

ASBESTOS MANAGEMENT PROCEDURE

1. INTRODUCTION

The University of the West of Scotland (UWS) recognises the responsibilities on the University under the Control of Asbestos Regulations 2012. As the Duty holder of the premises, UWS is responsible for managing asbestos containing materials (ACMs) to ensure the health and safety of all staff, students, visitors, building occupiers, contractors and others.

The aim of the University is to have a building portfolio, which is safe from ACMs. It may not be possible to remove all ACMs, as they may be part of the building structure however, the University will ensure ACMS are maintained in a good condition and not disturbed. Accredited asbestos analytical, surveying and removal contractors will be used for all asbestos works as necessary.

The University recognises the hazard of asbestos and the risk to health that it pose. Therefore, to fulfil its moral, social and legal obligations, an asbestos management plan has been developed and is being implemented to ensure that ACMs are kept in good condition and a risk based systematic process is followed. This includes re-inspection surveys being carried out and any actions added to the asbestos management plan.

This procedure details the health and safety arrangements the University has in place to comply with the Universities Health and Safety Policy and all relevant health and safety legislation including the Health and Safety at Work etc. Act 1974 and Control of Asbestos Regulations 2012. Asbestos specific guidance documents and Approved Codes of Practices shall also be consulted in order to fulfil statutory obligations including HSG247 - The Licensed Contractors' Guide, HSG248 - the Analyst' Guide and HSG264 – The Survey Guide.

2. SCOPE

The University of the West of Scotland has five Campuses:

- Ayr
- Dumfries
- Lanarkshire
- London
- Paisley

We own three of these campuses, Ayr, Lanarkshire and Paisley and are tenants of two, Dumfries and London.

There is no asbestos on the Ayr Campus other than in Craigie House or the Lanarkshire Campus. Asbestos is present in nine of the buildings at the Paisley Campus and therefore

this document sets out our arrangements for managing asbestos in these buildings and Craigie House at Ayr.

3. ROLES and RESPONSIBILITIES

The following responsibilities and tasks represent the performance standards required of the University officers in the management of asbestos. As with other management responsibilities, it is for the names officer(s) to ensure that the task or outcome is delivered by delegating tasks and functions to others, if required, and monitoring results.

Principle and Vice Principle(s)

- The University commitment to promoting a health and safe working environment.

Chief Financial Officer

- Allocate funding for the asbestos management plan

Director of Estates and Campus Services

- Overall responsibility for the Directorate and is responsible for the overall asbestos management strategy including procedures and practices
- Ensuring development and implementation of this Asbestos Management Procedure and Asbestos Management Plan

Head of Estates and Environment

- Acts on behalf of the Director of estates in respect of this Asbestos Management procedure
- Evaluate on an annual basis, or more frequently as required, the need to hold asbestos awareness and refresher training for any employees that manage and/or work near known or suspect ACMs
- Assist the Compliance Officer in respect of their duties under the Asbestos Management Procedure
- Project Management : assist, by the provision of Information, individual designers or project managers in the evaluation of any maintenance, renovation or construction activities in respect of the presence of ACMs
- Identification and dissemination of information to appropriate staff following discovery any suspect material
- Ensure all contractors working on asbestos are aware of and meet the requirements of the Asbestos Management Procedure
- Ensure project personnel (including contractors) are inducted
- Instruction of any asbestos works

Compliance Officer

- Commissioning and implementing the Asbestos Management Plan (AMP)
- The day to day administration of the AMP
- Monitor the implementation of the AMP

- Commission or otherwise complete a detailed and comprehensive asbestos register for all buildings suspected of containing ACMs. This includes any future acquisitions
- Maintenance of the Asbestos register and all other relevant information pertaining to the control of asbestos management
- Co-ordinate the response to any report of suspect ACMs, asbestos debris, damage or disturbance. This will include evaluation of circumstances under which it has been encountered and initiating the necessary sampling, clean up, removal or repair as appropriate liaising with the Head of Estates and Environment who will be responsible for final approval
- Provide detailed technical specification (including surveying and air monitoring services) for scheduled or emergency abatement works
- Commission or otherwise complete a regular review and evaluation of all ACMs once per year or more frequently as circumstances and assessments warrant
- Provide final approval for all “asbestos work requisitions” forwarded for their attention
- Critically review all management processes and their effectiveness and evaluation of information within asbestos registers and any additional asbestos surveys required for any maintenance or refurbishment activities that are being planned
- Monitor asbestos work instructions/method statements to ensure the individual manager or project manager in charge of the work has followed this asbestos management procedure and update the asbestos register accordingly
- Ensure that completed paperwork and all necessary air monitoring certificates are available to those that require this information
- Ensure that all original and subsequent asbestos surveys information is available
- Report to Head of Estates and Environment any defects or non-compliances relating to the performance of asbestos contractors, including suitability of work areas, adherence to method statement and compliance with University procedures

