

London School of Economics Asbestos Management Plan

1. Introduction

This document sets out the School's Asbestos Management Plan which constitutes the functional and practical arrangements necessary for the safe management of asbestos as referenced by the Policy for the Control of Asbestos, also on the School website.

2. Statutory Requirements

The Control of Asbestos Regulations 2012 (CAR) regulation 4 places a specific duty on those who have repair and maintenance responsibilities, or who control access, to non-domestic premises to manage the risk from asbestos in those premises. There is also a duty of cooperation on other parties. The duty holder must:

- Take reasonable steps to determine the presence of asbestos-containing materials (ACMs);
- Record the location and condition of any presumed ACMs;
- Assess the risk of exposure posed by these ACMs;
- Prepare a written plan that identifies the location of ACMs and specifies the measures to be taken for managing the risk, ensures the measures are implemented and recorded;
- Communicate the plan and contact details.

The Management Plan must include details regarding:

- Monitoring the condition of ACMs (re-inspections);
- Ensuring that they are either properly maintained or safely removed;
- Ensuring that information about the location and condition of ACMs is provided to those liable to disturb it and to the emergency services.

The information gathered from the surveys and re-inspections, including photographs and drawings, is collated into an Asbestos Register on which this Plan is based. The register is held electronically within Planon, whilst separate hard copies are also available at specific sites as detailed below.

3. Roles and Responsibilities

Position	Name	Responsibility
Duty Holder/Director of Estates	Julian Robinson	Legal duty of compliance reporting to H&S Management Committee
Directors of Facilities Management, Capital Development and Residences & Catering	Allan Blair Ken Kinsella Ian Spencer	Main contact for FM services, major construction works and Halls of Residences
Head of Health and Safety	Mel Boucher	RIDDOR reporting for a significant uncontrolled release and assist in investigation.
Acting Asbestos Manager	Emma Lovegrove	Draft, implementation and update of the policy. Take reasonable endeavours to make sure that the Estates team implement the Policy and Plan. Coordinates response, documents and investigates uncontrolled releases.
Deputy Asbestos Manager	Daniel Segeth	Deputising for Asbestos Manager
Head of Maintenance	Paul Franklin	Day-to-day responsibility for all maintenance management
Deputy Head Maintenance	Alan Beacon Dene Donkin	Day-to-day responsibility for managing maintenance on the campus Day-to day responsibilities for managing maintenance at residences
Project Managers, Residences Managers, Facilities Managers and IT staff	Barbara Moldawa Francesco Biancelli Elena Forti Duncan McPherson Daniel Segeth Jackie Woodley Bally Nandra David Skeen Dan Roberts Mark Linzell Mark Seaton Mark Gayson David Young Dene Donkin	Day-to-day responsibility for construction projects and FM Services, AV and network IT systems on both campus and residences
Asbestos Surveyor Asbestos Analyst Asbestos Trainer	On request from Asbestos manager TACT	Surveys and bulk sampling Air-monitoring, 4-Stage Clearances Training, supporting the Asbestos Manager

Refer to Appendix 3 for Roles and Responsibilities Flowchart for:

3A - Capital Development Project Managers:

3B - Maintenance – Operatives and Supervisor;

3C - Any other LSE staff member that request, procure or actually carry out works that may disturb ACMs.

4. The Asbestos Management System

Work with Asbestos

For the avoidance of doubt, no employees of the School shall remove or carry out maintenance on ACMs. Licensed asbestos removal contractors (LARC) shall be engaged to carry out licensable work with asbestos as defined in Regulation 2 of CAR2012 (see also below). Non-licensable and notifiable non-licensable work with asbestos may be undertaken by suitably trained contractors e.g. specialist flooring contractors.

Management Options

The School has adopted the following management options for known ACMs giving priority to those needing immediate attention:

- Repair if damage is minor;
- Encapsulate ACMs in good condition with a sealant or paint;
- Enclose with a more robust physical protection such as boxing-in where a high risk of damage exists;
- Remove ACMs that pose an unacceptable risk and repair is not reasonably practicable;
- Decontaminate an area where debris has accumulated;
- Restrict access temporarily whilst the above remedial actions are being carried out.

The above actions have the effect of improving the condition of the ACM are deemed **Control Actions**. To ensure that the ACMs remain in a good condition, **Management Actions** are applied that are ongoing. They include:

- Information, instruction, training and supervision to employees, contractors and others;
- Regular re-inspection to monitor the condition of the ACMs;
- Label the ACMs where appropriate;
- Define and use safe systems of work including permissioning for high-risk areas.

The combined use of a damage reporting system via the Helpdesk and scheduled re-inspections should identify any deterioration in condition due to wear and tear or accidental damage. This in turn triggers remediation by the application of Control Actions.

5. Asbestos Surveys

Recording the Location and Condition of ACMs (known and presumed)

A desk-top study was undertaken establishing the probable asbestos status of individual premises within the School's portfolio. Those buildings constructed up to 2000 will be included in the survey strategy unless there is documented complete removal, whilst those built afterwards are deemed asbestos free where there is strong evidence such as original construction information from architects, builders or plans/specifications. New builds under the direct control of Capital Development will not need surveying. The Asbestos Register will state that these buildings are asbestos free and not subject to the provisions of this Plan. See Appendix 2 for a list of buildings with no asbestos. Always check the Asbestos Register as buildings may be added between Plan revisions.

