






# Walk-Up Balconies

Pre-Tender Information Pack

# Quality Management

<b>Job No</b>	RP200058	<b>Doc No.</b>	V0.1
<b>Project</b>	Walk-Up Balconies		
<b>Location</b>	Multiple Locations across Southampton		
<b>Document Ref</b>	Pre-Tender Information Pack		
<b>File reference</b>	W:\Data_3\PS\Capita_Property\CDM (Cur)\PROJECTS\SCC\Housing\Medium Rise Cantilever Balconies Support - CS089607-RP200058\WUB\CDM\Info Pack\Current		Team
<b>Date</b>	06 March 2017		
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## 1. Description of the Project

### 1.1 Principal Regulatory Control

This project will commence under the Construction (Design and Management) Regulations 2015. The project is expected to be notifiable to the HSE. However a Principal Designer is appointed, as there is more than one contractor. It should be noted also that Southampton City Council is the appointed Principal Designer.

### 1.2 Nature of the construction work to be carried out

- Carry out services surveys for all sites.
  - Ground Services Survey
  - Services details from any additional necessary statutory authorities.
- Repair external reinforced concrete walkways.
- Construction of foundations and additional supporting steelwork.
- Installation of replacement handrail with glazed panels
- Renewal of asphalt and surface water drainage outlet.
- Renewal of courtesy lighting.

### 1.3 Location

Bishops Crescent	SO19 2FH
Radstock Road	SO19 2HU
Kimberley Court, Hazeleigh Avenue	SO19 9QU
Cardington Court, Hornchurch Road	SO16 8HJ
Maybush Court	SO16 9FH
Doyle Court	SO19 9JB
Kipling Court	SO19 9GX
Marlowe Court, Scott Road	SO19 9QJ
Leaside Way	SO16 3EP
Burgess Court, Burgess Road	SO16 3TS
Galia Court, Blenheim Avenue	SO17 1DU
Griffin Court, Priory Road	SO17 2WP
Ingram Court, Janaway Gardens	SO17 2WS
Midanbury Walk	SO18 4HH
Albany Road	SO15 3EG
Edward Road	SO15 3GZ
Beechfield Court	SO15 8NB
Penrith Court, Pennine Road	SO16 4PN

Vellan Court	SO16 9JG
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#### 1.4 Construction Period

**Start Date:** October 2017

**Duration:** 208 Weeks

#### 1.5 Minimum time between appointment of Principal Contractor and instruction to commence work on site

4 weeks

#### 1.6 Project Team details

“These contact details are only to be used once the tender process has been completed and the contract awarded”

##### 1.6.1 Client

Southampton City Council	
Ground Floor	Contact: Neville Tomblin
North Block	Tel: 023 8083 2984
Civic Centre	E-mail: Neville.Tomblin@southampton.gov.uk
Southampton	
SO14 7PQ	

##### 1.6.2 Contract Administrator

Southampton City Council	
3rd Floor	Contact: Stuart Anderson
One Guildhall Square	Tel: 023 8091 7565
Southampton	E-mail: Stuart.Anderson@southampton.gov.uk
SO14 7FP	

### **1.6.3 Principal Designer**

Southampton City Council

3rd Floor	Contact: David Harrison
One Guildhall Square	Tel: 023 8083 3693
Southampton	E-mail: David.Harrison2@southampton.gov.uk
SO14 7FP	

### **1.6.4 Designers**

Southampton City Council

3rd Floor	Contact: Clive Tufnell
One Guildhall Square	Tel: 023 8083 2537
Southampton	E-mail: Clive.Tufnell@southampton.gov.uk
SO14 7FP	

Southampton City Council

3rd Floor	Contact: Andrew Fielder
One Guildhall Square	Tel: 023 8083 2304
Southampton	E-mail: Andrew.Fielder@southampton.gov.uk
SO14 7FP	

### **1.6.5 Quantity Surveyor**

Southampton City Council

3 <sup>rd</sup> Floor	Contact: Tony Rainsley
One Guildhall Square	Tel: 023 8083 2476
Southampton	E-mail: Tony.Rainsley@southampton.gov.uk
SO14 7FP	

### **1.6.6 CDM Advisor**

Southampton City Council

3rd Floor	Contact: Eamon Togher
One Guildhall Square	Tel: 023 8083 2513
Southampton	E-mail: Eamon.Togher@southampton.gov.uk
SO14 7FP	

### 1.6.7 Principal Contractor

TBC

### 1.6.8 Other Consultants

#### SCC Environmental Services

Environmental Health Services – Scientific Services

Ground Floor	Contact: Steve Guppy
West Wing	Tel: 023 8083 2170
Civic Centre	E-mail: <a href="mailto:steve.guppy@southampton.gov.uk">steve.guppy@southampton.gov.uk</a>
Southampton	
SO14 7PQ	

### 1.7 Application of Workplace Regulations

The building will following completion be designated a workplace. The Workplace (Health, Safety & Welfare) Regulations 1992 apply and should be considered during design work.

### 1.8 Extent and location of existing records and plans

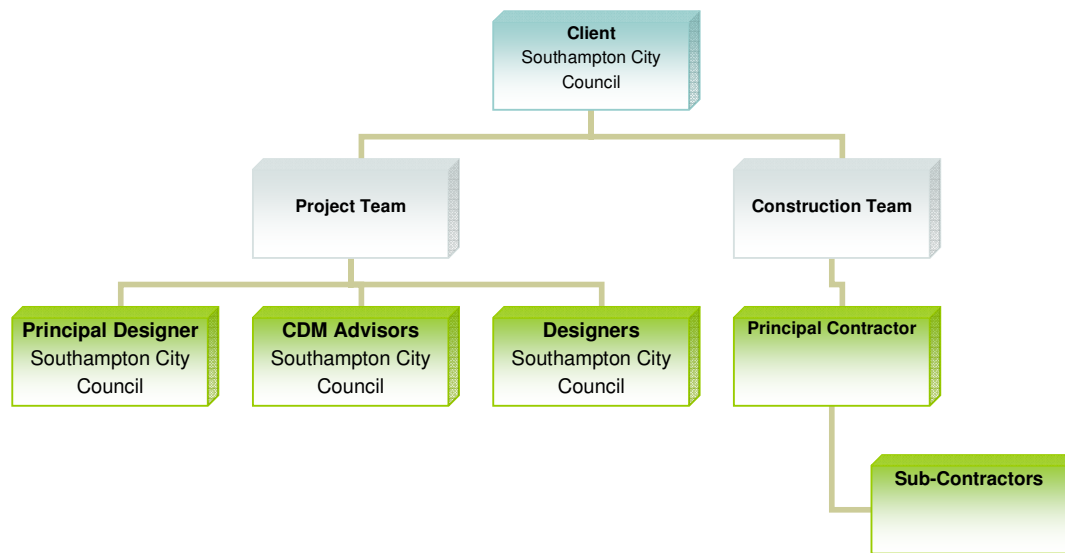
The Principal Contractor should liaise with the Client and Project Manager.

