delivery manager.

E/4. AAP production and dissemination

- E/4.1 AAPs shall be put in place in advance of all planned schemes and other work activities where disturbance of a known or potential ACM within assets affected by the scheme is possible.
- E/4.2 AAPs shall be produced for all assets and carriageway lengths.
- NOTE A template for an AAP can be found in Appendix E/C of this document.*
- E/4.3 At least one AAP shall be produced per structure, depot, or tunnel.
- E/4.4 Other assets shall be captured within one AAP which relates to a nominal 5 kilometre section of carriageway length.
- E/4.5 The AAPs shall be reviewed by the dutyholder plan owner at least in line with the asset monitoring/inspection frequencies as set out in Appendix E/C.
- E/4.6 The AAPs shall be reviewed by the dutyholder plan owner to confirm the condition of assets contained within the plan are adequately reflected.
- NOTE The process flow chart for production of AAPs can be found in Appendix E/B.*
- E/4.7 The dutyholder plan owner shall have undertaken training on the requirements of the duty to manage in order to ensure that the AAP is suitable.
- E/4.7.1 Suitable training may include BOHS Module P405 Management of Asbestos in Buildings, P407 Managing Asbestos in Premises - The Dutyholder Requirements or equivalent.
- E/4.8 For MPD schemes, AAPs shall be produced only for assets affected by the works.
- E/4.9 In preparing highway schemes that utilise lands and property acquired by CPOs, the major projects MPD Team shall be contacted for the relevant asbestos information on these assets for incorporation into the Health and Safety Files and be included in the AAPs for the particular scheme.
- E/4.10 In recognition that a major project life cycle is subject to change, where an AAP identifies the presence of an ACM this shall be communicated to the SDTL where the Highways England service provider is required to maintain the assets during major project scheme preparation stages and/or construction stages.
- E/4.10.1 Desk studies, including a review of all available information, as part of the AAP production process should be completed.
- E/4.11 Any surveys and inspections for the presence of ACMs shall be undertaken by a competent asbestos surveyor as defined in HSG 264 [Ref 1.I].
- E/4.12 Asbestos surveyors shall be accredited to ISO/IEC 17020 [Ref 4.N] by the United Kingdom Accreditation Services.
- E/4.13 Information must be passed on to all those who have the potential to disturb ACMs within highway assets in building assets on the Highways England estate or properties managed by a third party or as requested by the major projects PMD team in accordance with CAR 12 - SI 2012 No.632 [Ref 2.N] Regulation 4-9c.
- E/4.14 Communication and co-operation shall take place with other parties for shared or adjacent premises, utility companies, landlords and emergency services etc. as outlined in Section E/10.
- E/4.15 Where no AAP is in place, work shall not take place until an assessment has been made and agreed with SDTL.
- E/4.15.1 Highways England dutyholders and major project providers, should plan monitoring and/or inspection of assets containing asbestos or presumed asbestos to tie in with other routine or planned inspections/surveys.
- E/4.16 Once AAPs are in place, re-inspections shall be carried out by a competent qualified person who has the necessary skills, knowledge and experience to identify whether there is a risk of exposure to ACMs and ensure mitigation action is properly considered.

- E/4.16.1 Reinspections should be carried out only where ACMs are identified.
- E/4.17 During reinspections the condition of the ACMs shall be monitored and recorded (by photographs etc).
- E/4.17.1 New photographs should be uploaded if taken during reinspections.
- E/4.18 Where, based on comparison with previous photographs, and risk assessments, the condition has changed, then specialist advice shall be engaged.
- E/4.18.1 The existing network should be maintained through regular inspections and routine works to ensure it remains fit for purpose.
- E/4.19 The dutyholder shall liaise closely with any third party contracted to produce and review AAPs.

Asset description

- E/4.20 The scope and description shall be set out for each asset.
- E/4.20.1 Asset name should be normal name of highway structure, maintenance compound, etc., or section length and route for a nominal 5 km highway length.
- E/4.20.2 Reference numbers should be those used generally and included in formal records, databases etc.
- E/4.20.3 Brief description should include main features only, such as:
- 1) 4 span bridge, road over railway;
 - 2) 300 metre retaining wall;
 - 3) 5km length of M33 including junction 4;
 - 4) Grenhills compound, including slat barn, garage, office and store.

Desk study and survey undertaken

- E/4.21 The desk study shall comprise a thorough review of all as built and other asset records to obtain information on the likely asbestos containing material (ACM).
- NOTE** *As built and other asset records include structure files, health and safety files, any existing asbestos registers, drawings, photographs, inspection records etc. to obtain information on the likely asbestos containing material (ACM).*
- E/4.22 Other parties must co-operate under the Control of Asbestos Regulations 2012 CAR 12 - SI 2012 No.632 [Ref 2.N], with anyone preparing an AAP.
- NOTE** *Other parties include contractors and component or material manufacturers. Components in tunnels, movable bridges and other special structures could be the subject of specific enquiries by service providers in their areas.*
- E/4.23 A listing and brief description of surveys undertaken on the assets shall be included.
- E/4.24 Surveys shall include Management Surveys, Refurbishment/Demolition Surveys (intrusive sampling is possible under both survey methods), or Asbestos Contamination Assessment for soils as required. See also HSG 264 [Ref 1.I].
- E/4.25 When further survey and testing is carried out in advance of any planned intrusive maintenance, improvement or reconstruction work to an asset, the results of those surveys shall be included in section 2 of the AAP as an update to the AAP, and the AAP given a new revision number.
- NOTE** *Updating the results of surveys is to ensure the plan includes all current information at all times.*

Risk register and actions

- E/4.26 A risk register shall be produced by the asbestos surveying organisation as part of the commission.
- E/4.26.1 This risk register should contain all elements of the asset, irrespective of whether ACM is present, presumed to be present or assumed not to be present by virtue of age, test result or the constituent material, e.g. brick, stone, concrete, steel, etc.

NOTE *The purpose of the risk register is to identify ACM, or presumed ACM, and to alert all persons working on and around the assets as to when these materials could be affected by any work carried out on the assets.*

E/4.26.2 The risk register should contain three sections down the sheet comprising:

- 1) those asset elements which have been confirmed as ACM through survey, testing and assessment or known following prior work on the assets;
- 2) those elements which are presumed to be ACM because they are hidden or buried in the asset and have not been subject to testing and assessment;
- 3) those elements which are presumed not to contain ACM by virtue of age or their engineering material characteristics. This section also will include those components proved not to contain asbestos following sampling and testing.

E/4.26.3 The risk register should contain three sections across the sheet for each asset element:

- 1) the element description, location and other defining details;
- 2) the summary of survey, sampling, testing and assessment results, or reasons for presuming ACM, or reasons for assuming no ACM by nature of the material;
- 3) the actions to be carried out in respect of known ACM or presumed ACM. Actions are to be be graded A, B, C or D. (See below in clause E/6.29.1).

E/4.26.4 The risk register should include summary details only.

E/4.26.5 The full details should be included in the report from the asbestos surveyor and/or testing house.

E/4.27 The risk register shall be updated by inclusion of information gained following further sampling, testing and assessment prior to maintenance or construction work and any changes to elements as a result of that work, including:

- 1) replacement of waterproofing containing asbestos;
- 2) replacement of broken asbestos cement roofing sheeting;
- 3) repair of damage to asbestos cement electrical ducts/chambers;
- 4) replacing damaged asbestos insulation board in buildings; and
- 5) demolition of assets and rebuilding under major widening schemes.

E/4.28 Actions shown on the register are those necessary as a result of the risk assessment process and indicate the level of remedial work necessary which shall be carried out to ensure all persons are not accidentally exposed to airborne asbestos fibres which could be inhaled.

- 1) action level A: no action necessary - indicates those materials or asset elements which are known not to contain asbestos as a result of a direct test, or presumed to be non ACM because of age or constituent material. More detail can be found in HSG 264 [Ref 1.1];
- 2) action level B: monitor and manage - indicates ACMs which as a result of the survey and assessment process have a low score and are permitted to be left in place and managed. This includes materials which were not investigated in the survey because they were hidden, buried and not likely to be disturbed during most work activities;
- 3) action level C: immediate interventions indicates known - ACMs which as a result of assessment are in a condition which requires repair, sealing, covering or other means of encapsulation to prevent fibre release. When work has been carried out to these elements they can be regraded to action level A or B in the register;
- 4) action level D: immediate removal - indicates known ACMs which as a result of assessment are in a condition such that the material has to be removed and replaced with non-ACM.