Surveys shall be in accordance with the survey types described in HSE guidance i.e., either

Management Surveys or Refurbishment and Demolition Surveys, depending on requirements and carried out by the School's appointed asbestos surveyors who shall maintain accreditation by the United Kingdom Accreditation Service (UKAS) to the relevant clauses of BS EN ISO/IEC 17020:2012 'Conformity assessment. Requirements for the operation of bodies performing various types of inspection'.

Every material sampled and confirmed, presumed, or strongly presumed to contain asbestos, shall be risk assessed using the recommended algorithms viz. the material assessment (HSG 223) and the priority assessment (on-line step-by-step guide to managing asbestos). Each sample point shall be photographed and its location accurately marked on the floor plan. The full extent of all visually similar material and any areas, rooms or voids not accessed shall also be marked on the floor plan.

The survey report presents the asbestos register, bulk analysis certificates, marked up floor plans with photographs and the findings of the survey together with prioritised recommendations for remedial action.

The asbestos registers from individual surveys and re-inspections are uploaded into a single Asbestos Register held within Planon and form the basis of the Asbestos Management Plan.

Management Surveys

The School undertakes this type of survey for all buildings where it has a duty to manage asbestos and the survey reports are available on the Estates shared P:Drive under Legal Compliance.

The purpose of the survey is to record, as far as is reasonably practicable, the location, extent, condition and accessibility of suspected ACMs that could be disturbed or damaged during normal occupancy including foreseeable maintenance.

The survey will entail minor intrusive inspection with sampling and analysis of presumed ACMs, although sampling can be deferred to a later date e.g. when a proposed project impacts on it. Obvious ACMs may be strongly presumed: no sampling is necessary. Other materials may be documented as being visually similar to previously documented materials.

Reasonable access to all rooms, voids, ducts and services is expected and any area not inspected must be accurately reported and presumed to harbour ACMs until proven otherwise. Caveats should be avoided by discussion at the survey planning stage. Survey reports carrying caveats not agreed by the School will be rejected.

Refurbishment or Demolition Surveys

This type of survey is required before refurbishment, alterations or demolition works and will be carried out by the appointed asbestos surveyor. They may form part of the pre-construction information required by the Construction (Design and Management) Regulations 2015 (CDM).

All requests for Refurbishment or Demolition surveys should include extensive details of the intended project works including drawings, schedules of works, start and completion dates and the like.

The purpose of the survey is to locate and describe, as far as is reasonably practicable, all ACMs not previously identified in the building/ area where works are to be undertaken.

This survey is designed to access all areas and is likely to involve destructive inspection, such as opening up of the structure to view inside cavities, floor voids, risers, services ducts, cable routes etc. where such access would have been deemed unreasonable for the management survey. Specialist services may be required to facilitate access in the avoidance of caveats. Rigorous risk assessments for these surveys will be expected from the appointed asbestos surveyor detailing the

risks to their health and safety and control measures they intend applying. Where licensed removal contractors are required to allow safe access, the work may be regarded as licensable and the 14-day notification to the HSE shall apply.

Samples are taken and the asbestos type, extent/amount of the ACM, and surface treatment is recorded. The condition of the ACM is only noted when circumstances dictate that the removal cannot follow immediately and the building would be occupied in the interim. In this case, the damage inflicted by destructive inspection would require short-term remediation (repair and encapsulation) and the ACMs managed until the building/area is de-commissioned. Reassurance air testing may be required to prove fitness for reoccupation.

Refurbishment surveys can be localised to specific parts of a premises depending on the nature and scale of the proposed works.

Survey reports are available on the Estates shared P:Drive under individual project folders.

Risk Assessments

As recommended by the HSE, when an inspection or survey is undertaken for each of the School's known ACMs or presumed ACMs, a risk assessment is carried out to assist in deciding on appropriate action and formulating a management plan.

The risk assessments are carried out in two parts, the first is a **material assessment** which assesses the condition of the material and the likelihood of it releasing fibres if disturbed, the second part is a **priority assessment** which takes into account maintenance activities, likelihood of disturbance, human exposure potential, occupant activity or visitors.

Algorithms are used to score each item, which results in an overall risk assessment score. This can be risk-banded and presented as an indication of the urgency in the timetabling of remediation e.g. an AIB panel with medium damage and unsealed would score $2+1+1+2=6$ in a material assessment ie a medium risk of fibre release. If it is in a rarely occupied space e.g. a void, it could simply left in-situ but with an access restriction. If, however it was in a frequently occupied area with a large number of people for extended periods, it would at the least require repair followed by encapsulation and possibly enclosing if the risk of disturbance was high. If this remediation is not practicable, then it should be removed. This might be timetabled as within 3 months. In this way, a timetable is generated that schedules remediation or removal of the most urgent cases taking into account all the available information. Precisely what remediation depends on the individual ACM.

