

HA Strategic Network General Asbestos Management Plan (GAMP)

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Life History Summary (Document Development)

Date	Plan Status and Comments	Plan originator (name)	Reviewer (name)	Plan Owner (name)
May 2004	Original General Management Plan from draft IAN 63/05	SSR Chris Foreman	WS Atkins	Traffic Operations Directorate (TOD) Director
2007	Reviewed December 2006 – IAN issued including GMP	SSR Chris Foreman	Andrew Withington (TOD)	TOD Director
2009	HA GAMP reviewed & revised	NOD Paul Turner	WSP & HA Asbestos Team	Network Delivery & Development Directorate (NDD)
2010	GAMP revised and issued	Ruth Moynihan	HA Asbestos Team	Board Director, NDD Derek Turner

Signature of Nominated Plan Owner: _____



Ruth Moynihan, Regional Planning Manager NDD NW

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ABBREVIATIONS LIST

AAMP	Area Asbestos Management Plan
AAP	Asbestos Action Plan
ACM	Asbestos Containing Material
CAR	Control of Asbestos Regulations
DBFO	Design, Build, Finance and Operate
GAMP	General Asbestos Management Plan
HA	Highways Agency
HA AMT	Highways Agency Asbestos Management Team – NDDNW lead
HAPMS	Highway Agency Pavement Management System
BS	Business Services
HSE	Health and Safety Executive
IAN	Interim Advice Note
MAC	Managing Agent Contractor
MPD	Major Projects Directorate
NDD	Network Delivery and Development Directorate
PAF	Network Delivery and Development Performance Audit Function for Contract Compliance
PCF	Project Control Framework
PFI	Private Finance Initiative
PFM	Property Facilities Management
RCC	Regional Control Centre
SAMP	Scheme Asbestos Management Plan
SMIS	Structures Management Information System
TechMAC	Technology Managing Agent Contractor
TNAMP	Technology National Asbestos Management Plan
TPMS	Technology Performance Management System

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1. PLANNING FOR COMPLIANCE

1.1 Introduction

The Highways Agency has issued an Interim Advice Note (IAN 63/05) "Asbestos management applicable to the strategic road network."¹ The IAN advises HA Service Providers, Area Providers, Major Project Providers (MPD), & Major Projects Project Teams (MPPT), as defined in section 3 of the IAN, of the requirements of this General Asbestos Management Plan (GAMP) and what Providers need to achieve to enable the HA to meet its obligations under the Duty to Manage of Regulation 4 of the Control of Asbestos Regulations (CAR) 2006. This process is illustrated in section 8 of the IAN and on page 6 of this document. The GAMP provides an overview of required activity whilst the IAN gives specific instruction and a range of templates to assist those responsible for asbestos management procedures.

1.2 Achieving the Percentage Targets

Owing to the vast amount of highway related infrastructure assets, the HA aims to implement the requirements of Regulation 4 over a period of 20 years as agreed with the Health and Safety Executive (HSE).

The original GAMP required that Asbestos Action Plans (AAPs) be completed by Network Operations Directorate (NOD), now Network Delivery and Development Directorate (NDD), for depots, road tunnels and other buildings by March 2008. Coverage of the remaining network by the production of AAPs must be completed by March 2025. HA Service Providers, as agreed with Area Providers, are to achieve a minimum target of 5% per year in terms of AAP coverage for the strategic road network to deliver 100% coverage by March 2025. HA Service Providers in liaison with Area Providers are expected to produce annual management plans detailing their proposed breakdown of programmes on a prioritised basis as set out below to cover at least 5% of the total network for which they are responsible year on year.

HA Service Providers are currently required to prepare AAPs for nominal 5 kilometre highway lengths covering all highway assets and all highway structures. The only exceptions are those assets that were constructed or installed during or after the year 2000. Assets manufactured or constructed after 2000 are unlikely to have asbestos as the manufacture, importation and use of any Asbestos Containing Material (ACM) was prohibited in November 1999 in the UK. Full details for the production and delivery of AAPs, along with generic templates can be found in section 8 the IAN and its annexes.

Asbestos related surveys should be prioritised with oldest parts of the network to be surveyed first. Schemes with planned maintenance needs and/or improvement/inspection schemes will take priority, followed by other activities, particularly where there is a known or suspected asbestos contaminated material (ACM) presence.

It should be noted that the Technology National Asbestos Management Plan (TNAMP) provides detailed guidance specifically for the management of asbestos for technology assets. Separately, a National Roads Telecommunications Services

¹ Interim Advice Note 63/05 version 3 June 2010

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Asbestos Management Plan (NRTSAMP) is in place to guide asbestos management of this national asset.

1.3 Works additional to the 20 year target

Asbestos related surveys generated by MPD under the major projects programme are not included in the 20 year target. These schemes are managed and delivered by MPD. The announcement of the Preferred Route now acts as the trigger for the production of a Scheme Asbestos Management Plan (SAMP) at preliminary design stage. Section 8 of the IAN details MPD processes. AAPs must be in place prior to the commencement of any works associated with any major scheme.