General Items (to be included in all AAPs)

E/4.29 This section contains the management actions which shall be carried out to ensure that:

- 1) asbestos materials requiring treatment or removal (action levels C and D) are dealt with effectively;
- 2) known or presumed asbestos materials (action level B) that remain in situ, are maintained in a safe condition;
- 3) procedures are in place to control all work which could effect, or potentially effect known or presumed asbestos materials.

Risk registers

- E/4.30 The risk register shall be maintained and updated on receipt of new information.
- E/4.31 The dutyholder plan owner shall approve all changes to the risk register.

Remedial works to ACM

- E/4.32 The dutyholder plan owner shall consult with the appropriate Highways England representative to gain approval for work required to any known ACM assessed by surveyors to fall into action level C or D.
- E/4.33 On approval from Highways England, the required work shall be carried out and the register updated.

Surveys

- E/4.34 Surveys shall be carried out where required.
- E/4.34.1 All asbestos surveys should comply with the requirements of HSG 264 [Ref 1.I].
- NOTE Compliance with HSG 264 [Ref 1.I] applies to management surveys and refurbishment/demolition surveys.*
- E/4.34.2 Soil contamination assessments should comply with current best practice e.g. CAR-SOIL [Ref 2.I] .

Monitoring inspection

- E/4.35 All assets where ACM is known or presumed must be reinspected for signs of deterioration of the visible ACM in accordance with CAR 12 - SI 2012 No.632 [Ref 2.N] Regulation 4-6.
- E/4.35.1 Where ACMs are presumed but hidden within the asset or underground, monitoring inspections should be determined by a risk assessment.
- E/4.36 In the case of hidden presumed ACMs, if there is no change in the asset, inspection shall not be required.
- E/4.37 Reinspections shall be carried out by a suitably qualified person who has the necessary skills knowledge and experience (refer to HSG 264 [Ref 1.I]) to identify whether there is a risk of exposure to ACMs and ensuring mitigation action is properly considered.
- E/4.38 Reinspections shall not include any intrusive work.
- E/4.39 If, on comparison with initial photographic evidence, the ACM shows signs of damage/deterioration, additional survey and assessment work shall be ordered before determining the extent of any remedial work.
- E/4.40 If the assessment shows the ACM to be action level C or D remedial work shall be instigated.
- E/4.41 Inspection shall be targeted where surveys have shown ACMs to have the greatest risks from damage and disturbance.
- E/4.42 ACM monitoring inspection frequencies for visible and accessible ACMs shall be as follows:
- 1) highway structures - 2 years;
 - 2) highway lengths (including all assets within the highway boundary) - 3 years;
 - 3) buildings in maintenance compounds - 6 months;
 - 4) other buildings and network assets outside the highway boundary - 1 year.

NOTE *Other regular network inspections can facilitate collection of visible damage to ACM components.*

E/4.43 Assets that contain asbestos shall be inspected by a competent person following accidental damage.

NOTE *Accidental damage can include collision, road traffic accident, fire, collapse or partial collapse of a structure/embankment.*

Asbestos hazard labelling

E/4.44 No labels shall be fixed to any part of the asset unless specifically recommended by the surveyor's report.

E/4.44.1 If labels are used they should be fixed in a position that is protected from the weather.

Communicating the plan

E/4.45 The information in this plan shall be communicated to all third parties likely to work in, on and around the asset by the dutyholder.

E/4.45.1 Third parties should be communicated with using a consistent process. These include:

- 1) other Highways England service providers;
- 2) emergency services;
- 3) utility companies whose equipment is carried over, under or through this asset;
- 4) local authorities;
- 5) Network Rail;
- 6) Canals and Rivers Trust;
- 7) navigation authorities;
- 8) private bridge owners;
- 9) other companies.

Planned work

E/4.46 Before any planned work is carried out on the asset, the Highways England project manager for the work shall follow the procedures outlined in this National Application Annex.

NOTE *Following the procedures ensures materials are identified and incorporated in the pre-construction information prior to ordering or commencing any maintenance or construction works.*

E/4.47 Contractors arriving at maintenance compounds to carry out building or other maintenance must be shown a copy of the appropriate AAP and risk register, and understand the contents and the risks in accordance with CAR 12 - SI 2012 No.632 [Ref 2.N] Regulation 4-9c.

Unplanned or emergency works

E/4.48 When an emergency incident occurs on the network which directly affects this asset or part of it, the "Process for works after an emergency incident and/or fly tipping" (Section E/11) shall be followed by the dutyholder.

E/4.49 On completion of the 'emergency' part of the work, including initial clearance, any further work shall follow the "Planned work process" in E/4.48.

Reviewing the plan

E/4.50 The AAPs shall be reviewed by the dutyholder plan owner at least in line with the asset monitoring/inspection frequencies.

E/4.51 The plan shall be reviewed by the dutyholder and where required updated to reflect the condition of the assets contained within the plan.

- E/4.52 The review shall include answering the following key questions:
- 1) has the plan been fully communicated to others, including employees, other dutyholders, and appropriate third parties?;
 - 2) have the results of inspection and monitoring activity been fully recorded and included? Is there a need to change the frequency of ACM monitoring?;
 - 3) have any arrangements for ACM labelling, remedial treatment or removal been carried out and the plan updated?;
 - 4) has any work been carried out to the assets and any necessary documentation included in the plan?
- E/4.53 The results of the review shall be recorded, in writing and/or electronically stating whether the management arrangements herein are still current and satisfactory and the document appended to the plan.
- E/4.53.1 Any significant changes should be communicated in the same manner as set out in the 'Communicating the plan' sub-section above.

Location plans and drawings

- E/4.54 Location plans and / or drawings detailing positions and extents of ACMs shall be produced where relevant.
- E/4.54.1 Known or presumed ACMs should be denoted on the drawings using appropriate colour code:
- 1) red: known ACM from knowledge or testing;
 - 2) orange: presumed ACM in areas not tested;
 - 3) green: assets known to be free of asbestos, by material constituents, age or prior asbestos removal.
- E/4.54.2 The colour code may be inappropriate for highways, especially "green areas" and "orange areas".
- E/4.54.3 A note on the drawings should be included stating that all buried items, drainage and duct runs are presumed to be ACM unless and until proved otherwise by either a management survey and/or refurbishment/demolition survey.
- E/4.55 Drawings shall be amended as and when further information becomes available.
- E/4.55.1 The best drawing format on which to record ACMs should be determined, allowing for the document size on the record systems and avoiding the need to store and then update drawings in different formats that hold the same information.
- E/4.56 Where BIM databases are available ACMs shall be recorded as hazards on the model with reference to the AMP and survey reports.

E/5. AAP database upload requirements

E/5.1 All completed AAPs shall be uploaded as per the guidance provided in the 'Asset data management manual' (ADMM).

NOTE Surveys of discrete elements of structures are available from HE databases, for example on waterproofing, which are not representative of the whole structure.

E/5.2 Where a green status is triggered for a part survey it shall not be presumed that there are no ACMs present within the whole structure.

E/5.3 Maintenance compounds, other depots, stores, picnic sites, carriageway AAPs etc. shall be uploaded to Highways England's databases.

E/5.4 A copy of the AAP shall always be kept at depots, stores and other buildings.

E/5.5 TTD asset AAPs produced shall be uploaded to the 'technology performance management system' (TPMS).

E/6. Audits

E/6.1 Regular audits shall be carried out as part of the AAP.

NOTE Network Delivery and Development Performance Audit Function for Contract Compliance (PAF) includes asbestos management and/or issues.

E/6.1.1 The following should be used to target future asbestos audits and improvement activity to ensure full compliance across the HA strategic road network and its associated assets:

- 1) information collected by the HE Asbestos Management Team from PAF;
- 2) self audits;
- 3) specific major projects scheme audits; and,
- 4) the asbestos enquiries in-box.