The scores are not absolute measures, simply a guide as to the relative risk. The Management Actions that should be applied depend on the component scores for each ACM. Two ACMs with the same overall risk might not elicit the same response.

It is the task of the appointed asbestos surveyor to apply the material assessment algorithm whilst it is the task of the Asbestos Manager in conjunction with the surveyor to apply the priority assessment. The material and priority assessments together with overall combined assessment score are to be found on Planon and the overall risk that they pertain to will be reviewed by the Asbestos Manager in conjunction with the Management Surveys when known asbestos is re-inspected.

Licensed Asbestos Removal Contractors (LARC)

Only contractors issued with a full 3 year Asbestos Removal Licence by HSE may carry out work where:

- Fibre release is likely to exceed the Control Limit of 0.1f/ml over a 4-hour period;
- Fibre release cannot be considered as sporadic and low intensity;

- The work involves sprayed coatings;
- The work involves asbestos insulation or AIB that is not of short duration.

The School will provide a scope and specification for the LARC to produce their risk assessment and plan of work /method statement. If the LARC proposes another scope and/or specification, the Asbestos Manager must determine the validity of the proposal prior to confirming its approval.

The LARC will carry out a risk assessment and produce a method statement for the work. This must be approved by the Asbestos Manager or his Deputy before the statutory notification is submitted to HSE by the LARC. No site work may commence until at least 14 days from receipt of notification unless a waiver is granted in an emergency.

Work on certain Asbestos product types do not normally require a LARC and in most cases these are 'Non Notifiable' work e.g. vinyl floor tiles, asbestos cement products, resinous cisterns. Only competent persons should be relied upon for any determination of whether works are licensable, notifiable non-licensable or non-licensable works. If this determination is provided by a LARC who is conducting the works, the determination should be verified by a third party to insure impartiality and independence.

This topic is explored in more detail on the training courses. The relevant HSE Guidance is **HSG 247 Asbestos: The licenced contractors' guide**.

HSG 210 Asbestos essentials is a task manual comprising 38 method statements for non-licensable tasks often encountered on routine maintenance. These can be downloaded from HSE website.

6. Asbestos Register

Planon

The Asbestos Register has been integrated into a live web-based interactive database called Planon which is a general Estates management tool. It relies on the input of accurate, up-to-date information. The system prompts regular review and revision of the information ensuring that Planon always reports the current location and condition of all ACMs identified or presumed in the survey reports on the School's master set and current general layout drawings.

The Asbestos Manager shall be responsible for ensuring that the asbestos register is kept up to date with information regarding remedial works, removals and any newly located ACMs. Where ACMs have subsequently been removed, the records are archived but retrievable. Any LSE staff member that request, procure or actually carry out works that necessitate a change to an ACM shall ensure that the Asbestos Manager is notified with the correct information to enable to register to be kept updated.

Where the School acquires new buildings, or parts thereof, the Asbestos Manager will include the new acquisition in the management plan and commission the necessary surveys/inspections to be included in the Asbestos Register.

The Asbestos Register is available on Planon. In addition, hard (printed) copies of the register (and drawings) are available from all Residences Facilities Managers for halls of residences. Hard copies are also supplied to the Security Supervisors for the emergency services only when access to Planon may not be available.

Contractors can obtain copies through Maintenance Supervisors, Project Managers or Facilities Managers. Contractors shall confirm prior to the commencement of works that they have received,

read and communicated both the policy and register details to their operatives.

It is the responsibility of all Estates staff to report / provide the Asbestos Manager with any information they have relating to the presence or removal of ACMs within the School's portfolio.

The School's Management Plan functions so that each individual ACM is managed according to its needs and is reviewed by re-inspection by the School's appointed asbestos surveyor, typically annually or at a frequency depending on its' condition and potential for disturbance. Planon logs the date of each re-inspection and the current condition updated. Where possible at each re-inspection a photograph will be taken of the ACM and linked to the Asbestos Register, which will build up a photographic record of changes to its condition.

7. Procedures

Self-Service Request

Any member of staff, student or visitor may submit a Self-Service Request form via the link from the Estates Division webpage, Helpdesk Request. The completed form is returned to the Estates Helpdesk for processing. The form will be issued to the Maintenance Supervisor via Planon. The Planon systems will automatically check the location for asbestos and highlight if asbestos is known or presumed. If there is no asbestos a Job Instruction is generated and allocated by the Supervisor to the relevant Technician. The Job Instruction has a field 'Asbestos Register checked', which is to be completed before the start of a job.

Should Planon identify the presence of an ACM, an automated email is sent to the Supervisor who, having direct access to Planon, can confirm the exact location and condition of the ACM. On the basis of a risk assessment, the job may be revised, and the ACM left in-situ undisturbed; the ACM may be protected from the effects of the work or removed to facilitate access.

Permits-to-Work are raised when necessary, in high risk areas such as the Peacock Theatre auditorium ceiling void which contains sprayed insulation. The operative confirms job completion with the Supervisor who likewise gives confirmation to the Helpdesk and an automated email sent to the service requester to close down the job. A competent, asbestos-trained contractor shall be engaged to carry out any necessary enabling works. These works may be non-licensable, notifiable non-licensable or fully licensable requiring a 14-day notification to HSE. The contractors' method statements shall be evaluated by the Asbestos Manager. Waste shall be disposed of in accordance with the Hazardous Waste Regulations 2005 as amended and copies of the Consignment Notes retained by the Asbestos Manager in the project folder on the P Drive for a period of 3 years. The LSE are registered with the Environment Agency as producers of waste.