All Contractors/Trades/Employees

- Ensure that any works that may disturb or damage ACMs are avoided
- Report to Head of Estates and Environment any suspect material discovered and if any has been damaged or disturbed where staff/contractors are likely to undertake work that may affect such materials

Asbestos Surveying and Analytical Contractors

As and when require:

- Undertake surveys and sampling, where requested in accordance with current legislation
- Checking areas on completion of works to ensure that the licenced asbestos removal contractor has completed their scope of works and all affected areas have been left in satisfactory condition
- Issuing survey reports and air testing certificates to meet the standards of HSG264 and 248
- Bringing to the attention of the Safety Manager/ Advisor or Compliance officer any asbestos concerns on University premises

Licensed Asbestos Removal Contractor (LARC)

- Complying with current legislation, ACOPs and guidance including HSG247
- Removal and/or encapsulation of ACMs in a safe and controlled manner without increasing risk of exposure to asbestos fibres to staff, students, visitors etc.
- Attend site for the making safe of any uncontrolled disturbance of ACMs
- Liaise with Asbestos Analyst to complete works as per HSG248

University Health and Safety Manager/Advisor

- Liaise with University Duty holders as necessary

4. ASBESTOS

Asbestos is a naturally occurring fibrous material with unique properties that makes it an ideal product for use in construction. This is because it is a good insulator, has good fire protection properties and protects against corrosion. Asbestos is also mixed with other materials making it difficult to know if it is present unless a specialised survey is undertaken. Buildings constructed before the year 2000 are likely to contain the following asbestos products:

- Ceiling and floor tiles
- Lagging used on pipes and boilers
- Sprayed and textured coatings
- Insulating boards
- Gasket and seals

There are three main types of asbestos:

- Chrysotile (white)
- Amosite (brown)
- Crocidolite (blue)

All asbestos types are dangerous carcinogens but brown and blue are more hazardous than white due to their fibre structure. It should be remembered that the colour itself is not a reliable indication of the type of asbestos, since the natural colour tends to change through age and reaction to heat. Analysis of samples within a laboratory is the only way to confirm the type of asbestos.

4.1 Risks Associated with Asbestos

Asbestos is only a risk to human health if asbestos fibres are released into the air and breathed into the lungs. Breathing air containing asbestos fibres can lead to asbestos related diseases, mainly cancers of the lungs and chest lining. There is usually a long delay between first exposure to asbestos and the onset of disease. This can vary from 15 to 60 years.

The presence of asbestos within buildings does not, in itself, present a hazard since the asbestos is likely to be mixed with other substances and sealed with paint or encapsulated (enclosed) by other materials. Asbestos in good condition does not release hazardous fibres

unless it is subjected to disturbance or damage. Therefore, the risk of exposure to breathable fibres from asbestos found in normal circumstances is very low. It is generally safer, especially where asbestos is located in a position which is out of reach, to contain the asbestos material in situ; since there can often be a greater hazard created by removal. Containment of asbestos is achieved by sealing, painting and physical encapsulation.

Where damage to ACMs is found the area must be locked down and remedial treatment carried out including removal where necessary. All asbestos remedial works will be carried out by a licensed asbestos removal contractor.

5. Asbestos Assessment

5.1 Asbestos Surveys

Asbestos surveys are carried out for the University by a specialised contractor using qualified asbestos surveyors. These are produced in report format to the University in order to meet the scope of the works requested within the order. The survey will determine the location, form, type and condition of all suspected/confirmed ACMs as per the areas within the scope of the works.

The type of survey/inspection undertaken will be appropriate for the circumstances. There are two types of surveys in accordance with the HSE Guidance Document: HSG264. Asbestos - The Survey Guide for the surveying, sampling and assessment of asbestos containing materials.

Management Survey – Sampling, identification and assessment survey

The management survey is carried out to locate, as far as is reasonably practicable, the presence and extent of any suspect ACMs in the building. This is to ensure that no one is harmed by continuing presence of asbestos in the premises during normal occupation and use of the premises i.e. ACMs remain in good condition and are not inadvertently disturbed during maintenance, general use and other works. Minor intrusive work may be required.