Location of all mains and utility services should be re-established prior to commencement of work.

## 2. Client's Considerations and Management Requirements

### 2.1 Arrangements for Health, Safety and Welfare

#### 2.1.1 Structure and Organisation



#### 2.1.2 Planning and managing for construction work

The Principal Contractor is to plan and manage the works on site to take account of the following Client Key Health and Safety Objectives:

- Compliance with all applicable Health and Safety Legislation.
- Zero Accident Frequency Rate.
- Compliance with Regulation 20 of the CDM 2015 regulations.
- Site supervisor/manager to be trained to CITB standard or equivalent.
- Contractor to operate CSCS card scheme or equivalent.
- Compliance with all Client rules and procedures (SWP Index included).
- Protection of site workers and members of the public.
- Reporting of accidents and incidents including vandalism.
- CDM awareness.
- Asbestos awareness.
- The security of the site compound against unauthorised access.
- Provision of safe & secure storage of equipment & materials.
- Any Asbestos materials encountered to be dealt with in accordance with SCC Safe Working Procedure Control of Asbestos at Work (Please see attached appendix A).



The Principal Contractor will appoint a competent health & safety person who will complete weekly site reports, copies of these reports should be passed to the Project Manager.

### **2.1.3 Communication and liaison between Client and others**

All liaison is to be through the Project Manager.

The Principal Contractor shall inform the Principal Designer of additional design work and/or unforeseen eventualities necessitating changes to design, which could affect the Health and Safety Plan. Any changes to the Plan required as a result of design changes shall be discussed with the Principal Designer and the Project Manager.

In addition, regular project meetings will be held on a monthly basis and the Principal Contractor is to ensure attendance at such meetings.

All visits by any of the enforcing agencies are to be reported immediately to the Project Manager and Principal Designer.

All accidents and incidents including security breaches and vandalism are to be reported to the Project Manager and Principal Designer immediately.

The Principal Contractor will also need to liaise with the Principal Designer on the requirements for the Health and Safety File.

The Principal Contractor is responsible for the circulation of all relevant health & safety information, including the Health & Safety Construction Phase Plan, Method Statements, Risk Assessments and COSHH Assessments to all operatives on site. Toolbox talks will be expected to be undertaken by the Principal Contractor to include safety rules & procedures. The Construction Phase Plan should be submitted to the Principal Designer no later than seven working days prior to proposed start on site.

### **2.1.4 Security of the Site**

It is the responsibility of the Principal Contractor to protect against unauthorised or uncontrolled access into the working areas, and other areas that form the site.

The Principal Contractor is to ensure that the site is adequately secured in accordance with Regulations 18 of CDM 2015. The measures taken by the Principal Contractor should be commensurate to the level of potential security issues identified in the Principal Contractors risk assessment. This is to be kept under constant review.

### 2.1.5 Welfare Provision

Welfare facilities are to be of a standard laid down in Schedule 2 of the Construction (Design and Management) Regulations or better and the Principal Contractor is to satisfy himself with regard to the facilities he is providing on site and the number of people it is anticipated will be required to use the facilities.

These proposals must be set out in the initial Construction Phase Health and Safety Plan, complete with details of location and access.

Any temporary arrangements are to meet the following requirements:

<p><b>Toilets/ Washstations</b></p> <ul style="list-style-type: none"> <li>Up to 15 personnel = 1 x WC, 1x Urinal, 1 x Wash Basins</li> <li>16 – 30 personnel = 2 x WC, 1 x Urinal, 3 x Wash Basins</li> </ul> <p><i>(note: separate male and female toilet facilities are to be provided where applicable).</i></p>
<p><b>Hot/Cold Running Water Supply</b></p>
<p><b>Drinking Water</b></p>
<p><b>Restroom/Eating Area</b></p>
<p><b>Clothes Drying Area</b></p>

All compounds shall need to be;

- Sited in a location agreed with the Client and tenants representatives,
- Situated to minimise disruption to the tenants,
- Established in advance of work commencing.

## 2.2 Requirements relating to Health and Safety

### 2.2.1 Temporary Works

It should be noted that all forms of temporary works are covered by BS5975 as revised in 2008. The Principal Contractor should ensure that they take account of the guidance contained in this, in particular with regard to the appointment of a “Temporary Works Coordinator” (TWC).

Examples of temporary works include, but are not limited to:

Earthworks - trenches, excavations, temporary slopes and stockpiles.

Structures - formwork, falsework, propping, façade retention, needling, shoring, edge protection, *scaffolding*, temporary bridges, *site hoarding and signage*, *site fencing*, cofferdams.

### 2.2.2 Site hoarding

2.4m Heras fencing / hoarding should be provided to ensure the safety and security of the compound and storage areas. Any Heras fencing should be double clipped, the contractor should ensure that there are no gaps under the hoarding and that there are lockable gates provided and securely closed at all times.

The Principal Contractor is responsible for ensuring there are suitable pedestrian barriers to ensure against members of the public, staff and students being put at any risk during the works.

### 2.2.3 Scaffolds

It is the responsibility of the Principal Contractor to obtain all the necessary permits and licences for scaffolds etc. There should be a regime of inspection in place in compliance with the working at Height Regulations, and taking into account the guidance in BS5975 Code of Practice for Temporary Works Procedures and the Permissible Stress Design of Falsework.

### 2.2.4 Site Transport arrangements/vehicle movement restrictions



The locations for the main site compound(s) are yet to be established, but the Principal Contractor should allow for the establishment of a main site compound with sufficient space for storage, offices, welfare and meeting room. The Principal Contractor is to liaise with the Local Housing Officer in regards to the use of car parks, etc.

Contractor parking is limited in most areas and liaison with local housing officers is strongly recommended. The client can provide contact details on request for the relevant areas.