Work is only to be undertaken in asbestos-free areas or where asbestos will not be disturbed. DO NOT TAKE ANY CHANCES.

New Works Request

Any member of staff, student or visitor may submit a New Work Request via the Estates Division webpage. The completed form is returned to Estates, Capital Development team for processing. The request will be viewed by the Director of Capital Development who will indicate on the form if the presence of Asbestos needs to be considered and allocate the request to a Project Manager. The Project Manager will firstly check the asbestos register on Planon and where necessary instruct an asbestos survey depending on the nature of the works proposed. Any the ACM's found to be within the working area will be risk assessed and either left in-situ undisturbed; protected from the effects of the work or removed. A competent, asbestos-trained contractor shall be engaged to carry out the necessary enabling works. These works may be non-licensable, notifiable non-licensable or fully licensable requiring a 14-day notification to HSE. The contractors' method statements shall be

evaluated by the Asbestos Manager. Waste shall be disposed of in accordance with the Hazardous Waste Regulations 2005 as amended and copies of the Consignment Notes retained by the Asbestos Manager in the project folder on the P Drive for a period of 3 years. The LSE are registered with the Environment Agency as producers of waste.

Work is only to be undertaken in asbestos-free areas or where asbestos will not be disturbed. DO NOT TAKE ANY CHANCES.

Reporting Damage

All staff have a general responsibility to report structural damage and defective fixtures and fittings to the Estates Helpdesk 'don't walk past it – report it'.

It is the responsibility of all Estates Division, DTS Services staff and contractors to report any suspected or damaged ACMs to the Asbestos Manager. Where material is found that is thought to be asbestos, the **Asbestos Information Request Form** should be completed and forwarded to the Asbestos Manager, via the Estates webpage.

Asbestos Information Request Form

Any person undertaking works within a School building who does not have access to Planon must complete an Asbestos Information Request Form which can be obtained from the Asbestos Manager, Helpdesk, Maintenance Supervisor or online through the LSE website.

The Asbestos Information Request Form should be completed and forwarded to the Asbestos Manager if information is required regarding asbestos. The Asbestos Manager may commission ad-hoc bulk sampling by the appointed asbestos surveyor where there is no information recorded or the information is ambiguous. Planon will be updated accordingly.

If this is required for project works, adequate time should be given to enable paperwork to be processed, surveys etc., to be undertaken and remedial works to be carried out or allowed for in the overall project.

The Asbestos Information Request Form can be completed by following the link on the Asbestos Management page LSE's Estates Website: [Ehttps://info.lse.ac.uk/staff/divisions/estates-division/about-us/asbestos-management](https://info.lse.ac.uk/staff/divisions/estates-division/about-us/asbestos-management)

Permission-to-Work

Permit-to-Work procedures operate throughout the School for electrics, hot works and confined spaces. Work with asbestos requires permission which must be obtained from the Asbestos Manager via the Head of Maintenance, Estates PM, Service or IT Managers by submission of a suitable and sufficient risk assessment, method statement (RAMS) and relevant project details. A dedicated supervisor for the works shall be appointed and their name, contact details and position in the company submitted with the application. Each application submitted shall be identifiable and traceable by a unique reference number.

Air Testing

Where there is a high level of asbestos in a confined space e.g. the Peacock Theatre auditorium void, periodic air tests are carried out to confirm safe access or else to trigger remediation. These shall be carried out by an appointed Asbestos Analyst who has accreditation by UKAS for meeting the standards of the relevant provisions of BS EN ISO 17025:2005 'General requirements for the competence of testing and calibration laboratories', as required by CAR2012 Regulation 21 'Standards for analysis'.

Building Alteration Works Including Services

All Estates staff initiating modifications to building structures or services should review the Asbestos Register in the first instance. If they deem the information insufficient e.g. there may be areas identified as 'No Access' on a previous management survey, they must then seek advice from the Asbestos Manager as to the presence of asbestos within any parts of the building concerned and request a Refurbishment and Demolition survey. All requests to the Asbestos Manager should be made using the Asbestos Information Request Form together with details of the intended project works including drawings, schedules of works, start and completion dates and the like.

These works may be seemingly trivial but can have unexpected consequences if not properly considered beforehand, e.g. changing door furniture, shelf fixing, opening voids for access, and other routine maintenance activities. Reference should be made to the asbestos awareness training presentation on the shared P: Drive to appreciate the range of ACMs commonly used in construction, plant and fixtures and fittings.

Maintenance Works Including Services

All maintenance staff undertaking maintenance tasks should be advised by their Supervisor on their Job Instruction whether ACMs are present and the Asbestos Register should be consulted prior to work being undertaken.