E/7. Training

- E/7.1 Key staff within the organisation responsible for managing asbestos shall be nominated to deliver the dutyholder responsibility.
- E/7.2 An appropriate number of trained key staff, to be determined based on number of affected assets being managed, shall be maintained to allow for staff changes.
- E/7.2.1 Suitable training may include BOHS Module P405 Management of Asbestos in Buildings, P407 Managing Asbestos in Premises - The Dutyholder Requirements or equivalent.
- E/7.3 Those likely to come into contact with asbestos within the team must have undertaken an asbestos awareness training in accordance with Regulation 10 of CAR 12 - SI 2012 No.632 [Ref 2.N].

E/8. Procurement of asbestos services

- E/8.1 The AAPs shall state the requirement for management surveys, refurbishment/ demolition surveys or asbestos contaminated soil assessments.
- E/8.2 The dutyholder shall obtain approval from the Highways England service delivery manager prior to the issue of the works order for the proposed asbestos surveyor services commission to the specialist service provider via the usual approval route.
- E/8.3 In planning for surveys (in addition to the guidance given in HSG 264 [Ref 1.I]) the following issues shall be reviewed:
- 1) the risk posed by working under traffic management compared to the likely risk of disturbing ACMs during planned maintenance work are to be properly assessed;
 - 2) combining survey work for asbestos with other maintenance activities within planned traffic management measures;
 - 3) combine asbestos surveys, where possible, with any planned inspections to take advantage of shared access arrangements.
- E/8.3.1 The survey should comply with HSG 264 [Ref 1.I] and requires the asbestos surveyor to recommend actions for each known or presumed ACM.
- E/8.4 Recommended actions shall be produced to make sure decisions on actions are appropriate for the asset in question.

E/9. Process for dealing with third parties

E/9.1 Dutyholder plan owners shall deal with the issues of communications and co-operation with third parties who can have a duty to manage in respect of their infrastructure in the vicinity of Highways England assets or who can carry out work on those assets.

NOTE Third parties includes the emergency services, utility companies, local authorities, Network Rail, Canals and Rivers Trust, other navigation authorities, private bridge owners and other companies, such as Traffic manager.

General

E/9.2 The processes set out for emergency services, utility companies and other third parties as set out in this section shall apply to each category of third party.

NOTE It is anticipated that, in time, all third parties are likely to develop reciprocal arrangements with Highways England in line with 'duty to manage' responsibilities. These include a duty to co-operate with other dutyholders for shared or adjacent premises and infrastructure.

Emergency services

E/9.3 ACM information must be passed to the emergency services, particularly Fire and Rescue, for a route/section on a summary basis in accordance with CAR 12 - SI 2012 No.632 [Ref 2.N] paragraph 4-9c.

NOTE Passing of individual AAP copies to the Fire and Rescue service is unlikely to be appropriate, owing to the volume of paperwork involved.

E/9.3.1 The ACM summary should contain only those items which would prove to be a problem in the event of a road traffic accident or fire.

NOTE Examples would include ACMs in: cladding, deck soffit formwork to structures, waterproofing (deck surface fire), highway ducts (close to surface) and cable troughs (on or close to the surface).

E/9.4 Discussion shall be held with emergency services (fire particularly) to ascertain format/level of information required on a local basis.

E/9.5 The sharing of information with emergency services must be in accordance with Regulation 4-9c of CAR 12 - SI 2012 No.632 [Ref 2.N].

NOTE Additional information on the sharing of information is provided in paragraph 147 of the HSE Approved Code of Practice CAR L143 [Ref 3.I].

Utility companies

E/9.6 The provisions of the New Road and Street Works Act 1991 NRSWA 1991 [Ref 5.N] and the Specification for the Reinstatement of Openings in Highways HAUC SROH [Ref 6.N] must apply to the exchange of information following serving of notices.

E/9.6.1 Utility companies should hold 'asbestos management plans', and make the information available as per the requirements of CAR 12 - SI 2012 No.632 [Ref 2.N] regulation 4.

E/9.7 If notice is served on a utility company in advance of works, any asbestos-related information shall be included in the company's responses as per CAR 12 - SI 2012 No.632 [Ref 2.N] regulation 4-2.

E/9.8 If works are then to be carried out for diversion and alteration as part of the scheme, the AAP risk register information shall be made available to all parties involved with undertaking the works prior to work commencing on site.

E/9.9 Responses to the utility company shall include AAP risk register information using the relevant AAP risk register information (this process also applies if the utility company serves notice in advance of a proposed utility scheme).

All other third parties

- E/9.10 Where Highways England owns a highway structure, but not the asset component carried by that highway structure, there must be an exchange of AAP information in advance of works being undertaken on site as per Regulation 4 CAR 12 - SI 2012 No.632 [Ref 2.N].
- E/9.11 Information exchange shall include nil returns where no asbestos has been identified (or potentially identified) and is expected to take place at first notification of works to be carried out.
- NOTE An example would be resurfacing of a local authority road over a Highways England highway structure.*
- E/9.12 Where the highway is carried by a structure owned by the third party, the dutyholder plan owner must exchange all relevant information on receipt of the notice of any works from the third party in accordance with the requirements of CAR 12 - SI 2012 No.632 [Ref 2.N] regulation 4-2 and 4-9c.
- E/9.13 For non-highway assets the dutyholder plan owner must exchange all relevant information (as per regulation 4 of CAR 12 - SI 2012 No.632 [Ref 2.N]) on receipt of the notice of any works from the third party to ensure that the required level of asbestos related information is made available to all other contractors who could be carrying out work on Highways England assets.
- E/9.14 Dutyholder plan owners must have processes in place for all buildings under their control in accordance with Regulation 4 of CAR 12 - SI 2012 No.632 [Ref 2.N].
- E/9.15 Where AAPs are not in place, responsibility shall be determined for carrying out surveys.
- E/9.15.1 Generally, survey work generated because of third party activity should be funded by the third party.

E/10. Asbestos control check list associated with all work activities

- E/10.1 A check (Appendix E/G) list shall be completed for the following activities:
- 1) for each discrete maintenance scheme; copied to the appropriate individual AAPs if scheme covers more than one asset;
 - 2) for each major scheme; copied to each asset covered by the scheme;
 - 3) for each type of generic routine maintenance activity per area, or route within an area; copied to individual AAPs only if required by activity affecting an ACM;
 - 4) for each emergency works incident; copied to AAP if the incident affected an ACM;
 - 5) for each principal inspection or other specialist work requiring intrusive testing or investigation work to an asset; and
 - 6) minor new/maintenance work (e.g. grass cutting, installation of sign posts on verges/central reserves and replacement of vehicle restrain posts).
- E/10.2 Where surveying and testing has not been conducted prior to work being carried out to an asset as per Regulation 5 of CAR 12 - SI 2012 No.632 [Ref 2.N], the presumption must be made that asbestos is present, especially for buried or hidden features, unless materials involved are categorically stated not to contain asbestos.
- E/10.3 The assumption that asbestos is present must be reflected in pre-construction Information (as defined in CDM 2015 [Ref 1.N]) and appropriate measures taken including the sharing of information with interested parties.
- E/10.4 Each checklist shall apply for the life cycle of the scheme or maintenance activity.
- E/10.5 When work is completed, the form shall be signed off and copied to the dutyholder plan owner.
- E/10.6 The AAP shall be updated by changes to the asset risk register if required.
- E/10.6.1 The checklist in Appendix E/G check list should be incorporated into providers' project management systems, with modifications as necessary.

E/11. Process for works following and emergency incident and/or fly tipping

E/11.1 The process for works following an emergency incident and/or fly tipping shall apply to works necessary after an emergency incident to all asset types.

NOTE Incident can include collision, road traffic accident, fire, collapse or partial collapse of a structure, embankment/cutting slips after bad weather, etc, where ACM are known to be present or suspected to be present.

E/11.1.1 An emergency incident also applies to fly tipping which may contain asbestos waste from building materials and vehicles carrying waste involved in an incident.

E/11.2 Duty officers, 'incident support unit' (ISU) or maintenance provider representatives, in conjunction with Highways England traffic officers, shall confirm that the emergency services have completed their work and that all necessary general safety measures have been implemented.

E/11.3 Emergency services shall be consulted to establish if they are aware of any spread of dust which could contain asbestos fibres.

E/11.4 Any safety measures shall be maintained in place by the AAP owner, in conjunction with maintenance providers and emergency services.