The Principal Contractor is to make adequate provision for control of site transport and traffic, and to ensure that there is a suitable and sufficient site traffic plan developed to ensure that personnel are not endangered by vehicular movements on site and in adjacent areas (e.g. deliveries, removal of waste). No vehicle movements during the morning and afternoon school run times or outside of contract working hours.

When developing the traffic plan, the following should be taken into account:

- Due attention should be given to the interface and interaction with other contractors, residents and the public.
- Consideration of the school run times and rush hour traffic volumes in the area.
- A banks person will be appointed to direct and oversee all vehicle movement on site especially when reversing.

### **2.2.5 Client Permit to work systems**

The Principal Contractor should observe all the recommendations of any applicable Southampton City Council Safe Working Procedures. An index is attached and individual documents available on request.

### **2.2.6 Confined Spaces / Hot Works**

Works will be subject to individual risk assessment and the issue of a permit to work.

Where hot works are undertaken an appropriate permit to work system must be operated. All hot works are to be completed no less than one hour before the site closes.

### **2.2.7 Fire Precautions**

All emergency egress points and routes must be maintained at all times.

The Principal Contractor should adhere to the principals of Fire Prevention on Construction Sites: The Joint Code of Practice 9<sup>th</sup> Edition, and HSE guidance note HSG 168 – Fire Safety in Construction Work.

A Site Fire Safety Plan is to be developed and included within the Construction Phase Health and Safety Plan.

When developing the Fire Safety Plan, the Principal Contractor should take into account the specific site conditions and provide details of their evacuation plan.

Flammable materials must not be stored on site unless in secure clearly identified metal storage chests in small quantities less than 50 litres. LPG or similar gas cylinders must not be stored on site unless in a well-ventilated secure area in clearly marked lockable cages.

### **2.2.8 Emergency procedures and means of escape**

All emergency egress routes must be maintained throughout the works. Should the plan require revision as the works progress then all parties must be informed of the alterations.

In addition the Principal Contractor should take note of the following requirements.

<b>Area</b>	<b>Requirement</b>
First Aid Provision	1 x Appointed Person (< 5 personnel on site) 1 x Qualified First Aider (5 to 50 personnel on site) + adequate First Aid facilities as per ACoP L74
Fire Fighting Equipment	As per HSG168 (Revised (October 2010))

### **2.2.9 No go areas/authorisation requirements**

Any no go areas for contractors will be agreed with the Client and Project Manager at a pre-start meeting.

### **2.2.10 Smoking and parking restrictions**

The Principal Contractor must enforce current smoking legislation.

The Principal Contractor will need to provide an area for the contractors vehicles, contractor parking should be discussed at a pre-start meeting. (See site transport arrangements section). Contractors should always park taking into consideration the safety and convenience of residents in the area. The Principal Contractor should ensure the provision of adequate operative parking areas, contractor parking arrangements should be included in the Construction Phase Plan and site rules.

## **2.3 Other restrictions**

### **2.3.1 Site Rules**

The Principal Contractor is to provide a copy of their site rules these must be set out in their initial Construction Phase Health and Safety Plan.

### **3. Environmental Restrictions and Existing Site Risks**

#### **3.1 Introduction**

The nature and condition of the existing structures / ground conditions cannot always be fully ascertained before works commence. As such, the hazards referred to in this section of the Plan are either known to be present or suspected to be present.

The Employer does not guarantee the accuracy and sufficiency of this information. The Principal Contractor must ascertain for himself any further information he may require to ensure the safety of all persons affected by the works.

#### **3.2 Safety issues**

##### **3.2.1 Boundaries and access, including temporary access**

Details for each specific location to be discussed at the pre-start meeting.

Throughout the duration of the works safe access to all properties shall need to be ensured for the residents.

During the groundworks phase areas of work will need to be segregated and made safe on a daily basis and adapted and or changed to accommodate to encompass works as they progress.

##### **3.2.2 Protection of Trees**

As there are trees on the site adequate measures to protect the trees and the tree roots should be adopted. No storage of materials within the root areas of the trees. Details of these measures should be included within the Principal Contractors Initial Construction Phase Plan.

##### **3.2.3 Restrictions on deliveries/waste collection/storage**

All Skips are to be locked and enclosed and locked if waste is to be stored overnight to prevent risk from fire.

It is the responsibility of the Principal Contractor to obtain all the necessary permits and licences for skips and scaffolds etc.



### 3.2.4 Adjacent land uses

The majority of the surrounding areas are residential in nature. There are also schools, recreational areas and retail units in a vicinity of some of the sites.

### 3.2.5 Public Roads

The roads around the sites are residential. Please refer to section 2.2.

### 3.2.6 Existing hazardous materials

Suitable precautions should be adopted to ensure that any hazardous materials are not disturbed.

### 3.2.7 Location of existing services

The following drawings will be provided within the Tender documents, these are generic drawings for the tender process only.

Drawing Number	Drawing Title	Scale	Size
RP200058-S-2000	General Notes	As Shown	A1
RP200058-S-2001	Balcony Support General Arrangement	As Shown	A1
RP200058-S-2002	Typical Balcony Section and Details	As Shown	A1
RP200058-S-2003	Detailed Balcony Sections	As Shown	A1
RP200058-S-2004	Detailed Balcony Sections (Extended)	As Shown	A1
RP200058-S-2005	Typical Guardrail Details Sheet 1 of 2	As Shown	A1
RP200058-S-2006	Typical Guardrail Details Sheet 2 of 2	As Shown	A1
RP200058-S-2007	Stair Details and Infill Panel Details	As Shown	A1
RP200058-S-2008	End Plate and Miscellaneous Details	As Shown	A1
RP200058-S-2009	Typical Stepped Block Details	As Shown	A1
RP200058-S-2010	Typical Private Balcony Details	As Shown	A1



The contractors should ensure that they satisfy themselves of the location of the mains services prior to the commencement of works, this should be done by site investigation.

The Principal Contractor shall arrange for the ground services surveys to be carried out.

There is a zero blame policy with regard to Gas Safety. If a contractor party, or any party accidentally, or otherwise, knocks or interferes with a gas flue or any other gas fitting, they *must* immediately report the matter to the Site Manager (Principal Contractor). The Principal Contractor must ensure that the correct actions are taken, as soon as possible, to;

- Remove any risk,
- Ensure that the gas installation undergoes a Gas Safe Test,
- Ensure that it is certified as being Gas Safe.

The Principal Contractor must include this matter during their regular Toolbox Talks, ensuring that all site operatives and other personnel are aware of and understand the procedure.