An Uncontrolled Escape of Asbestos Fibres

In the event of an uncontrolled release of asbestos fibre, immediate steps will be taken to mitigate those effects; restore the situation to normal and inform any persons affected. The Flow Chart in Appendix 1 is a schematic of the actions to be taken for four common scenarios that show how the scale of the problem leads to decisions and actions along a particular pathway. There is therefore no single reaction to all incidents: the severity of the situation should elicit a proportionate response. The use of this Flow Chart is important and shall be covered in training sessions.

Severe Incident

In the event that severe damage occurs to a high-risk ACM such as lagging, sprayed coating or insulating board all personnel within the area must leave and a Maintenance Supervisor and the Asbestos Manager must be notified immediately.

The Maintenance Supervisor will assess the situation, update the Asbestos Manager who will work with LSE Security team to evacuate the affected area/s, which will then be locked and sealed off using asbestos hazard tape. Appropriate signage should be displayed.

At no time should any person enter or re-enter the site.

The Maintenance Supervisor will first contact the Asbestos Manager or Deputy. The Asbestos Manager or Deputy will then contact an HSE licensed asbestos removal contractor requesting attendance on site to decontaminate the affected area/s and remove ACM as deemed necessary.

The Asbestos Manager will also contact an Asbestos Analyst to undertake air tests and visual inspection.

The area/s will remain closed until a certificate of reoccupation is issued by the Asbestos Consultant / Analysis.

Slight Incident

In the event that damage occurs to a low-risk ACM such as asbestos cement or resinous WC cistern, a Maintenance Supervisor must be notified immediately and all persons within the area must leave.

The Maintenance Supervisor will assess the situation and arrange for the affected area/s to be evacuated, locked and sealed off using asbestos hazard tape to minimise spread of asbestos fibres into adjoining areas.

The Maintenance Supervisor will inform the Asbestos Manager or his Deputy, then contact a School approved LARC for attendance on site to decontaminate the affected area/s, remove and/or encapsulate the damaged asbestos material.

The area/s will remain closed until the remedial works have been completed.

Record of Exposure and Health Checks

In the event that staff are exposed to asbestos fibres above the Control Limit due to an uncontrolled escape, the Asbestos Manager will appraise the School's Health and Safety Team who will co-ordinate arrangements for maintaining appropriate health records and medical surveillance in accordance with L143, and reporting under RIDDOR 2013. In the event that contractors are exposed, their managers shall be informed to enable them to note the exposure on the employees' health record or personal record as appropriate.

Informal counselling will be offered to any members of staff who are known or suspected to have been exposed to asbestos materials by the School Counselling Service.

Building Refurbishment Works or Demolition

All Estates Project Managers undertaking refurbishment project work or works involving demolition on campus, residential buildings or sports ground have responsibilities as detailed below.

It is imperative that the Project Manager reviews the Asbestos Register and contacts the Asbestos Manager to initiate a Refurbishment and Demolition survey of the area at project inception as failure to do so could cause substantial delays in commencement.

The Project Manager will provide a copy of the Refurbishment and Demolition survey report to the project team including the contractor with recommendations for any remedial action that should be incorporated into the project. The report will form an integral part of pre-construction information for compliance with CDM Regulations.

Where the Asbestos Manager recommends the removal of the asbestos material a licensed asbestos removal contractor and analyst or a non-licensed trained contractor as appropriate, shall be engaged in accordance with the School's procedures for procuring services from contractors. The asbestos removal works should be carefully programmed into the project so as to minimise damage to the asbestos and prevent or reduce exposure.

Project Managers should liaise with the licensed asbestos removal contractor to determine and mitigate the effect of removal works on normal occupancy and access, fire alarms, escape routes and signage, and emergency evacuation procedures etc. Project Managers should ensure that the licensed asbestos removal contractor has suitable arrangements in place for dealing with emergencies that may arise in the course of high-risk removal operations e.g. the remaining sprayed coating in the Peacock Theatre.

All contractors working for the School have responsibilities as outlined in the School Policy relating to procurement of their services. Standard pre-qualification processes should make sure that all appointed contractors possess core competences in dealing with asbestos.

If suspect material is discovered during the course of the project works the person in charge shall halt the works, inform the Project Manager and take any action advised by the Asbestos Manager. The cost of surveys and all remedial works will be charged to the project.

On completion of any remedial works documentation pertaining to the project including air testing certificates, Certificates of Re-occupation and waste Consignment Notes shall be retained with the project file / Health & Safety File and a copy issued to the Asbestos Manager by the Project Manager.

Out of Hours and Weekends

Outside normal office hours the Security Teams are to be contacted in the first instance on 6666. They are in possession of hard copies of the Asbestos Register and have access to advice from the Asbestos Manager or his Deputy on an emergency basis. For building works, where there is any doubt the works shall cease until advice has been sought. Works may only proceed with permission as described above.

School has an Interest in a Property but is not the Duty Holder

Where the School leases part/s of their building/s to others but has no obligations for maintenance or repair under the terms of the lease and by definition is then not deemed the 'Duty Holder', responsibilities under Regulation 4 of CAR 2012 lies with the occupants. In these circumstances the School will cooperate with the identified Duty Holder in the discharge of his liabilities by providing any information requested.