AAPs produced by HA Service Providers will be passed to MPD at Preferred Route Announcement stage to assist with SAMP development. Thereafter, MPD will update and produce any new plans prior to construction as required for uploading to HA systems. Upon completion of the major project works, updated AAPs will be lodged with the HA Service Provider for loading onto the systems in line with the guidance in Section 8 of the IAN.

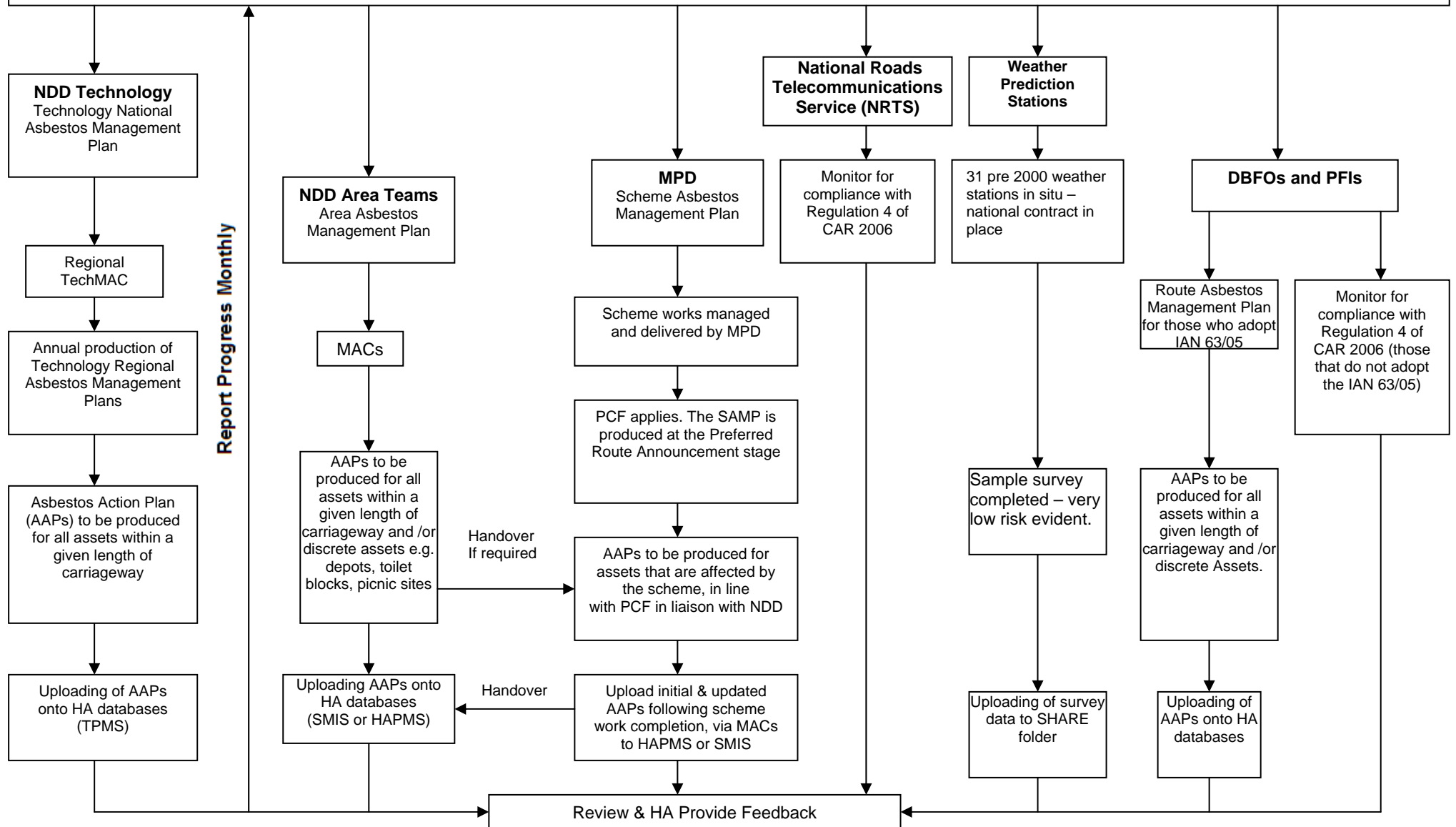
1.4 Building Assets Managed by HA Service Providers

AAPs for winter maintenance compounds, depots, picnic sites (specifically toilet blocks), road tunnels and other buildings were put in place by March 2008 in recognition of the greater risk to exposure to an ACM for this type of asset. Where improvement or maintenance works are planned, a review of the available information should be undertaken to assess the need for further survey work i.e. a Management Survey or Refurbishment/Demolition Survey. Detailed guidance on surveys is found at section 9 of the IAN.