The Principal Contractor should note that the Client will be responsible for all costs with regard to such an incident; providing that the matter has been dealt with in the correct manner; that the Gas Safe Test(s) have been undertaken, and that the relevant Gas Safe Certification is then provided.

### **3.3 Health hazards**

#### **3.3.1 Asbestos and other contaminants**

It shall be the duty of the Principal Contractor to source and obtain R&D Asbestos Surveys for each site. Only Southampton City Council approved Asbestos Surveyor may be used and copies of the surveys are to be passed to the Project Team and Scientific Services prior to any works commencing.

The contractor should not start work unless they are satisfied that they have been provided with adequate information on any asbestos that may be present.

Should any suspect materials be encountered works should cease immediately, Environmental Services and the Project Manager be contacted immediately.

Should it be necessary to remove any asbestos containing material during the works the Project Manager must be contacted as soon as possible and all works be undertaken in respect of Southampton City Council Safe Working Procedure - Control of Asbestos and under the guidance of the Councils Environmental Health Services team.

## **4. Significant Design and Construction Hazards**

### **4.1 Significant design assumptions and suggested work methods, sequence, or other control measures**

Significant risks include excavations, possible contact with buried services, possible contact with asbestos and protection of the public.

The sequence of works is such that a reasonably competent contractor should be able to carry out without any unforeseen risks.

### **4.2 Information on significant risks identified during design**

Significant risks include

- Working at Height.
- Temporary Works.
- Collapse of sections.
- Ground Works.
- Inhalation of Silica Dust.

Designer risk assessments will be available from the Project Manager on request.

## **5. The Health and Safety File**

The file is to be structured as illustrated in our separate document entitled The Health and Safety File incorporating the Building Manual.

The Health & Safety File should be provided to the Principal Designer on practical completion, 2 x Electronic Copy.

## **6. Additional Requirements**

### **6.1 Principal Contractor Competence**

Contractors have already been tested for competence and no further information is needed in this respect.

### **6.2 Method Statements**

The Principal Contractor is requested to provide Method Statements with your Construction Phase H&S Plan:

- Site Set-up and Deliveries.
- Working at Height.
- Control of Silica Dust.

**7. The following documents are included with this Pre-Construction information as supporting information on the project. Other information has already been supplied as part of the preliminaries package.**

- Requirements for the Health & Safety File [Appendix A]
- Southampton City Council SWP Index [Appendix B]
- Southampton City Council SWP – Control of Asbestos [Appendix C]

## 8. Principal Contractors Declaration

Location:

Address:

We confirm that we have read this Project Information Pack and understood the contents in relation to the management of risk on the project.

We confirm that we will comply with all applicable provisions outlined in the CDM Regulations 2015.

We confirm that there will be a copy of the Project Health and Safety Plan on site from day one of the project and included within the document are all risk assessments and method statements relative to the works.

We confirm that all risk assessments and method statements have been made site specific where necessary.

We confirm that we have read the asbestos survey report and have advised Southampton City Council of any asbestos containing materials that will be disturbed as part of the works.

We confirm that all applicable compliance information for the project will be provided promptly upon completion (no later than 2 weeks post-completion).

Signed.....

On behalf of.....

Date.....

## **Appendix A Health and Safety File Structure**

### THE H & S FILE STRUCTURE INCORPORATING BUILDING MANUAL

NOTE: SECTIONS TO BE INCLUDED/OMITTED DEPENDENT ON THE NATURE OF THE PROJECT

#### SECTION A: HEALTH AND SAFETY FILE AND GENERAL INFORMATION

- A1 Project outline
  - A1.1 Site history
  - A1.2 Brief description of project including principal construction methods and materials
  - A1.3 Site location
  
- A2 Design strategy
  - A2.1 Architectural design principles
  - A2.2 Structural design principles
  - A2.3 Services design principles
  
- A3 Project directory (including addresses, contact names and numbers)
  - A3.1 List of contractors
  - A3.2 List of suppliers
  - A3.3 Design team members
  - A3.4 client team members
  
- A4 Index of “as-built” drawings/technical information (drawings/technical information located in Sections B, C or D as appropriate)
  - A4.1 Architectural drawings/technical information (see Section B of the Building Manual)
  - A4.2 Structural drawings/technical information (see Section B of the Building Manual)
  - A4.3 Electrical drawings/technical information including fire alarm and intruder alarm systems (see Section C of the Building Manual)
  - A4.4 Mechanical drawings/technical information (see Section C of the Building Manual)
  - A4.5 Fire safety drawings/technical information (see Section C of the Building Manual)
  - A4.6 Lift drawings/technical information (see Section C of the Building Manual)
  - A4.7 External works drawings/technical information (see Section D of the Building Manual)
  
- A5 Index of health and safety information (i.e. listings of all the significant health and safety information which must be located/contained elsewhere within the Building Manual) including:
  - A5.1 Details of construction methods and materials that may present significant residual hazards with respect to cleaning, maintenance or demolition of the structure (see Section B of the Building Manual)
  - A5.2 Manufacturer’s current literature for all products including COSHH data sheets and manufacturers recommendations for cleaning and maintenance (see Section B of the Building Manual)
  - A5.3 Specific health and safety information for those maintaining or dismantling the services or plant (see Section C of the Building Manual)
  - A5.4 Method statements relating to future works (see Sections B, C or D of the Building Manual as appropriate). (Note: method statements from the construction stage should only be included in the Building Manual where they are essential for the health and safety of those undertaking works in the future, e.g. dismantling steelwork which has to be undertaken in a particular order and might be the opposite of the construction sequence. Generally no method statements will be included in the Building Manual)
  
- A6 Strategies/procedures
  - A6.1 Fire/Emergency Strategy (Compartmentation, means of escape, fire equipment, fire fighting access, fireman’s switch, isolation points)

- A6.2 Equipment Shutdown Procedures/Routines (Special/critical shutdown procedures/routines)
- A6.3 Routine Maintenance/Inspections (Details of any maintenance/inspections that must be undertaken at routine intervals)
- A6.4 Statutory Inspections (Details of any Statutory inspections that must be undertaken)
- A6.5 Water System Hygiene (Water Test, Cleaning & Chlorination requirements, Legionella Assessments)

## SECTION B: BUILDING FABRIC

- B1 Specific design criteria including floor loadings, loading restrictions, other performance requirements relevant to future works
- B2 Drawings (architectural, structural and civil drawings not included elsewhere e.g. GAs and elevations)
- B3 Technical information including drawings, methods and materials used for the construction of the structure, method statements (if relevant), manufacturers/suppliers/sub-contractors current information, warranties and guarantees, all arranged in the following order