Refurbishment/Demolition survey – Full access sampling and identification survey (pre-demolition/major refurbishment works)

This type of survey is designed to be used as a basis for tendering for the removal of ACMs from buildings before demolition or major refurbishment by locating and describing, so far as reasonably practicable, all ACMs in the building. This will involve destructive inspection as necessary to gain access, including gaining access to difficult to reach areas. A full sampling programme is undertaken to identify possible ACMs and estimate the volume and surface area of ACMS.

Although different types of surveys can be specified and used depending on the circumstances, it is important that the building owner, employer and surveyor knows exactly which type of survey is to be carried out, what the specifications for each type are and in which areas they are to be used. The type of survey must conform to HSG264, otherwise interpretation of the survey reports will be difficult and the management plan produced may not adequately minimise the risks involved. It is possible that at larger premises a mixture

of survey types will be appropriate e.g., boiler house due for demolition will require a refurbishment/demolition survey, while other parts of the premises require a management survey. Therefore, it is important that there is a clear statement and record of the types of surveys that are to be carried out, including reasons for the type selected, where they are to be carried out and an estimate of the number of samples to be collected.

It is vitally important to provide a clear scope of the works to the surveyor so that the survey covers the areas of refurbishment works. Any changes to the scope of works being carried out for the refurbishment may require a further asbestos refurbishment/demolition survey to be carried out. There are instances where differing types of asbestos surveys are carried out within a building. Again, it is important that the asbestos information covers the areas required for works being carried out.

5.2 Surveying and Bulk Sampling

Both management and refurbishment/demolition surveys require the removal of samples to identify the presence of asbestos content within the material. The only way to confirm asbestos content is to have the sample analysed under controlled conditions. There may be some instances where a suspicious material is discovered and directed sampling of the material is required by the surveyor rather than a full survey carried out. Asbestos samples must be sent to the laboratory for analysis.

The University will only use accredited surveyors for asbestos surveys, which includes the collection of bulk samples. HSG264 and HSG248 provide details for suitable sampling and analysis strategy and must be followed by the contractors.

Any laboratory to which bulk samples are sent for testing must be accredited by UKAS (United Kingdom Accreditation Service) for the relevant testing method. Analytical laboratories must hold Category 1 laboratory status in the Regular Inter – laboratory Counting Exchanges (RICE) scheme and have a satisfactory performance on the Asbestos in Materials Scheme (AIMS) scheme.

Only UKAS accredited analysts will be used for analytical services following the completion of asbestos remedial or removal works. Works must be in accordance with HSG248.

5.3 Asbestos Register

The asbestos register forms an up to date record of all ACMs within any given location or property within the University. Details of any asbestos removal works will be clearly recorded in the asbestos register. The register should also contain information about materials that are suspected or presumed to contain asbestos but have not been accessed or sampled for confirmatory analysis. Any areas or items not accessed must be recorded and presumed to contain asbestos unless there is strong evidence to prove otherwise.

The asbestos register is available in electronic format with a hard copy located in the Security office. The Compliance Officer is responsible for updating the asbestos register.

Unless otherwise stated, the asbestos register only contains those ACMs that are reasonably accessible and does not include ACMs that may be hidden within the fabric of the building or in inaccessible areas. Further investigation must be carried out for these areas in the form of a refurbishment survey.

A verification form must be signed upon reading the asbestos register to confirm that the work areas have been checked within the asbestos register prior to beginning works. This form is available from the asbestos register held at the security office.

5.4 Risk assessment

A risk assessment will be carried out for all ACMs and reviewed at regular intervals. The risk assessment will follow the algorithm set out in HSG264 (Asbestos: The Survey Guide) which provides a material assessment of the ACM (i.e. the condition of the asbestos) and a priority assessment (i.e. the environment it is within). These two aspects will bring together the overall risk assessment score (Appendix B).

A risk assessment will be carried out:

- After a survey has been completed on a premises;
- Before any planned maintenance or refurbishment is carried out on a premises;
- Before any reactive repairs are carried out on the premises.

Risk assessments will be arranged by the Estates Department before any proposed work is carried out. In addition, the contractor carrying out the works is responsible for carrying out a risk assessment before work commences.