Where the School is a tenant of premises or part of a premises under the demise of another Duty Holder, the School will act on their advice and co-operate in the safe occupation and use of those premises.

8. Training Arrangements

New Estates and DTS Staff

All new staff identified by their manager as part of their induction training as being relevant will be notified to the Asbestos Manager.

All new staff will be asked by their managers to provide details of any training that they have previously undertaken including certification to determine the level of training appropriate to their needs.

An appropriate training programme will then be developed by the Asbestos Manager and staff manager. A suitable level of asbestos training e.g. half-day awareness, P405 or a refresher course shall be provided including the School's Asbestos Policy and Management Plan.

Staff disciplines requiring annual training are:

- Capital Development Project Managers
- Moves Manager
- Maintenance Team
- Security Team
- Data Technology Services (DTS) Team
- Residences Facilities Managers, Front of House Managers, Maintenance Team

- Head Groundsman and Assistant at the Sports Ground
- Building Managers
- Sub-tenants' technicians at Peacock Theatre
- Any other person identified by the Asbestos Manager

Refresher Training

After initial training, Estates/DTS staff will be required to attend annual refresher training courses in asbestos awareness, the Asbestos Policy and Management Plan.

Additional Training

The Asbestos Manager and Deputy Manager will hold the BOHS Proficiency Module P405: The Management of Asbestos in Buildings. The P407: Managing Asbestos in Premises; the Duty Holder Requirements is available to P405 holders as an option.

Contractors

All contractors undertaking construction works, maintenance tasks or DTS/AV/security installation shall confirm that all their operatives have undertaken asbestos awareness training in the last 12 months from a recognised competent trainer.

Contractors will carry certified copies of their own and their operatives' current training certificates whilst on site, available for inspection by LSE Project Managers or the Asbestos Manager. Any operative for whom there is no certificate may be excluded from site until suitable training can be delivered. Contractors shall bear the cost of any training required to fulfil contractual obligations.

Contractors' shall deliver or arrange the delivery of suitable toolbox talks to their operatives to clarify any asbestos issues prior to works commencing including the Schools' asbestos procedures.

Contractors should be able to demonstrate that asbestos information supplied to them has been understood and suitable controls put in place.

9. Management Plan Review

Review interval	Next review due by	Next review start
Annual	01/02/22	04/01/22

Version history

Version	Date	Approved by	Notes
1	27/01/2014	Health and Safety Management Committee	Overhaul of doc
2	27/01/2015	Director of Estates	Change of Regs/minor revisions
3	22/04/2016	Director of Estates	Minor Revisions
4	24/04/2017	Director of Estates	Revisions following CDM Review
5	13/04/2018	Director of Estates	Minor Revisions
6	12/03/2019	Director of Estates	Changes associated with External Audit
7	24/05/2019	Director of Estates	
8	02/10/2021	Director of Estates	Minor amendments to process, new Deputy Asbestos Manager

Contacts

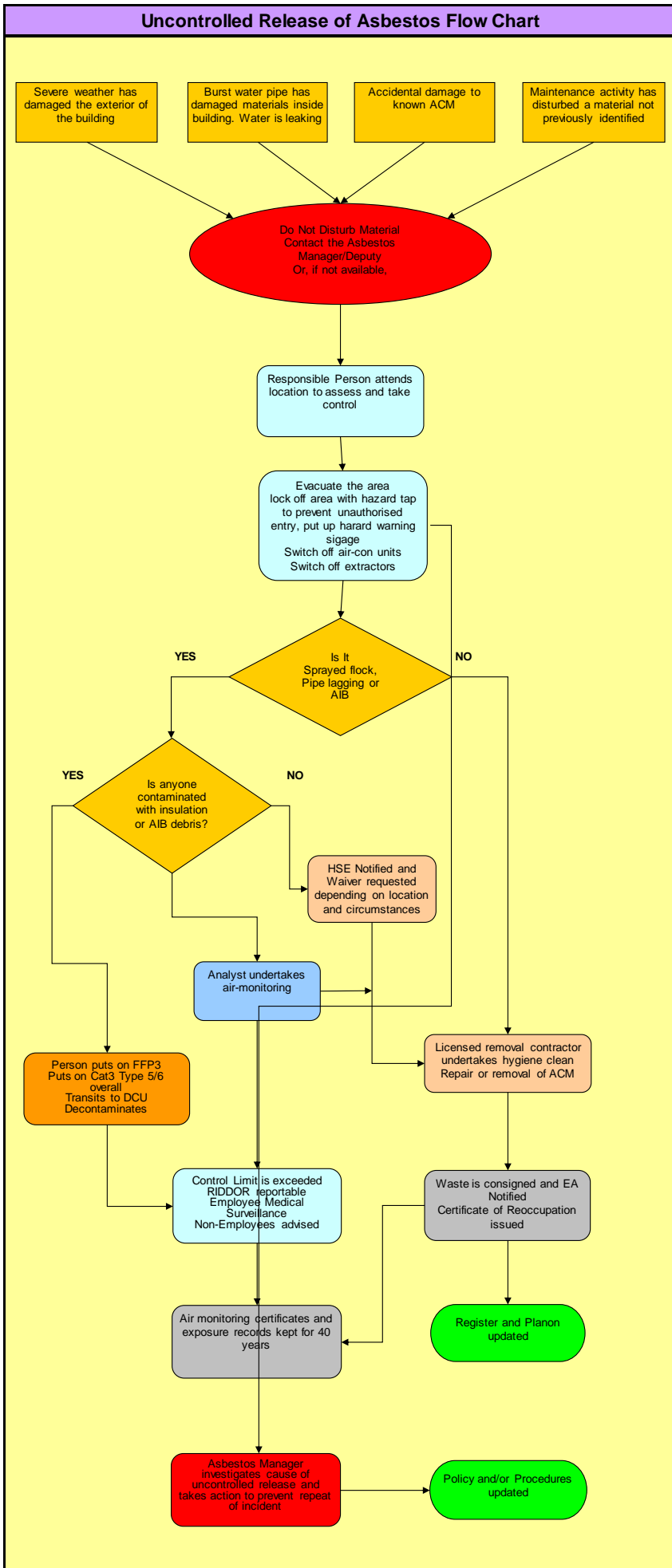
Position	Name	Contacts	Title
Assistant Director of Capital Development	Emma Lovegrove	M: 07739 549460 E: e.j.lovegrove@lse.ac.uk	Asbestos Manager
Project Manager	Daniel Segeth	M: 07814 519736 E: d.j.segeth@lse.ac.uk	Deputy Asbestos Manager