### Sub-structure

- B3.1 Foundations (Pads/Footings, Rafts, Piling, Pile Caps, Ground Beams, Vibro Compaction)
- B3.2 Retaining Walls (Concrete, Masonry, Bored Pile)
- B3.3 Basements/Undercrofts (Structure, Tanking, Waterproofing)
- B3.4 Pits/Sumps/Bores (Structure, Tanking, Waterproofing)

### Superstructure

- B3.5 Main Structure - Frame/Beams/Columns/Walls (Concrete, Steel, Masonry, Timber, Designed Joints/Connections, Bracing Systems, DPC)
- B3.6 Floors (Concrete, Composite, Beam and Block, Timber, Steel, Insulation, DPM)
- B3.7 Roofs (Structure, Covering/Waterproofing, Insulation)
- B3.8 Barriers, Guard Rails, Balustrades,
- B3.9 Interconnecting Structures (Lift Shafts, Risers/Ducts, Stairs, Ramps, Walkways, Bridges, Balustrade/Rails)
- B3.10 Building Envelope (Walls/Cladding, Curtain Walling, Stone Work, Elevations, Parapets, Feature Glazing, Louvres, Shop-Fronts, Insulation, DPM/DPC)
- B3.11 Atrium Roofs/Rooflights (Structure, Glazing/Cladding Panels, Vents)
- B3.12 Windows/Doorways/Hatches (Windows, Doors, Hatches, Frames, Ironmongery)
- B3.13 Non load Bearing Walls (Masonry, Glass Stud Partitions, Panels, Folding Partitions)
- B3.14 Suspended Ceilings (Grids, Supports, Tiles, Plastered, Fabric)
- B3.15 Floor, Wall and Ceiling Finishes (Raised Access Floors, Screeds, Toppings, Plaster, Render, Tiling Mosaics, Terrazzo, Carpet, Vinyl, Paint, Paper, Wood Block Flooring, Laminate)
- B3.16 Sundries (Fixing, Adhesives, Preservatives, Fixtures, Specialist Joinery, Roof Plant Support Grillage, Plant Screening, Plinths)

## SECTION C: SERVICES

Technical information including drawings, methods and materials used for the installation of the services, method statements (if relevant), manufacturers/suppliers/sub-contractors current information, warranties and guarantees, all arranged in the following order.

- C1 Electrical Services
  - C1.1 Drawings/Scope of Works (Drawings not included elsewhere and General Scope of Works)
  - C1.2 Electrical Certification (Certificates)



- C1.3 Incoming Mains Supply (Incoming supply to distribution board, Standby Generators, Internal Sub-Stations, Loading, Meter Positions)
- C1.4 Main and Sub-Main Distribution (High Voltage, Low Voltage, Line Diagrams, Switchgear, Boards, Panels)
- C1.5 Lighting (General Lighting, Emergency Lighting, Feature Lighting, External Lighting, Lighting Control System)
- C1.6 General Small Power (Sockets, Plugs, Boxes, Fittings)
- C1.7 Signage (Maintained by Power) (Internal, External, Emergency, Security, General)
- C1.8 Voice Communications (Land Line Telephone System, Cordless System, PA System, Hearing Loop)
- C1.9 Security (Door Access Control, Intruder Alarms, CCTV, Disabled Alarms)
- C1.10 Data Cabling (WAN, LAN, Cabling, Switches, Hubs, Patch-panels)
  
- C2 Heating & Ventilation
  - C2.1 Drawings/Scope of Works (Drawings not included elsewhere and General Scope of Works)
  - C2.2 HVAC Certification (Certificates, Commissioning Reports)
  - C2.3 Incoming Gas Supply (Incoming Supply, Internal Distribution, Capacity, Meter Positions)
  - C2.4 Control Systems/Alarms (BMS, Fire Alarm Interface, Gas Leakage Alarm)
  - C2.5 Heating and Hot Water System (Boilers, Flue Dilution, Pumps, Valve Sets, Pressurisation Units, F&E Tanks, Calorifiers, Radiators, Convectors, Distribution/Pipework)
  - C2.6 Cooling System (Chillers, Cooling Towers)
  - C2.7 Air Conditioning/Ventilation (Ceiling Cassettes, Condensers, Air Handling Units, Fan Coil Units, Supply Fans, Extract Fans, Distribution/Ductwork, Fire Dampers)
  
- C3 Water Services and Drainage
  - C3.1 Drawings/Scope of Works (Drawings not included elsewhere and General Scope of Works)
  - C3.2 Water Certification (Certificates)
  - C3.3 Incoming Mains Supply (Incoming Supply, Capacity, Meter Positions, Distribution/Pipework)
  - C3.4 Cold Water Supplies (Schematic Drawing (CEEMA), Cold Water, Drinking Water, Tanks, Water Softeners, Frost Protection)
  - C3.5 Foul Drainage (Capacity, Distribution, Access Points, Grease Traps, Manholes, Pumping Chambers/Station, Treatment Plants)
  - C3.6 Surface Water Drainage (Capacity, Distribution, Manholes, Petrol Interceptors, Storage tanks/chambers, Gutters, Downpipes)
  - C3.7 Sanitary Appliances and Fittings (Basins, Bowls, Sinks, Urinals, Taps)
  
- C4 Mechanical Equipment
  - C4.1 Drawings/Scope of Works (Drawings not included elsewhere)
  - C4.2 Equipment Certification (Certificates)
  - C4.3 Lifts (Traction Lifts, Hydraulic Lifts, Glass Enclosures)
  - C4.4 Goods/Vehicle Lifts (Traction, Hydraulic Lifts)
  - C4.5 Fireman's Lift (Traction, Hydraulic Lifts)
  - C4.6 Lifting Equipment (Dock Levellers, Lift Levellers, Scissor Lifts, Double Decker Lifts)
  - C4.7 Escalators/Travelators (Escalators, Travelators, Specialist Cladding)
  - C4.8 Balers/Compressors/Compactors
  - C4.9 Doors/Shutters/Barriers (Revolving Doors, Loading Bay Doors, Up and Over/Roller Shutter Doors, Barriers/Gates, Warehouse High Speed Doors)
  - C4.10 Specialist Cleaning/Access Equipment (MEWPS, Cradles, Hoists, Platforms, Gantries, Ladders)
  - C4.11 Sundry Equipment including Mobile Equipment
  