E/11.5 All necessary paperwork shall be forwarded to the dutyholder plan owner, including consignment notes and other details of material disposed of as hazardous waste.

E/11.5.1 If further work is needed to protect and/or repair the assets, then the work should be treated as planned work and the process to establish the appropriate knowledge of ACMs is to be commenced prior to any work being carried out.

E/11.6 Results of this process shall be fed into AAPs as required by other procedures/flow charts, although it is accepted that not all sections will apply.

E/11.7 As fly tipping poses a risk, those representatives who are likely to come across waste on the network or next to Highways England assets must assess whether there is a likelihood that because of the type of material the risk of ACMs is present in accordance with CAR 12 - SI 2012 No.632 [Ref 2.N] Regulation 5.

E/11.8 Where risk is evident specialist contractors shall be appointed to dispose of the ACMs safely.

E/12. Normative references

The following documents, in whole or in part, are normative references for this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Ref 1.N	The National Archives. legislation.gov.uk. CDM 2015, 'Construction (Design and Management) Regulations 2015'
Ref 2.N	The National Archives. Legislation.gov.uk. CAR 12 - SI 2012 No.632, 'Control of Asbestos Regulations 2012'
Ref 3.N	Highways England. GG 101, 'Introduction to the Design Manual for Roads and Bridges'
Ref 4.N	International Organization for Standardization. ISO/IEC 17020, 'ISO/IEC 17020 Conformity assessment -- Requirements for the operation of various types of bodies performing inspection'
Ref 5.N	The National Archives. legislation.gov.uk. NRSWA 1991, 'New Roads and Street Works Act 1991'
Ref 6.N	TSO for DfT & HAUC. Dept. for Transport. HAUC SROH, 'Specification for the Reinstatement of Openings in Highways.'

E/13. Informative references

The following documents are informative references for this document and provide supporting information.

Ref 1.I	Health & Safety Executive. HSG 264, 'Asbestos: The Survey Guide'
Ref 2.I	CL:AIRE. Joint Industry Working Group. CAR-SOIL, 'Control of Asbestos Regulations 2012 - Interpretation for Managing and Working with Asbestos in Soil and Construction and Demolition Materials: Industry Guidance'
Ref 3.I	HSE. CAR L143, 'Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance'
Ref 4.I	Health and Safety Executive. HSG247, 'HSG247 Asbestos: The licensed contractors' guide'

Appendix E/A. Area asbestos management plan

E/A1 Asset list for the whole area

The following information should be included for all assets in the asset list as a minimum:

- 1) list of structures as appearing in SMIS (to include all assets, but not limited to): bridges, viaducts, tunnels, culverts, walls and the like. List major structures separately, grouping their numbers and types;
- 2) brief description and length of carriageway types – main carriageways, slip roads, junctions, dual, single (including assets such as drainage, signs, communications infrastructure, etc). Include any known or suspected made ground or imported railway ballast;
- 3) brief description of buildings – compounds, depots, stores, workshops, outstations, control offices, etc;
- 4) brief description of other assets – masts, pumping stations, picnic sites, etc.

Table E/A.1 Highway structures (as held on SMIS including references and terminology)

Structure	Number	Special features / comments
Bridges	179	
Culverts	103	
Road tunnels	1	Name, length, standard including associated building structures
Viaduct	2	Name, lengths, standards

Table E/A.2 Highway lengths (as held on HAMPS)

Route	Carriageway standard	Length (lane km)	Comments
M33	D2M	80	
	D3M	100	Included 3km of viaduct in Table E/A.1

Table E/A.3 TTD (as held on TPMS)

Route	TTD asset type	Number of similar items	Comments
M33	Portal gantries equipment	20	Equipment upgrade

Table E/A.4 Buildings, maintenance compounds discrete 'off network assets' (outside highway boundaries, as held on HAPMS)

Name and location	Purpose	Brief description of asset
M44 Northbound Junction 38	Maintenance compound	Offices, salt barn, garages, workshop and yards

Table E/A.5 Other discrete 'off network' assets

Asset description	Number (if appropriate)	Location
Westwood picnic site	-	A88 Westwood Road Littleham
Greener pumping station	-	M33 Junction 16

E/A2 Works programme for financial year

The list should include the number and type of assets to be worked on derived from:

- 1) listings work programmes for major schemes and identifying number and extent of asset affected;
- 2) minor/routine maintenance programmes

Table E/A.6 List of all maintenance work in area for financial year (Insert dates)

Brief description	Asset nos. / Lengths affected	Comments if required

E/A3 AAP programme for financial year (Insert dates)

The AAP programme should include:

- 1) assets covered by works programme and target for producing AAPs;
- 2) other assets for which AAPs are required to meet the 5% annual target;
- 3) proposed prioritisation to meet the annual target;
- 4) schedule for agreement by Highways England service delivery manager.

Table E/A.7 Programme of surveys in area for financial year (Insert dates)

Asset type	Asset description	Programme
Highway structures	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Highways	Listed by 5km nominal lengths	Date for surveys, AAP completion and works start (if appropriate)
Compounds	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Other assets	Individually listed	Date for surveys, AAP completion and works start (if appropriate)

E/A4 Arrangements for monitoring and review

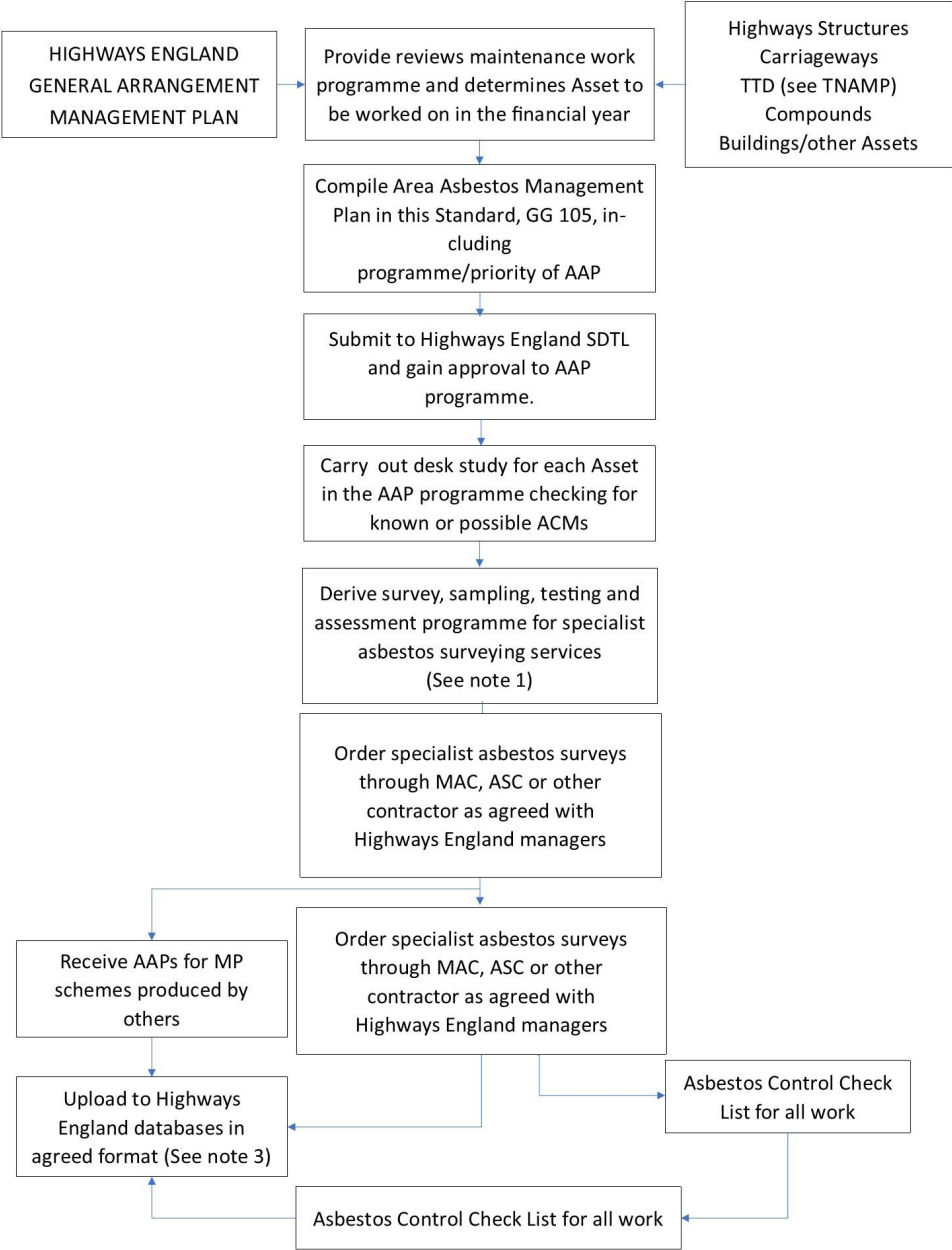
Proposed arrangements for reviewing the programmed schedule for compiling AAPs should be listed in this section.