Communications and Training

Will this document be publicised through Internal Communications?	Yes
Will training needs arise from this policy	Yes
If Yes, please give details Document published on LSE Website Revised documentation will be part of Asbestos Training - 2021	

Uncontrolled Release of Asbestos Flow Chart

Appendix 1: Flow Chart for dealing with an uncontrolled release of asbestos



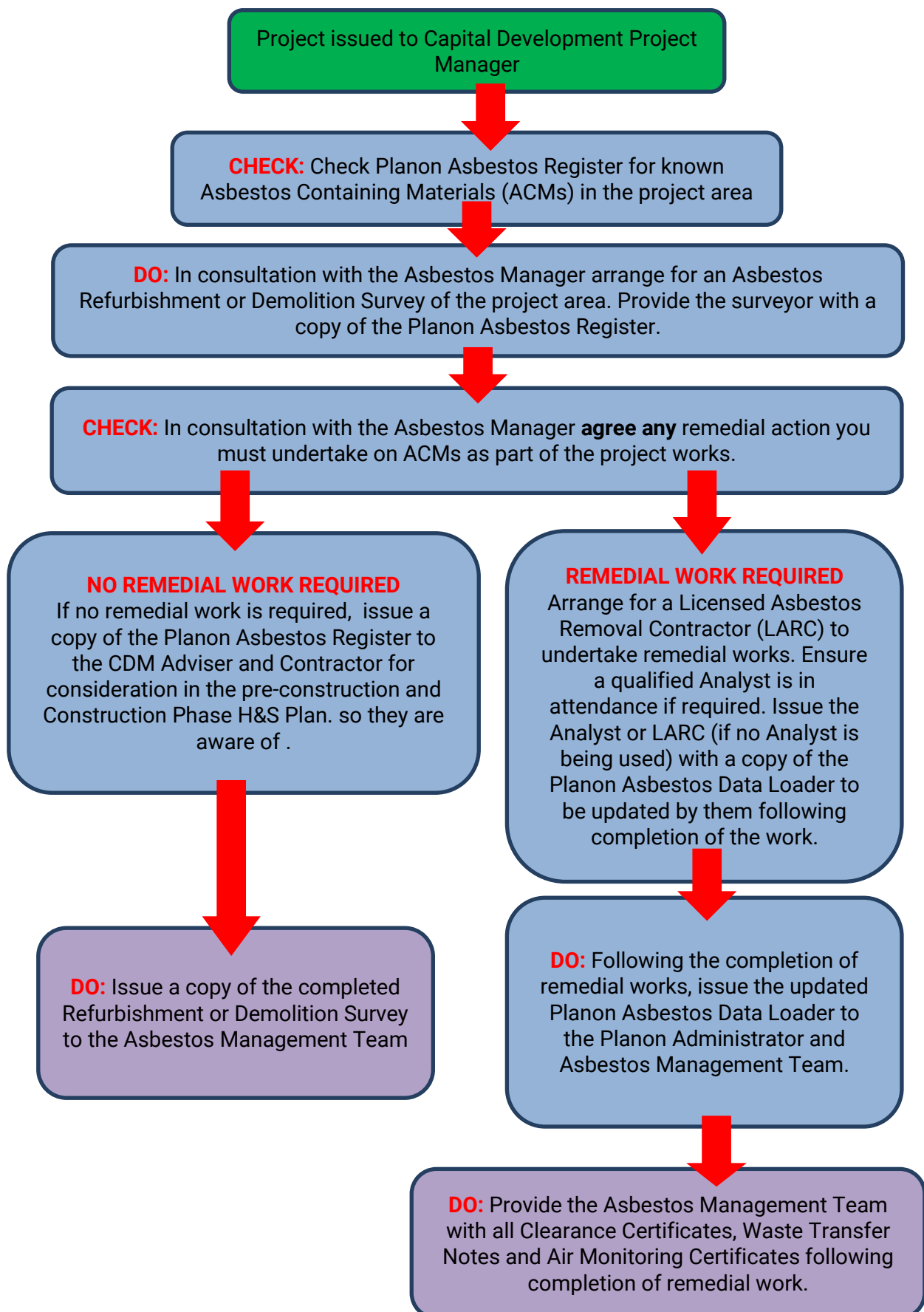
Appendix 2 Buildings without asbestos

1	Portsmouth Street
32	Lincolns Inn Field
5	Lincolns Inn Field
9 - 10	Sheffield Street
	Aldwych House