The material assessment looks at four key areas. These are:

- Product type
- Damage
- Surface treatment
- Asbestos type

The material assessment looks purely at the ACM to assess the overall condition of the ACM. Each aspect contributes to the overall material score.

The priority assessment looks at four areas in relation to the area of the asbestos. These are:

- Maintenance activity
- Occupant activity
- Likelihood of disturbance
- Human exposure potential

These areas are essential to assess whether the ACM is influenced by the environment that it is in. This is because it can be within a high footfall area, which increases the potential for fibre release, or the area may require access readily for maintenance meaning it is of a higher risk of being disturbed.

An algorithm score is produced from the four main areas to provide the result of the priority assessment.

The overall risk assessment is the combination of the material and priority assessment and this will form the control measures that are required for the ACMs. Detailed knowledge of the use of the buildings is required to ensure that accurate priority assessments are completed. The results of the risk assessment will determine the action plans that are required.

See Appendix B for the Material and Priority Assessment Scoring Schedule.

Potential to release fibres

Score	Hazard	Band
10+	High	A
7 - 9	Medium	B
5 - 6	Low	C
1 - 4	Very Low	D
0	None	E

5.5 Actions

The asbestos management plan will detail the actions that are required for ACMs based on the outcome of the risk assessment. Various aspects will be considered when implementing an action, as it may be possible to remove the ACM depending on the area/construction of the material. The following actions will be considered:

Monitor the condition of the ACMs: The material is in good condition and unlikely to be disturbed during normal occupation and use of the premise. The condition of the ACMs will be monitored regularly and results recorded in the asbestos register. The minimum period of re-inspection will be annually.

Encapsulate or Seal the ACMs: The material is showing slight signs of damage therefore a protective coating can be applied to the ACM to inhibit the release of asbestos fibres.

Enclosure: The material is showing slight signs of damage. A barrier is placed between the accessible area and the ACM to protect the ACM from damage. This may be in the form of plywood. If barriers are installed, they must be on a monitoring regime and categorised as either permanent or temporary. Temporary barriers must be inspected weekly and must only be installed for a maximum of six months.

Removal: The material is showing signs of deterioration or at risk of being disturbed, therefore removal should be considered. Material must be removed under controlled conditions, which is dependent on the type and location of the ACM.

6. Monitoring and Review

6.1 Re-inspections

An asbestos surveying contractor that is accredited by UKAS will carry out asbestos re-inspection surveys. These will be carried out on an annual basis (or shorter intervals depending on the result of the risk assessment) over a three-year rolling plan. The re-inspection survey will consist of a visual assessment of the condition of the ACMs and will be updated in line with the risk assessment as per the algorithm set out in HSG264. A further assessment will be carried out for the priority aspect of the algorithm to form the overall risk assessment. The overall risk assessment will be updated following this re-inspection survey and any new actions will be added to the Asbestos Management Plan. The asbestos register will also be updated as necessary.

It is not normal practice to require re-sampling of materials during a re-inspection survey. However, if unidentified or undocumented suspect materials are discovered during the re-inspection survey these will be sampled and analysed as required. The asbestos register will be updated and re-issued as necessary.

6.2 Record Keeping

The Universities Estates Department shall maintain detailed records of all activities relating to asbestos works, which have been undertaken within and on University premises. Records marked with a (*) must be retained for a minimum of 40 years. The records kept shall include:

- Copies of all asbestos survey reports, including updates and amendments;*
- Site induction records for contractors confirming the presence of asbestos on site;
- Records of asbestos awareness training for employees;
- Records of any abatement works performed on site;*
- Clearance certificates indicating areas are safe to reoccupy after abatement works;*
- Asbestos fibre air monitoring results;*
- Records of management plan reviews.

Accidents and near miss incidents will be recorded on the Health and Safety Awareness management system.

6.3 Review

The asbestos register will be updated following any changes identified in the re-inspection survey or if any actions have been carried out. The Asbestos management plan is a separate document and will be updated at this point to reflect any of the changes that have been identified. The re-inspection survey will detail the frequency of future re-inspections.

A review of all asbestos registers will be carried out annually or following any changes in legislation or approved codes of practices. A review will also be carried out, if necessary following any asbestos incidents. A review of the Asbestos Management Procedure will be carried out every three years.