The review process should include:

- 1) measuring progress against annual target;
- 2) a formal review to be undertaken at least annually to check whether procedures are working;
- 3) results of this review to be recorded and plan amended if required;
- 4) changes are to be recorded in the 'life history' table on the contents page;
- 5) reporting to Highways England service delivery manager is to be carried out following agreement of annual programmes and any budget reviews.

Appendix E/B. Process flow chart for production of AAMPs and AAPs

Figure E/B.1 Process flow chart for production of AAMPs and AAPs



Notes:

1. For survey types see HSG 264 [Ref 1.].
2. Generic SAMP and AAP formats to Appendices E/E and E/C.
3. Databases include SMIS, HAPMS, and TPMS.
4. For third parties see Section E/9.
5. For check list see Appendix E/G.

Appendix E/C. Generic asbestos action plan (AAP)

E/C1 (Cover sheet)

Asbestos action plan for:

for

(Asset name)

Organisation

(insert name)

Dutyholder plan holder

(insert name)

Date

(Insert date first compiled)

Table E/C.1 Life history summary

Date	Plan status and comments	Plan compiled by (name)	Reviewed by (name)	Approved by dutyholder plan owner (name)

E/C2 Scope and description

Asset name:

Asset reference no(s):

Location:

Other defining references/name:

Brief description of asset:

E/C3 Desk study and survey undertaken

Documents reviewed: (list)

Correspondence with product manufacturers: (list)

Survey undertaken for Initial AAP: (list with dates)

Additional survey: (list with dates)

E/C4 Risk register and actions

Risk register document

E/C5 Action plan, monitoring and review

General items (Include standard text)

Asset specifications (Include specific text)

E/C6 Location plan and drawings

This section includes the means whereby ACMs are identified on appropriate drawings. Where available, CAD or scanned drawings should be used.

For highways: 1:2500 or 1:1000 scale is suggested

For structures: general arrangement drawings or drawings already in structural files

For buildings: building layout plans identifying floors, partitions, etc.

For other miscellaneous assets : layout plans, general arrangement drawings or sketch plans if nothing else available

E/C7 Detailed asbestos survey reports

(Detailed reports etc. should be listed and included here as Annex A, B etc.)

E/C8 Update sheet and documents

This section comprises update sheet and other evidence in respect of the following:

- 1) results of specific ACM monitoring inspections (use standard form attached);
- 2) feedback comments from other routine network inspections with respect to ACM (use standard form attached completed only when a problem has been identified);
- 3) results of AAP review process (use standard form attached);
- 4) summary report following an emergency incident;
- 5) other miscellaneous feedback received from other Highways England service providers, emergency services, utility companies or other third parties with regard to ACM in this asset.

Table E/C.2 Feedback records from route network inspections (asbestos issues only)

Asset name	
Asset reference	
Date	Name of inspector reporting
Comments	
Signed	
Date	Name of inspector reporting
Comments	
Signed	
Date	Name of inspector reporting
Comments	
Signed	
Date	Name of inspector reporting
Comments	
Signed	

Table E/C.3 Record of specific asbestos monitoring inspection

Asset name	
Asset reference	
Date	Name and status of person carrying out the inspection
Comments/outcome	
Signed	
Date	Name and status of person carrying out the inspection
Comments/outcome	
Signed	
Date	Name and status of person carrying out the inspection
Comments/outcome	
Signed	
Date	Name and status of person carrying out the inspection
Comments/outcome	
Signed	

Table E/C.4 Record of review process for AAPs

Asset name		
Asset reference		
Review date	Reviewer	Dutyholder plan owner
<p>1. COMMUNICATION - Has the plan been communicated to others?</p> <ul style="list-style-type: none"> - to employees? - to other Highways England service providers? - to emergency services? - to utility companies and other third parties? 		
<p>2. INSPECTION/MONITORING -</p> <p>Have the results of inspections and monitoring activity been recorded and included?</p> <ul style="list-style-type: none"> - Provide comments on records and any need to change the monitoring frequency? - Include comments on whether the risk register needed updating or otherwise amending. 		
<p>3. LABELLING, REMEDIAL TREATMENT AND REMOVAL OF ASBESTOS -</p> <p>Have recommendations from asbestos surveyors been carried out?</p> <ul style="list-style-type: none"> - labelling: Was any required? Including comments - remedial work: Has it been carried out and the register updated? Including comments and refer to evidence. - removal work: Has it been carried out? Include comments and refer to documentary evidence for safe removal and disposal. 		
<p>4. MAINTENANCE OR OTHER WORK - Has any work been carried out to the asset or part of the asset which affected any ACM?</p> <ul style="list-style-type: none"> - planned work: Including comments and refer to documentary evidence and any updating. - emergency work: Including comments and refer to documentary evidence and any updating. 		

OVERALL REVIEW OBSERVATIONS

List any observations and recommendations to this plan and any possible general modifications to management systems or procedures.

In summary, state whether plan should be modified. Yes/No

Reviewed by

Name:

Signed:

Date:

Approved by dutyholder plan owner

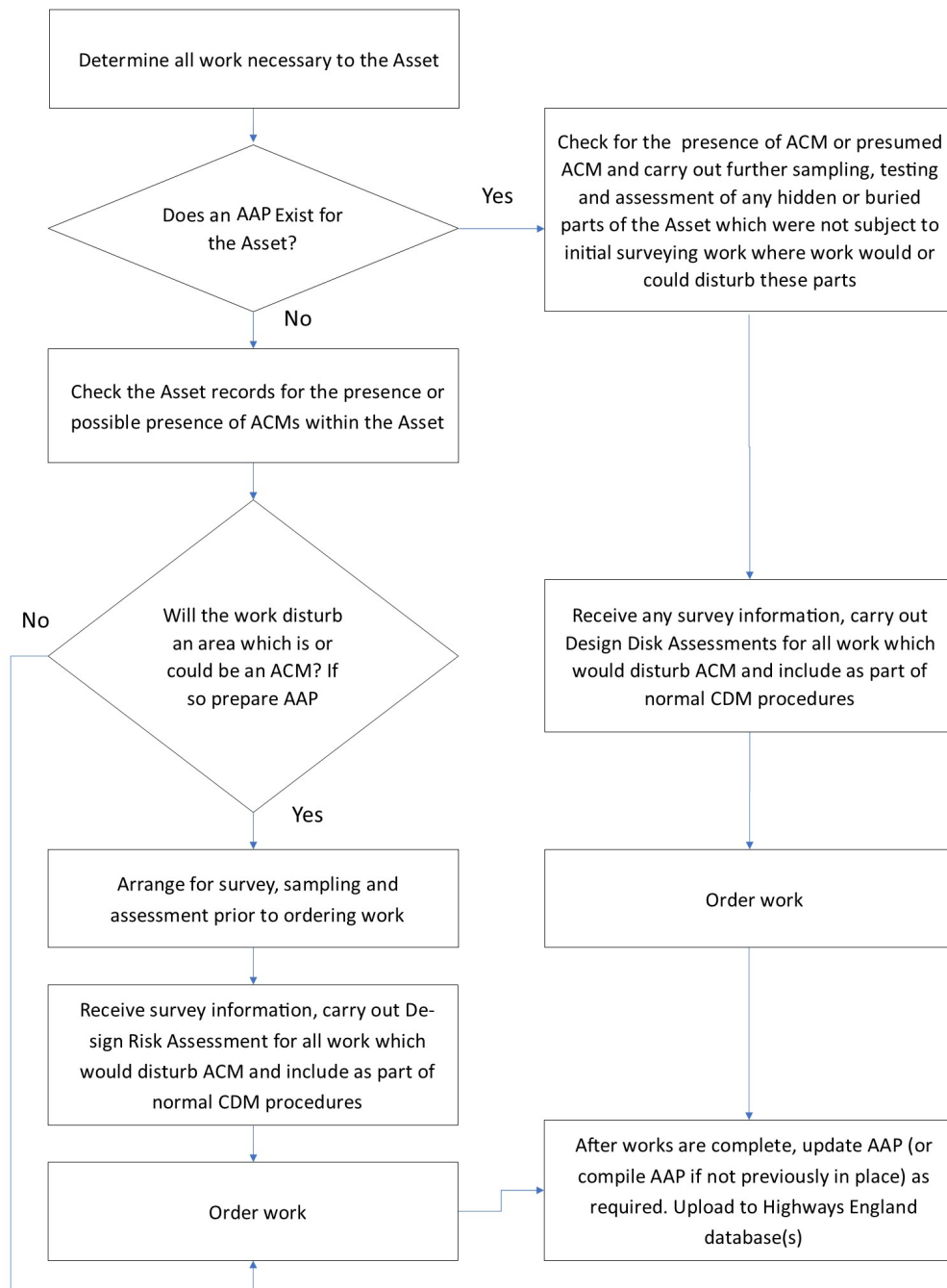
Name:

