

POLICY FOR THE MANAGEMENT OF ASBESTOS

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1. Summary

Campbell & Kennedy aims to take appropriate precautions to protect staff, field based engineers, site based engineers and others from exposure to asbestos. It is the responsibility of C&K's Operations Manager to identify and monitor Asbestos Containing Materials (ACM) in C&K's buildings and other areas under its control, to assess the level of risk, maintain a register of asbestos and carry out a programme of removal or containment.

It is Campbell & Kennedy's policy to remove all ACM within the work area of their own offices or their own leased or rented premises where reasonably practicable; ACM not removed must be contained so as to prevent exposure. Only approved contractors, licensed by the HSE, can carry out work on ACM or its removal.

It is Campbell & Kennedy's policy to report findings of ACM's, in the case of field based or site based operations, to the appropriate building manager or building owner and await guidance or instruction. It is Campbell & Kennedy's policy that such findings should not be disturbed and that operatives should leave the location or site until such times a clear guidance is given.

2. Identification, Risk Assessment and Asbestos Register

Campbell & Kennedy Ltd aims to identify ACM and maintain an Asbestos Register consisting of building documents and computer database information recording location, type and condition of ACM. Campbell & Kennedy Ltd is committed to carrying out further type 2 or type 3 surveys as necessary to update information for the Asbestos Register as and when required in the future.

The Asbestos Register is under the management control of the Operations Manager and held in the Business resources manager's offices. All staff who manages construction projects in terms of internal refurbishment or improvements or external works to the company's buildings have access to the Register for reference purposes.

The survey is carried out with due regard to information available at the time and the age of buildings; selective sampling and analysis was undertaken and risk assessments carried out taking account of the type, condition and location of the identified ACM.

Where it might reasonably be expected to find ACM, and no information exists to the contrary, it will be assumed that ACM is present in the area; in such a circumstance further investigation must be carried out before work is permitted to proceed in the area

3. Removal and Control

Based on the risk assessment and recommendations of the asbestos survey, Campbell & Kennedy Ltd will carry out a programme of asbestos removal and control. This included the removal of ACM in poor condition and presenting a risk of exposure. The remaining ACM was subject to a programme of removal or containment by sealing, painting or enclosure and labelling. Campbell & Kennedy Ltd will continue to monitor the condition of known asbestos-based materials and take action to remove ACM or contain them so as to prevent exposure.

Field based engineers and staff will immediately report findings in respect of Asbestos to the appropriate site manager or building owner and adopt a policy of “do not disturb” and then await appropriate instruction from the relevant authority or from their own line manager at C & K.

4. Information, Training and Instruction

Campbell & Kennedy Ltd aims to provide appropriate information and instruction to staff likely to come into contact with ACM in the course of their daily duties. The Operations Manager will arrange for all members of staff and also all staff that is site based or field based to attend asbestos awareness training. The Operations Manager will arrange asbestos awareness training for CAMPBELL & KENNEDY LTD Managers and staff that may be involved with internal building works (computer cable runs etc.) to any of our own premises.

The instructions given to Campbell & Kennedy Ltd staff, field based engineers or site based engineers and others likely to come into contact with ACM are to cease work if suspected ACM is discovered during the course of their work and to report the discovery to their line management.

The Safety Rules for Contractors working on Campbell & Kennedy Ltd premises requires them to cease work if suspected ACM is discovered during the course of their work and report the discovery to their line management.

5. Responsibilities

The implementation of this policy is the responsibility of the Operations Director, administrators, all staff and site based or field based engineers have a responsibility to assist in the implementation of this policy.

5.1 Operations manager

The Operations Manager has overall management responsibility for the Campbell & Kennedy Ltd Asbestos Policy and the procedures to implement the policy.

At regular intervals the Operations Director will make available asbestos awareness training for departments who have identified staff who may discover or disturb ACM in the course of their work. The Operations Manager will provide information about asbestos awareness training to departments.

5.2 Senior Managers (Office based)

The Senior Managers are answerable to the Operations Director and have responsibility for the implementation of the Campbell & Kennedy Ltd Asbestos Policy and procedures in their respective areas (and more widely when they are deputising for the Director).

5.3 Contracts Managers, Installation Managers & Supervisors (Field based)

The contracts managers, installation managers and supervisors who are essentially field based are answerable to the Operations Director and have responsibility for the implementation of the Campbell & Kennedy Ltd Asbestos Policy and procedures in their respective areas (and more widely when they are deputising for the Director).

These persons have responsibility for managing field based projects/work in existing buildings and other areas where Campbell & Kennedy Ltd may work. During the project planning stage, or daily job issue stage they must take account of the possible presence of ACM. They must endeavour to identify ACM, arrange for its removal where reasonably practicable, or ensure adequate containment to prevent exposure. To this end, they should refer to the Asbestos Register and liaison with the intended client.

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