- C5 Fire services and safety equipment
  - C5.1 Drawings (Drawings not included elsewhere)
  - C5.2 Fire Services and Safety Equipment Certification (Certificates)
  - C5.3 Fire Alarm System (Main and Standalone Systems, Panels, Interfaces, Detectors/Sensors, Call Points, Sounders)

- C5.4 Fire Water Mains (Incoming Hydrant Main, Incoming Sprinkler Main)
- C5.5 Fire Risers into/within Building (Wet Risers, Dry Risers)
- C5.6 Sprinkler System (Sprinkler Tanks, Pumps, Distribution, Sensor/Detector Types, Sprinkler Heads)
- C5.7 Fire Protection (Intumescent Paint, Sprayed Coatings, Board, Tiles)
- C5.8 Smoke Extract Systems (Passive and Forced Systems)
- C5.9 Fire Shutter/Curtains/Barriers (Fixed and Operable)
- C5.10 Fire Extinguishers/Hoses (Location and Types)
- C5.11 Running Line, Anchor/Restraint Points (Location and Types)
- C5.12 Personal Protection Equipment (Harness/Lanyards)
- C5.13 Lightning Protection System (Distribution, Masts, Tapes, Earth Points/Chambers)

#### SECTION D: EXTERNAL WORKS

Technical information including drawings, methods and materials used for the construction of the external works, method statements (if relevant), manufacturers/suppliers/sub-contractors current information, warranties and guarantees, all arranged in the following order.

- D1 Drawings (Drawings not included elsewhere)
- D2 Site/Ground Works (De-Contamination, Dewatering, Excavation and Filling (cut and fill), Stabilisation)
- D3 External Structures (Lifts Shafts, Stairs, Ramps, Walkways, Bridges, Balustrades, Rails)
- D4 Car Parks and Access Roads (Kerbs, Edgings, Channels, Sub-base, Surfacing, Marking)
- D5 Landscaping (Hard, Soft)
- D6 External Furniture (Trolley Bays, Barriers, Benches, Seats, Bins, Bollards)

For drainage see sections C3.5 and C3.6

For gas supply see section C2.3

For electrical supply see section C1.3

For water supply see section C3.3

#### Section E: Archive Information (if available)

- E1 Archaeological records
- E2 Historic records
- E3 Photographs
- E4 Asbestos clearance
- E5 Site investigation report
- E6 Statutory consents and approvals
- E7 Sundry archive information
- E8 Information from previous Health and Safety Files

## Appendix B SWP Index

This is the full list of current Safe Working Procedures and guidance documents managed by the Health and Safety Service.

Document
SWP Accident - Incident Reporting & Investigation
SWP Confined Spaces
SWP Contamination and Needlesticks Incidents
SWP Control of Asbestos
SWP Control of Contractors and Service Providers
SWP Control of Substances Hazardous to Health (COSHH)
SWP Control of Vibration at Work
SWP Dangerous Substances & Explosive Atmospheres Regulations (DSEAR)
SWP Display Screen Equipment (DSE)
SWP Driving Vehicles While Working
SWP Electrical Safety in the Workplace
SWP Fire Safety
SWP First Aid
SWP Gas Safety
SWP Health and Safety Training
SWP Health Surveillance
SWP Incident List
SWP Lift Trappings
SWP Lifting Operations and Lifting Equipment
SWP Liquefied Petroleum Gas in Cylinders (LPG)
SWP Managing Food Hygiene
SWP Managing Health & Safety in Catering
SWP Managing Wellbeing at Work
SWP Manual Handling
SWP Medical Support to Pupils

Document
SWP Moving & Handling of People
SWP Moving & Handling of Pupils
SWP New and Expectant Mothers
SWP Noise At Work
SWP Permit to Work
SWP Personal Protective Equipment (PPE)
SWP Play Equipment
SWP Preventing Workplace Harassment & Violence
SWP Property Management and Compliance
SWP Risk Assessment
SWP Safety in Excavations
SWP Safety of Licensed Goods Vehicles
SWP Safety Representatives
SWP Work Equipment
SWP Working Alone in Safety
SWP Working On or Near the Railway
SWP Working Safely at Height
SWP Workplace Health Safety and Welfare
SWP Workplace Transport
SWP Young persons at work

## Appendix C Control of Asbestos

# SAFE WORKING PROCEDURE

## Control of Asbestos

CORPORATE HEALTH & SAFETY | VERSION 9.05 | DECEMBER 2015

### STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, Southampton City Council (The Council) must make sure that:

- They have taken reasonable steps to find materials in all the Council's premises which are likely to contain asbestos; assessed the risks and put in place a management plan to control exposure to asbestos fibres in compliance with The Control of Asbestos Regulations 2012.
- There is an up-to-date written record of the locations and condition of asbestos and presumed asbestos containing materials (ACMs); this is managed, reviewed and monitored periodically.
- All work activities are risk assessed, and where exposure to asbestos fibres are a recognised hazard, provide appropriate information, instruction, training, and where required provide personal protective equipment including respiratory protective equipment, maintain health records and undertake medical examination (from April 2015).

### SCOPE:

This Safe Working Procedure (SWP) applies to:

- All managers including headteachers of maintained schools.
- All persons appointing the Responsible Person including Head Teachers
- All employees of the Council.
- All contractors/partners working on behalf of the Council.
- All contractors working on behalf of the Council.

### Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version Number	Date	Amendments
Version 1.00	Oct 1996	
Version 2.00	Apr 2000	



*Capita – The Council has entered into a Strategic Service Partnership (SSP) with Capita BSL. If Capita BSL are commissioned to provide a service in relation to estate repairs, maintenance and construction, the responsibilities identified with an asterisk\* will be provided by Capita Property Services, but only in relation to that project.*

*The management of asbestos and its risks presents a number of technical challenges. Regulatory Services (RS) are responsible for providing a number of specialist services to ensure those parties listed below have sufficient support to undertake their responsibilities. These are listed in sections 1.7 –1.8 of this document.*

*Competency statement – for a person to be competent, they need “qualifications, experience, and qualities appropriate to their duties”. These include:*

- *“such training as would ensure acquisition of the necessary knowledge of the field for the tasks which they are required to perform,*
- *adequate knowledge of the hazards and failures of the equipment for which they are responsible,*
- *knowledge and understanding of the working practices used in the organisation for which they work,*
- *the ability to communicate effectively with their peers, with any employees working under their supervision, and with their supervisors*
- *an appreciation of their own limitations and constraints, whether of knowledge, experience, facilities, resources, etc., and a willingness to point these out.”*

## **1. Procedures**

- 1.1. There is a Health and Safety [Asbestos micro site](#), to compliment this SWP, this provides advice and links to further information with regard to Asbestos management within the Council.
- 1.2. The [Health and Safety Executive \(HSE\)](#) provides extensive information on the management of asbestos on their internet website, see section 4.1 for more details.