7. Project Works

An asbestos review must be completed prior to any planned refurbishment or demolition works taking place. It is the responsibility of the Project Manager to check the existing asbestos information for the area. The requirement for refurbishment/demolition surveys or asbestos removal works must be considered in relation to the project. The availability to remove ACMs should always be considered, as this will remove the risk and ongoing costs associated with re-inspection surveys. The University has a duty to manage the asbestos prior to any contractors starting works.

A licensed asbestos removal contractor in accordance with sections 10 and 11 of this procedure will undertake asbestos remedial works.

Appendix A of this document contains procedures that must be followed in the event of exposure to suspected, unidentified or damaged ACMs as part of any works.

8 Information Instruction and Training

Appropriate Information, instruction and training will be provided for all employees who are likely to work around or manage ACMs. All contractors working on behalf of the University must have up to date asbestos awareness training if there is a potential for them to be working around ACMs.

The asbestos awareness training will take the form of face-to-face or electronic (Teams) training session that shall cover general awareness of asbestos and the procedures in place within the University to manage asbestos. This includes re-inspection surveys, asbestos management plan, and emergency procedures to follow if suspect asbestos is discovered. Each training session is tailored to address the needs of the group being trained.

The content of asbestos awareness training shall cover the following areas, but not limited to:

- Properties of asbestos
- Effects on health
- Types, use and likely location of asbestos
- General emergency asbestos procedures

- Avoiding Risk of asbestos

Refresher training will be carried out every 3 years.

9 Acquisition, Demolition and Disposal of Premises

When premises are surveyed with a view to the University acquiring them, the survey is to incorporate a statement regarding the availability of an up to date Asbestos Register and the extent, location and type of ACMs in the premises. If there is any doubt in the standard of the accuracy of the asbestos register/surveys, an asbestos survey must be commissioned. A competent person as detailed in section 5.2 of this procedure must carry out the survey.

Where premises are being sold or transferred, the Director of Estates and Campus Services must ensure that the person responsible for the disposal of the premises has been informed of the location and extent of any known ACMs on the premises, the limitations of the surveys undertaken and the location of the current asbestos register.

An asbestos refurbishment/demolition survey must be commissioned to identify any ACMs within the property prior to demolition. The Project Manager, in liaison with the Head of Estates must then assess the risk of asbestos removal prior to demolition in accordance with the Control of Asbestos Regulations 2012 and removal in accordance with HSG 247.

10 Asbestos Remedial Works

The University will only use Licenced Asbestos Removal Contractors for asbestos removal or remediation works at any University owned or occupied premises. The contractor must be able to demonstrate compliance with the following requirements to ensure the safety of all stakeholders within the University and that a high standard of work is completed. The Contractor must hold a valid HSE Licence (ASLIC) to comply with the Asbestos (Licensing) Regulations 1983.

The contractor must carry and/or be able to provide Professional Indemnity insurance endorsed specifically to provide coverage in respect of any claim arising from the exposure, clean up, removal, containment, treating or monitoring asbestos. The said policy must provide coverage in an amount not less than one (1) million pounds (£1,000,000) per occurrence and must be issued on an occurrence-based form. Additionally, the policy must provide coverage for public, product and pollution liability insurance of not less than five (5) million pounds (£5,000,000) and employer liability insurance of not less than ten (10) million pounds (£10,000,000).

11 Waste Disposal

All waste that contains asbestos will be disposed of under the Hazardous Waste Regulations; Scotland – The Special Waste Regulations 1996; The Special Waste Amendment (Scotland) Regulation 2004; The Waste (Scotland) Regulations 2012.

A licensed carrier will transfer asbestos waste to a licensed waste disposal site or holding facility. Copies of all completed consignment notes following disposal must be requested from the contractor and kept on file.

Policy Statement Author – Health and Safety Manager

Procedure Owner – Head of Estates and Environment

Parent Policy Statement – Health and Safety Policy Statement

Public Access or Staff Only Access – Public

Version – Version 1 – August 2021

Changes and Reason for Changes – New Document

Appendix A – Discovery or Damage to Suspected Asbestos Containing Material

- Discover or damaged materials that could contain asbestos...STOP WORKs IMMEDIATELY
- Leave and close/lock the area and keep all persons out. Do not remove any tools, equipment or material. (If there is dust or debris on hair, skin or clothing, wipe down with damp rags and shower as soon as possible)
- Put up warning sign. POSSIBLE ASBESTOS HAZARD – KEEP OUT
- Notify line manager immediately who will contact Head of Estates via phone call
- Head of Estates will arrange for inspection and samples/air tests to be carried out
- Results will confirm if asbestos is present
- Head of Estates will arrange for removal works if necessary.
- Access will be permitted following removal works and certificate of completion
- Asbestos register will be updated accordingly
- Incident investigation undertaken by Safety Manage/Advisor with lessons learnt