Signed:

Date:

Appendix E/D. Process flow chart for production of AAP

Figure E/D.1 Process flow chart for production of AAP for asbestos management of all maintenance work, major schemes (including routine maintenance, bridge inspections and miscellaneous surveys/investigations)



Notes:

1. Without specific knowledge, ACM is to be presumed to be present in the absence of tests results following surveying and sampling.
2. Materials known to be concrete, steel, aluminium, brick, timber or stone can be assumed to be asbestos free.
3. For MP schemes, is is assumed that an AAP is in place prior to the ECI contractor carrying out design risk assessment.

Appendix E/E. Generic scheme asbestos management plan (SAMP)

(Cover sheet)

Scheme Asbestos Management Plan (SAMP) (see section E/4)

for

(Insert discrete major scheme name)

Organisation

(Insert name)

Dutyholder plan holder

(Insert Name)

Date

(Insert date of initial preparation)

Table E/E.1 Document history

Date	Plan status and comments	Plan compiled by (name)	Reviewed by (name)	Approved by dutyholder plan owner (name)

E/E1 Asset listed for all assets affected by the scheme within its limits

The following assets should be included in the asset list (other assets to be included where present):

- 1) list of structures as appears in SMIS: bridges, viaducts, tunnels, culverts, walls etc. major structures to be listed separately, grouping their numbers and types;
- 2) brief description and length of carriageway types – main carriageways, slip roads, junctions, dual, single (including assets such as drainage, signs, communications infrastructure, etc). Include any known or suspected made ground or imported railway ballast;
- 3) brief description of buildings – compounds, depots, stores, workshops, outstations, control offices, etc;
- 4) brief description of other assets – masts, pumping stations, picnic sites, etc.

Table E/E.2 Highway structures (as held on SMIS including references and terminology)

Structure	Number	Special features/comments
Bridges	179	
Culverts	103	
Road tunnel	1	Name, length, standard including associated building structures
Viaducts etc.	2	Names, lengths, standards

Table E/E.3 Highway lengths

Route	Carriageway standard	Length (lane km)	Comments
M33	D2M	80	
	D3M	100	Includes 3km of viaduct in table E/E.2

Table E/E.4 TTD (as held on TPMS)

Route	TTD asset type	Number of similar items	Comments
M33	Portal gantries equipment	20	Equipment upgrade

Table E/E.5 Buildings, maintenance compounds discrete 'off network assets' (outside highway boundaries, as held in HAPMS)

Name and location	Purpose	Brief description of asset
M44 northbound Junction 38	Maintenance compound	Offices, salt barn, garages, workshop and yards

Table E/E.6 Other discrete 'off network' asset

Asset description	Number (if appropriate)	Location
Westwood picnic site	-	A88 Westwood Road, Littleham
Greener pumping station	-	M33 Junction 16

E/E2**Works programme for financial year**

To include the number and type of asset which will be subject to major works during delivery of the scheme:

- 1) List the works programme for the major scheme and identifying number and extent of asset affected.

Table E/E.7 List of all maintenance work in area for financial year (insert dates)

Brief description	Asset nos./lengths affected	Comments if required

E/E3**Asbestos action plan programme for the scheme**

To include:

- 1) Assets covered by the scheme and proposed phase target for production of asbestos action plans (AAPs)
- 2) Schedule for agreement by MPD project manager and SDTL.

Table E/E.8 Programme of surveys in area for financial year (Insert dates)

Asset type	Asset description	Programme
Highway structures	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Highway lengths	Listed by nominal lengths	Date for surveys, AAP completion and works start (if appropriate)
Building, garage, compounds etc.	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
Other discrete 'off network' assets	Individually listed	Date for surveys, AAP completion and works start (if appropriate)
TTD	Asset type/description	Date for surveys, AAP completion and works start (if appropriate)

E/E4 Summary schedule for approval by Highways England service delivery manager

Highways England asbestos management

Scheme name

Table E/E.9 Summary schedule for financial year (insert dates)

Year	Target		Total programmed	Total achieved
	Asset type	No/length		
2010/11	Structures	50 No	50 (no.)	
	Highway length	30 km	30 km	
	TTD	10 No	10 (no.)	
	Compounds	3 No	3 (no.)	
	Other assets	10 No	10 (no.)	

Completed by (name) Dutyholder plan owner

..... Signed

..... Date

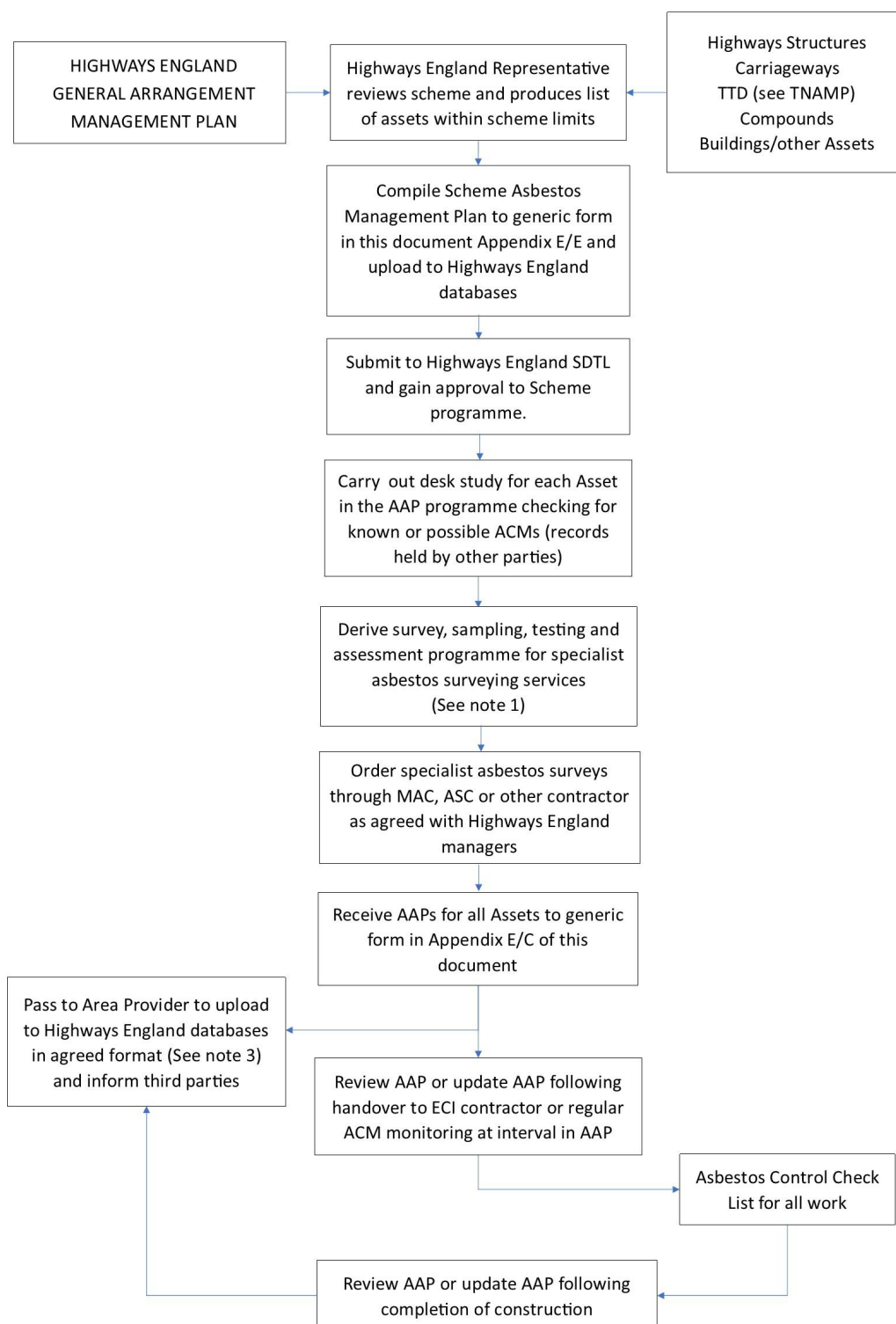
Approved by (name) HE service delivery manager