	New Academic Building (constructed 2005)
	Plaza Cafe
	Queens House
	SAW (constructed 2013)
	Centre Buildings (new construction 2019)
	The Marshall Building (constructed 2021)

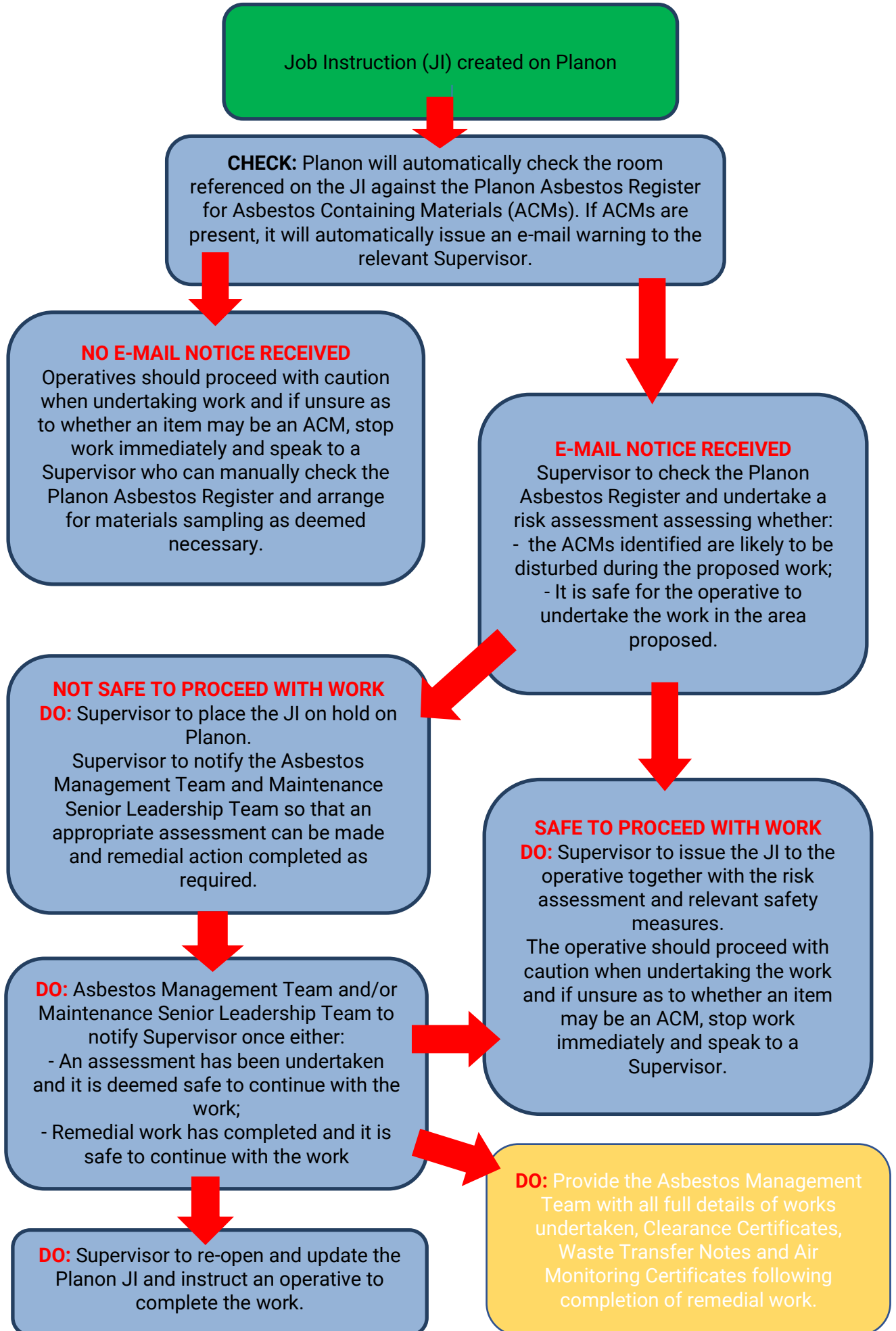
Always check the Asbestos Register for current information as buildings may be added between Plan revisions.

APPENDIX 3 - Roles and Responsibilities Flowchart

3A Roles and Responsibilities - Capital Development Project Managers



3B Maintenance – Operatives and Supervisor



3C – Any other LSE staff member that requests, procure, or actually carry out works that may disturb ACMs.