Appendix B – Material Assessment Score - Recommended Actions

Material Assessment Score	Product	Low chance of disturbance	Normal chance of disturbance	High chance of disturbance	Planned refurb/demolition
< 4 (very low)	All	M	M	M	R
5 -6 (low)	Asbestos re-inforced composites	M	S	S	R
	Asbestos insulating boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.	M	S	S	R
	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.	S	S/R	R	R
7-9 (Medium)	Asbestos re-inforced composites	M	S	S	R
	Asbestos insulating boards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.	M	S/R	R	R
	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.	S	R	R	R
10+ High	Asbestos re-inforced composites	S	S	R	R
	Asbestos insulating boards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.	R	R	R	R
	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.	R	R	R	R

M = Manage S= Seal then manage R = Remove

Appendix B (Continued) – Risk Assessment Algorithm

Material assessment algorithm – HSG 264

Assessment factor		Score	Examples of score variables
Product Type	Asbestos reinforced composites or cement	1	Plastics, resins, mastics, roofing tiles, vinyl floor tiles, semi rigid paints, or decorative finishes, asbestos cement etc.
	Asbestos insulating board	2	Millboards, other low density insulation boards, asbestos textiles , gaskets, ropes and woven textiles, asbestos paper and felt
	Thermal insulation	3	e.g. pipe and boiler lagging, sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of Damage	Good condition	0	No visible damage
	Low Damage	1	A few scratches or surface marks, broken edges on boards, tiles, etc.
	Medium Damage	2	Significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	High Damage	3	High damage or delamination of materials, sprays and thermal insulation
Surface Treatment	Composite	0	Materials containing asbestos reinforced plastics, resins, vinyl tiles
	Enclosed sprays & Lagging	1	Enclosed sprays and lagging
	Encapsulated Asbestos Insulating Board	1	With exposed face painted or encapsulated
	Asbestos Cement Sheets	1	Unsealed
	Unsealed Asbestos Insulating Board	2	Unsealed asbestos insulating board
	Encapsulated Sprays & Lagging	2	Encapsulated sprays & lagging
	Unsealed Sprays & Lagging	3	Unsealed sprays & lagging
Asbestos Type	NADIS	0	No asbestos detected in sample
	Chrysotile	1	Chrysotile
	Amphibole other than Crocidolite	2	Amphibole asbestos excluding crocidolite

	Crocidolite	3	Crocidolite
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Appendix B (Continued) – Priority Assessment Scoring Schedule

Assessment Factor		Score	Example of Score Variables
Occupant Activity	Main type of activity	0	Rare disturbance activity (e.g. little used storerooms, etc.)
		1	Little disturbance activity (Office type activity)
		2	Periodic disturbance activity (industrial or vehicular activity)
		3	High disturbance activity (Fire door in constant use)
Likelihood disturbance of	Location	0	Outdoors
		1	Large rooms or well ventilated areas
		2	Rooms up to 100 square metres
		3	Confined spaces
	Accessibility	0	Usually inaccessible or unlikely to be disturbed
		1	Occasionally likely to be disturbed
		2	Easily disturbed
		3	Routinely disturbed
	Extent/amount	0	Small amounts (Strings, gaskets, etc.)
		1	<10 sq.m or 10m pipe run
		2	<10 sq.m to <50sq.m or >10m to >50m pipe run
		3	>50 sq.m. or >50m pipe run
Human potential exposure	Number occupants of	0	None
		1	1 to 3
		2	4 to 10
		3	>10
	Frequency of use	0	Infrequently
		1	Monthly
		2	Weekly
		3	Daily
	Average use time	0	< 1 Hour
		1	>1 but <3 Hours
		2	>3 but <6 Hours
		3	> 6 Hours
		0	Minor disturbance (possibility of contact when gaining access)

Maintenance Activity	Type maintenance activity	of	1	Low disturbance (changing light bulbs in an asbestos ceiling etc.)	
			2	Low disturbance (Lifting 1 or 2 asbestos insulating boards)	
			3	High disturbance	
	Frequency maintenance Activity		of	0	Unlikely (ACM unlikely to be disturbed for maintenance)
				1	1 per year
				2	>1 per year
				3	>1 per month