..... Signed

..... Date

Appendix E/F. Process flow chart for production of SAMP and AAP

Figure E/F.1 Process flow chart for production of SAMP and AAP asbestos management for major project schemes (assumes SCI procurement) production of scheme management plans (SAMP) and asbestos action plans (AAP)



Notes:

1. For survey types see HSE document HSG 264 [Ref 1.I].
2. Generic SAMP and AAP formats to Appendices E/E and E/C
3. Databases include SMIS, HAPMS, TPMS and NOMAD

Appendix E/G. Asbestos control check list associated with all work activities

Asset Name:

Reference (structure key, marker post etc):

Database location (circle) SMIS HAPMS TPMS

Description of maintenance scheme, improvement or upgrade scheme, routine maintenance activity or emergency work:

E/G1 Check list (see notes below)

1. Was an AAP in place prior to work being identified?

Yes / No

2. Are ACMs present or suspected to be present in areas or elements where work is planned?

Yes / No

3. Will work disturb an ACM or presumed ACM?

Yes / No

4. Have surveys , samples, tests,assessments been completed?

Yes / No

If 'Yes', date results/report completed:

If 'No', reason (such as emergency works):

5. Have design risk assessments been carried out with respect to asbestos and included in CDM processes?

Yes / No

6. Has HSE been notified (refer to CAR 9) if work removing ACM are due to be carried out?

Yes / No

If No, Reason:

7. Has pre-construction information been passed to the contractor?

Yes / No

8. Have method statements been received from contractor with respect to work on ACM?

Yes / No

9. Did work involve control measures in area of ACM?

Yes / No

10. did work uncover any unexpected ACM?

Yes / No

If Yes brief description with outcome:

11. Did work involve removal of ACM or demolition of element including ACM?

Yes / No

12. If 'Yes', have consignment notes and other details of hazardous waste/special waste disposal been received from contractor?

13. Date works on ACM completed:

14. Has AAP been uploaded via a copy of this check list?

Yes / No

15. Has appropriate database been updated?

Yes / No

16. Has Documentation been issued after completion of the works to confirm that the works area is safe to "reoccupy" (CAR17)?

Yes / No

Completed by project manager

Signed

Name

Date

Received by AAP owner

Signed

Name

Date

E/G1.1 Notes for each specific question/section of the check list (above)

General notes:

- 1) The checklist is only indicative and should be agreed with the dutyholder before the scheme commences.
- 2) The checklist should include hold points for key work stages where it is appropriate to do so.
- 3) The checklist should be agreed and signed off by the dutyholder.

Q1. For the first few years of applying the asbestos management system, AAPs will not be in place prior to identifying work programmes. However, it is the intention that AAPs will be prepared for all assets prior to works being carried out CAR 12 - SI 2012 No.632 [Ref 2.N] regulation 5.

Q2. This information will come from survey results in the AAP (when completed). If this is not available, a presumption will be that hidden elements may contain asbestos unless strong evidence to the contrary.

Q4. This applies to surveys and testing work specifically required in advance of identified work which may disturb ACMs. This includes test on dust and debris to be removed prior to routine maintenance on bearing shelves, etc.

Q5. This is to ensure that asbestos issues from the register are integrated into pre-construction information and the CDM process.

Q6. Certain works on ACMs require notification to HSE 14 days prior to contractors carrying out work. See HSG247 [Ref 4.I] and CAR 12 - SI 2012 No.632 [Ref 2.N] Regulation 9.

Q7. This is to ensure that asbestos issues are integrated into the CDM processes.

Q8. This is to ensure that asbestos issues are integrated into CDM processes.

Q10. Occasionally work may uncover ACMs which were totally unexpected. Contractors will be prepared for this situation under their obligations as an employer under CAR 12 - SI 2012 No.632 [Ref 2.N].

Q14. AAPs should be updated by appending a copy of the completed check list where ACMs have been affected or where new ACM information has come to light.

Q15. Where ACMs have been confirmed, sealed or removed as part of any works, the entry in the appropriate Highways England database will be amended accordingly.

© Crown copyright 2020.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/,
write to the **Information Policy Team, The National Archives, Kew, London TW9 4DU**,
or email psi@nationalarchives.gsi.gov.uk.

Design Manual for Roads and Bridges



General Principles and Scheme Governance
General information

GG 105

Northern Ireland National Application Annex to GG 105 Asbestos management

(formerly GD 05/16)

Revision 0

Summary

This National Application Annex contains the Department for Infrastructure Northern Ireland specific requirements for asbestos management.

Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated team in the Department for Infrastructure, Northern Ireland. The email address for all enquiries and feedback is: dcu@infrastructure-ni.gov.uk

This is a controlled document.

Contents

Release notes 2

Foreword 3

 Publishing information 3

 Contractual and legal considerations 3

Introduction 4

 Background 4

 Further Information 4

 Assumptions made in the preparation of this document 4

Abbreviations 5

NI/1. Special requirements: Department for Infrastructure 6

 General asbestos management plan (GAMP) 6

 Hierarchy of asset review and management 6

 Surveys 6

 Asbestos register 6

 Asbestos action plan (AAP) 7

 Additional information 7

NI/2. Normative references 8

Release notes

Version	Date	Details of amendments
0	Jan 2020	Department for Infrastructure Northern Ireland National Application Annex to GG 105.

Foreword

Publishing information

This document is published by Highways England on behalf of the Department for Infrastructure, Northern Ireland.

This document supersedes GD 05/16, which is withdrawn.

Contractual and legal considerations

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

Introduction

Background

This National Application Annex outlines the implementation and management of DMRB document GG 105 'Asbestos management' in the trunk roads asset for Northern Ireland and should be read in conjunction with the main body of the document. More detail is provided in Northern Ireland Department for Infrastructure General Asbestos Management Plan (GAMP).

The Department for Infrastructure is the sole roads authority for Northern Ireland and thus is the asset owner for all (adopted) roads within the province. The department's asbestos management strategy is defined within its safety management procedures. These procedures discharge the obligations defined in the Control of Asbestos Regulations (Northern Ireland) SI 2012/179 (NI) [Ref 6.N] and complement other requirements and guidance such as; the Health and Safety at Work (NI) Order 1978 SI 1978/1039 (NI 9) [Ref 3.N], The Construction (Design and Management) Regulations (NI) 2016 - CDM (NI) 2016 [Ref 5.N], The Control of Substances Hazardous to Health (NI) Regulations 2003 COSHH (NI) [Ref 2.N] and HSG 264 [Ref 1.N] - Asbestos: The Survey Guide.

Further Information

If you have any queries regarding this Annex please contact Department for Infrastructure; stephen.tweed@infrastructure-ni.gov.uk or dcu@infrastructure-ni.gov.uk.

Assumptions made in the preparation of this document

The assumptions made in GG 101 [Ref 4.N] apply to this document.

Abbreviations

Abbreviations

Abbreviation	Definition
AAP	Asbestos Action Plan
ACM	Asbestos containing materials
GAMP	General Asbestos Management Plan
HSENI	Health and Safety Executive for Northern Ireland

NI/1. Special requirements: Department for Infrastructure

General asbestos management plan (GAMP)

NI/1.1 This document complements the GAMP and shall be read in conjunction with it.