### **Duty to Manage**

- 1.3. Under Regulation 4 of The Control of Asbestos Regulations, there is a duty to manage asbestos in non-domestic premises and communal parts of premises such as flats (further information on this can be found on the [HSE website](#)). These duties have been delegated to appropriate Responsible Persons within the Council as described by this SWP. (For competency See section 1.2 & 1.9 &1.27).
- 1.4. Regulation 4 does not apply to residential tenanted council properties. However, as the landlord, the Council does have to meet the requirements of The Defective Premises Act and will have liabilities under the Health and Safety at Work etc. Act for its properties. To ensure full regulatory compliance the procedures detailed in this SWP apply to houses, flats and other domestic premises for which the council is responsible.
- 1.5. Where Southampton City Council is not the ‘Duty Holder’ (and has no responsibility for property management), it may be appropriate for an asbestos survey to be undertaken or the findings of an existing survey to be published on the Corporate Asbestos Management

Database, kept on record and ensure the information is available to concerned parties who do not have access to the database. This may arise with voluntary or community groups leasing Council Properties.

- 1.6. On no account is anyone other than RS to undertake asbestos sampling in The Council properties unless specifically authorised by RS in writing.

#### **Corporate Asbestos Database**

- 1.7. RS maintain the Corporate Asbestos Management Database which serves to ensure compliance with Regulation 4 of Control of Asbestos Regulations by identifying:
  - 1.7.1. Where ACMs are located or are assumed to be located.
  - 1.7.2. The relative condition of those materials and the level of risk they might present.
  - 1.7.3. Measures to be taken to manage any unacceptable risks (this includes remedial actions and routine inspections to confirm the condition and status of known or assumed ACMs).
- 1.8. The Corporate Asbestos Management Database and the Property Asbestos Reports it generates must only be assumed to provide information that will be sufficient to ensure the safe occupancy of the property under normal use; this includes routine maintenance. Concealed asbestos materials may not routinely be reported. Additional information can be included that will facilitate non-routine maintenance/repair, renovations, refurbishment or demolition.
- 1.9. To ensure the information on this database is kept current, the Responsible Persons/Managers must ensure:
  - 1.9.1. The Asbestos Actions Returns Form has been completed and returned to RS when any works is undertaken that involve ACMs or presumed ACMs\*.
  - 1.9.2. The findings of any asbestos management inspections are reported to RS by completing a condition report for that property (as provided by the Corporate Asbestos Management Database).
- 1.10. The database is accessible to all Council employees via the intranet. Password protected access can be provided to contractors and partners via the internet, by application to RS.
- 1.11. The database includes full instructions on how to:
  - 1.11.1. Access the system;
  - 1.11.2. Search for a property;
  - 1.11.3. Select and print different report types;
  - 1.11.4. View location plans;
  - 1.11.5. Send and monitor a service requests;
  - 1.11.6. Identify any outstanding asbestos management requirements (remedial works and routine inspections) and report their undertaking.

#### **Managing Refurbishment/Demolition Projects**

- 1.12. It must not be assumed that the Corporate Asbestos Management Database contains sufficient information to ensure the safe management of asbestos risks during refurbishment or demolitions works. Persons initiating refurbishment work must determine whether activities are likely to disturb known, assumed or concealed (previously unreported) ACMs.\*



- 1.13. If the project is deemed to disturb ACMs, works must not start until a suitable and sufficient survey and assessment has been made and reported in writing. Advice can be sought from RS regarding this requirement. To ensure such an assessment is adequately scoped, the surveyor/assessor must be supplied with full project details and be invited to attend a site meeting to ensure clarity.\*
- 1.14. Typically, RS will carry out any survey and assessment required to facilitate such works; See sections 1.72.1 and 1.72.2. For larger strategic projects or demolition works it may prove practical for this activity to be included in the contracts scope and undertaken by an external party; however, authorisation in writing must first be sought from RS.
- 1.15. Any application to the Health and Safety Executive to waive the 14 day notification must only be made with the written approval of RS.
- 1.16. Where any project involves the encapsulation, removal or repair of an ACM complete the Asbestos Actions Returns Form, and return it to RS (this includes “minor works” undertaken by normal trades and any tasks requiring a licensed asbestos removal contractor)\*.

#### **Emergency Arrangements and Accident/Incident Recording**

- 1.17. For all building works, a procedure must be in place that can be put into effect should a known or potential ACM be unexpectedly found or accidentally disturbed. [Appendix 1](#) contains a flowchart illustrating the minimum that must be undertaken in such an event. Note: Local agreements may exist; see section 1.21 and 1.54.\*
- 1.18. Planned works being carried out after hours or during weekends / public holidays that involves working on or around ACMs, must have arrangements in place for the attendance of a Licensed Asbestos contractor in case of unplanned and uncontrolled disturbance of ACM.\*
- 1.19. All unexpected finds and accidental disturbances must be reported to RS as soon as is practicable (see [Appendix 1](#)). Then the online other (asbestos) Incident reporting form using the HSMS will need to be completed (See SWP Accident/Incident Reporting and Investigation). Inform Corporate Health and Safety Service of any significant incident.\*
- 1.20. A ‘Contractor Incident Notification’ (CIN) form must be submitted to Corporate Health and Safety Service immediately by the Manager (or their adviser) if a contractor is responsible for an uncontrolled disturbance of a known or potential ACM or if any Council policy or procedure is breached.\*
- 1.21. In the event that a confirmed ACM has been accidentally disturbed, a near miss, or a failure to follow procedures; an online ‘Other’ (asbestos) incident reporting form using the HSMS must be completed by the employee/manager (See SWP Accident/Incident Reporting and Investigation).
- 1.22. Where an investigation concludes that asbestos exposure is likely to have occurred, the line manager must complete an ASB1 form as a record of the exposure. This will be retained by Occupational Health for a period of 40 years after the last entry, or at least until the employee would reach the age of 80 years, whichever ensures the longer retention time, along with a copy of the online ‘Other’ (asbestos) incident reporting form and investigation report.
- 1.23. The Asbestos Management Group (AMG) will decide on the reporting of Asbestos incidents to the Health and Safety Executive in line with the requirements of RIDDOR. See HSE asbestos frequently asked questions for more guidance on whether the incident is reportable:

[hse.gov.uk/asbestos/faq](https://www.hse.gov.uk/asbestos/faq).