NOTE *The Department's GAMP details strategy and arrangements for managing its responsibilities under The Control of Asbestos Management Regulations (Northern Ireland) 2012 SI 2012/179 (NI) [Ref 6.N].*

NI/1.2 All assets managed by the Department for Infrastructure shall have an asbestos asset management strategy.

NI/1.3 The following assets' asbestos asset management strategies must be carried out by the dutyholder as defined in SI 2012/179 (NI) [Ref 6.N] as they are not the responsibility of the Department for Infrastructure:

- 1) the department's shared buildings where it is not the controlling authority; these assets are managed through separate procedures by either the dutyholder's nominated premises management personnel or facilities management branch;
- 2) any departmental buildings, whether shared or not, owned or controlled by a third party, unless the department is explicitly defined as the dutyholder.

Hierarchy of asset review and management

NI/1.4 All assets for which the presence of asbestos containing material (ACM) is presumed or confirmed shall be placed on a register.

NOTE *Assets for which the presence of ACM is presumed or confirmed assets are categorised according to risk: high, medium and low.*

NI/1.4.1 The risk categorisation of an asset should determine the priority for undertaking of the asbestos surveys and development of the asbestos action plan (AAP).

NI/1.4.2 A strategic approach should be adopted in determining the presence of asbestos in the asset, as detailed in the GAMP with the following considerations:

- 1) review of "as built" drawings and details to confirm the presence or absence of ACMs;
- 2) ACMs are assumed present within an asset unless there is evidence to attest ACMs are not present;
- 3) for assets where the department has not evidentially ruled out the presence of ACMs, and it is advantageous to establish its presence/type/condition, an asbestos management survey will be undertaken in accordance with guidance document HSG 264 [Ref 1.N] – 'Asbestos: The Survey Guide'.

Surveys

NI/1.5 Where the asset is not classed as high risk, surveys shall be scheduled to complement maintenance inspections, unless refurbishment or demolition work is planned.

NI/1.5.1 Where refurbishment or demolition work is planned, a refurbishment and demolition survey should be carried out prior to work commencing.

NI/1.5.2 Asbestos surveys should be carried out as advised in Section 3 – 'Asbestos surveys' of DMRB document GG 105.

NOTE *The initial asset review and subsequent risk classification determines the priority given to survey.*

Asbestos register

NI/1.6 The Department for Infrastructure shall maintain an asbestos register for all its assets identified as having ACMs (whether presumed or confirmed), excluding those which are managed by a third party.

NI/1.6.1 The register should detail the location and condition of the asbestos.

NOTE *Departmental policies define the roles and responsibilities for maintaining and updating the asbestos register.*

NI/1.7 No work shall commence without consulting the asbestos register.

Asbestos action plan (AAP)

NI/1.8 The Department for Infrastructure shall maintain an AAP for its assets that are found to contain ACMs and these are prioritised as described in clause NI1.3 of this NAA.

NI/1.9 AAPs shall be uploaded onto an electronic database as per the requirements set out in Section 3 - 'Records - AAP Upload database requirements' of DMRB document GG 105.

Additional information

NI/1.10 The following documents shall be referred to in managing asbestos:

- 1) The Hazardous Waste Regulations (Northern Ireland) 2005. SI 2005/300 [Ref 7.N];
- 2) The Control of Asbestos Regulations (Northern Ireland) 2012. SI 2012/179 (NI) [Ref 6.N];
- 3) Health and Safety at Work Order (Northern Ireland) 1978. SI 1978/1039 (NI 9) [Ref 3.N];
- 4) The Construction (Design and Management) Regulations (NI) 2016. CDM (NI) 2016 [Ref 5.N];
- 5) Asbestos: The Survey Guide HSG 264 [Ref 1.N];
- 6) The Control of Substances Hazardous to Health (Northern Ireland) Regulations 2003 COSHH (NI) [Ref 2.N];
- 7) Department for Infrastructure, Roads and Rivers, Health and Safety Management System, Planning & Implementing Arrangement 17 – Hazardous substances.

NI/2. Normative references

The following documents, in whole or in part, are normative references for this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Ref 1.N	Health & Safety Executive. HSG 264, 'Asbestos: The Survey Guide'
Ref 2.N	The National Archives. Legislation.co.uk. S.I. No. 288 COSHH. COSHH (NI), 'Control of Substances Hazardous to Health (NI) Regulations 2003'
Ref 3.N	The National Archives. legislation.gov.uk. SI 1978/1039 (NI 9), 'Health and Safety at Work Order (Northern Ireland) 1978'
Ref 4.N	Highways England. GG 101, 'Introduction to the Design Manual for Roads and Bridges'
Ref 5.N	The National Archives. CDM (NI) 2016, 'The Construction (Design and Management) Regulations (NI) 2016'
Ref 6.N	The National Archives. legislation.gov.uk. SI 2012/179 (NI), 'The Control of Asbestos Regulations (Northern Ireland) 2012'
Ref 7.N	The National Archives. legislation.gov.uk. SI 2005/300, 'The Hazardous Waste Regulations (Northern Ireland) 2005 - Environment Protection'

© Crown copyright 2020.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/,
write to the **Information Policy Team, The National Archives, Kew, London TW9 4DU**,
or email psi@nationalarchives.gsi.gov.uk.



General Principles and Scheme Governance
General information

GG 105

Scotland National Application Annex to GG 105 Asbestos management

(formerly GD 05/16)

Revision 0

Summary

Please contact Transport Scotland for the application of GG 105. The email address is: TSSStandardsBranch@transport.gov.scot.

Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated Transport Scotland team. The email address for all enquiries and feedback is: TSSStandardsBranch@transport.gov.scot

This is a controlled document.

Contents

Release notes	2
---------------	---

Release notes

Version	Date	Details of amendments
0	Jan 2020	Transport Scotland National Application Annex to GG 105.

© Crown copyright 2020.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/,
write to the **Information Policy Team, The National Archives, Kew, London TW9 4DU**,
or email psi@nationalarchives.gsi.gov.uk.



General Principles and Scheme Governance
General information

GG 105

Wales National Application Annex to GG 105 Asbestos management

(formerly GD 05/16)

Revision 0

Summary

This National Application Annex contains the Welsh Government specific requirements for asbestos management.

Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated Welsh Government team. The email address for all enquiries and feedback is: Standards_Feedback_and_Enquiries@gov.wales

This is a controlled document.

Contents

Release notes 2

Foreword 3

 Publishing information 3

 Contractual and legal considerations 3

Introduction 4

 Background 4

 Assumptions made in the preparation of this document 4

W/1. Welsh Government requirements 5

 General requirements 5

W/2. Normative references 6

Release notes

Version	Date	Details of amendments
0	Jan 2020	Welsh Government National Application Annex to GG 105.

Foreword

Publishing information

This document is published by Highways England on behalf of Welsh Government.

This document supersedes GD 05/16, which is withdrawn.

Contractual and legal considerations

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

Introduction

Background

This National Application Annex gives the Welsh Government specific requirements for asbestos management.

If you have any questions or enquires on this document please refer to the Welsh Government General Asbestos Management Plan, contact Welsh Government Transport Division, Crown Buildings, Cathays Park, Cardiff CF10 3NQ, or email Standards_Feedback_and_Enquiries@gov.wales.

Assumptions made in the preparation of this document

The assumptions made in GG 101 [Ref 1.N] apply to this document.

W/1. Welsh Government requirements

General requirements

- W/1.1 The Welsh Government 'Trunk Road Maintenance Manual' shall be adopted in managing asbestos.
- W/1.1.1 As the Trunk Road Maintenance Manual is not yet available on-line, those requiring more information should email the relevant Welsh Government department via Standards_Feedback_and_Enquiries@gov.wales.

W/2. Normative references

The following documents, in whole or in part, are normative references for this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Ref 1.N	Highways England. GG 101, 'Introduction to the Design Manual for Roads and Bridges'
---------	---

© Crown copyright 2020.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/,
write to the **Information Policy Team, The National Archives, Kew, London TW9 4DU**,
or email psi@nationalarchives.gsi.gov.uk.