### Information, Instruction and Training

- 1.24. Mandatory training for Managers, Responsible Persons and front line employees, if asbestos is identified as a hazard within their work activity risk assessment. These courses are available through Learning and Development.
  - 1.24.1. Control of Asbestos Regulations (for Managers only) e-Learning;
  - 1.24.2. Managing Asbestos in Buildings (draft proposal to introduce e-learning for Regulation 4 duties) e-Learning;
  - 1.24.3. Asbestos Foundation e-Learning;
  - 1.24.4. Asbestos task training (for employees using SCC Asbestos task Sheets and/or HSE asbestos Essentials or similar for Notifiable Non Licensed Work or unlicensed activities.
- 1.25. Refresher training for Asbestos Awareness and Asbestos Tasks must be completed annually or more frequently if the methods of work change significantly. The refresher training should be appropriate to the role undertaken, i.e. cover those issues and activities relevant to the person's role. Those persons who require only Asbestos Awareness training can have refresher training as part of other health and safety updates.
- 1.26. Contractors must be provided with details on the location and type of ACMs present in their work area. Non Council contractors undertaking works for SCC must be able to evidence training equivalent to 1.24 above.
- 1.27. Information on the location, state and control of ACMs must be provided to tenants.

### Control of Contractors and Service Providers

- 1.28. Any provider of services whose work could, foreseeably, expose them and others to asbestos risks (i.e. any maintenance, refurbishment, construction activities or demolition) must be able to demonstrate competence and evidence of appropriate training in Asbestos Awareness.
- 1.29. Any provider of services who undertakes Notifiable Non Licensed Work (NNLW) or Non-licensed work on asbestos must be able to demonstrate competence in the task and follow an appropriate method statement. Generic method statements are available; [HSE Asbestos Essentials](#) and [SCC Asbestos Task Sheet](#). Specific method statements can be adopted but as a minimum must use the same control measures detailed in any generic counterpart described above.
- 1.30. Contractors must have emergency procedures in place for accidental disturbance of ACMs which must incorporate the Council emergency procedures (See [Appendix1](#)).
- 1.31. Only HSE Licensed Asbestos Contractors can undertake licensable activities on ACMs; Certain tasks involving asbestos are [exempt from licensing requirements](#). The Asbestos micro site lists a number of method statements that can be undertaken by an unlicensed party or those carrying out Notifiable Non Licensed Work as long as they are appropriately trained. In the absence of an Asbestos Task Sheet the HSE list a number of Notifiable Non Licensed Work or unlicensed activities in their Asbestos Essentials.
- 1.32. If the risk assessment identifies that the task is a non-licensable activity, the responsible person must ensure a written method statement and risk assessment is available before allowing that activity to be undertaken by a suitable trained person.

- 1.33. If the risk assessment identifies that the task is a Notifiable Non Licensed Work (NNLW) activity, the responsible person must notify the HSE and ensure a written method statement and risk assessment is available before allowing that activity to be undertaken by a suitably trained person (who also has an up to date medical examination required from April 2015).
- 1.34. RS will provide advice on licensed, NNLW and non-licensed activities and good practice regarding any asbestos related activity.
- 1.35. Those responsible for commissioning a licensed asbestos contractor must ensure that they are in possession of a full (3 year) unconditioned licence that is valid for the duration of the contract. RS can provide advice on those activities which are licensable and those that are exempt.
- 1.36. Where activities involving asbestos require the scrutiny of an asbestos analyst, i.e. to undertake reassurance or background air tests and/or a site clearance procedure, that analyst must be accredited by UKAS for those activities and **shall** be commissioned directly by the client (and not sub-contracted by the asbestos contractor) to ensure their impartiality.

### **Information Exchange**

- 1.37. Information Exchange is the Councils Property Compliance database; it is used to demonstrate compliance against various statutory and non-statutory compliance issues relating to Health and Safety. Each building has an entry on the system and the various compliance items appertaining to that building are detailed with the frequency for compliance; the asbestos entry is an annual event and is a declaration that the Regulation 4 management inspection has been carried out and the property has the latest version of the asbestos survey available.

## **2. Safe Working Procedures Relevant to This Document**

- 2.1 Risk Assessment
- 2.2 Control of Contractors and Service Providers
- 2.3 Personal Protective Equipment
- 2.4 Work Equipment
- 2.5 Accident/Incident Reporting and Investigation
- 2.6 Relevant Forms
  - 2.6.1 Contractor Incident Notification

Note: Other safe working procedures may apply and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#).

## **3. Main Legislation Relevant to This Document**

- 3.1. [Health and Safety at Work etc Act](#)
- 3.2. [The Management of Health and Safety at Work Regulations](#)
- 3.3. [Control of Asbestos Regulations 2012](#)
- 3.4. [Construction, Design and Management Regulations 2015](#)
- 3.5. [Personal Protective Equipment Regulations](#)

3.6. [The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations](#)

3.7. [Environmental Protection Act 1990 \(Part II\)](#)

#### **4. Contact Address's and Guidance Links**

4.1 Health and Safety Executive

[www.hse.gov.uk](http://www.hse.gov.uk)

1.1.1. [Asbestos Health and Safety](#)

1.1.2. [Manage Building? You must manage Asbestos](#)

1.1.3. [Asbestos Images](#)

1.1.4. [L143 – Work with Materials containing Asbestos \(ACoP\)](#)

1.1.5. [HSG264 – Asbestos – The Survey Guide](#)

1.1.6. [HSG213 – Asbestos Essentials Task Manual](#)

1.1.7. [HSG53 – Respiratory Protective Equipment at Work](#)

4.2 Department for Education

[www.education.gov.uk/schools](http://www.education.gov.uk/schools)

4.3 Corporate Health and Safety Service

[Health and Safety Intranet](#)

4.3.1 [Asbestos micro site](#)

4.4 Regulatory Services

E-mail: [Asbestos Service Requests](#)

4.4.1 Corporate Asbestos Database

**For full contact address please visit the health and safety [Useful Contacts](#).**

Appendix 1

## Action to Be Taken When Asbestos-Containing Materials (ACMs) Are Accidentally Found or Disturbed