In buildings, where the HA installs and maintains equipment through other organisations but does not have responsibility for the building itself, the "Duty to Manage" under CAR 06 rests with those with responsibility for the building. For example, the Duty Holder will generally be the building owner or an agent in the case of police control centres. However, the HA will expect all Providers to co-operate with the Duty Holder on asbestos issues. For buildings managed by the HA (for example, Regional Control Centres, (RCC), it will be necessary for all Providers to make initial contact with the HA's Business Services (BS) Estates Team and Property Facilities Management (PFM) to agree how assets will be managed in terms of asbestos risks.

Highways Agency Asbestos Management Procedures (excludes MPD Lands Portfolios and BS Estate Management procedure)

General Asbestos Management Plan (GAMP) - outlines the asbestos management strategy for the SRN agreed by the HA Plan Owner



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2. GAMP SCOPE AND DEFINITIONS

Strategy Owner:	Network Services, HA National Health & Safety Team
Nominated Plan Owner:	Ruth Moynihan NDD NW Regional Planning Manager
Plan Owner:	Highways Agency (NDD) Director, Derek Turner
Purpose:	Describes how the HA will discharge the Duty to Manage under Regulation 4 of the Control of Asbestos Regulations 2006, in respect of the strategic highway infrastructure and associated assets owned or managed by the HA.
Scope:	An `umbrella plan' outlining how the HA's Providers will be tasked to produce Asbestos Management and Asbestos Action Plans to minimise the risk of exposure to asbestos contaminated material.
Asset Types:	Includes roads (approximately 7500 km of highway and associated signs, barriers, drainage fencing etc), bridges and other high structures (over 16,000 highway structures as defined in BD 62 - DMRB volume 3 section 2 part 1), other minor structures such as culverts, tunnels, masts, communications and electrical items (In excess of 100,000 items of electrical equipment), control rooms/computer centres, out stations, weather prediction stations and their associated road sensors etc equipments, maintenance compounds, depots, stores, workshops and picnic sites, where the current or a future Provider organisation is responsible for maintenance or design work on these assets as part of a contract between the HA and the Provider organisation.
Providers:	Includes MAC, Technology MAC, Early Contractor Involvement, Design & Build or other Contractor, MPD Providers and other Consultants, Contractors and Suppliers, including those under framework agreements.

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3. ASBESTOS CONTAINING MATERIALS

Much of the highway infrastructure is over 20 years old and therefore may contain ACMs unless it is specifically known and recorded that subsequent maintenance and improvement works have included the removal of all ACMs. An example would be new drainage works involving the removal of asbestos cement pipes or re-waterproofing a bridge deck by replacing asbestos sheet composite boards. Known areas where ACMs exist include the following items or products, however this list is not exhaustive:

Highway Structures:	<ul style="list-style-type: none"> Permanent formwork to bridge decks, Early M1 motorway bridges. Filler boards in joints. Bearings. Some joint fillers/mastics. Gaskets between precast beams. Drainage to abutments/piers. Certain board waterproofing systems. Pipes, including insulation to water pipes slung under decks. Bitumastic coatings to some buried corrugated culverts
Highways:	<ul style="list-style-type: none"> Drainage pipes, communication ducts and troughs and electrical ducts and chambers. Roofing to shelters, cabins, etc. Panels in electrical cabinets. Back panels and fuse assemblies in street lighting columns, lanterns and other jointing cabinets/enclosures.
Buildings:	<ul style="list-style-type: none"> Likely occurrence of ACMs are referred to in numerous documents issued by the HSE, including roofing, drainage, lagging, insulation, etc.
Tunnels	<ul style="list-style-type: none"> Build up of dust deposits behind claddings, ceilings, etc from vehicles (for example, brake linings). Asbestos cement ventilation ducting and cladding panels. Rope gaskets between tunnel segments. Insulation, lagging and lining for fire protection to ducting and cables for Mechanical and Electrical equipment. Water tanks, sumps and debris, tiling and roofing materials. Associated control buildings and fan rooms, containing M & E services.

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4. TYPICAL WORK PROGRAMMES

The HA maintains and improves its assets through a wide variety of work activities which include, but is not restricted to:

- A programme of Major Project Schemes involving improvements and new build, usually to significant lengths of highway. These schemes include bypasses, widenings, carriageway re-alignments, junction improvements, etc and are broadly referred to as the National Roads Programme Major Schemes.
- A programme of schemes involving major maintenance of carriageway pavement or bridge works.
- A programme of Local Network Management Schemes involving predominantly safety related schemes to junctions or other 'hot spots' on the network.
- Programmes of traffic management and driver information schemes.
- Smaller schemes for highways and structures.
- Routine maintenance on the network. Work would include sign cleaning, renewing road markings, gully emptying, litter picking and clearing vegetation, grass cutting.
- Principal & Special Inspections and other surveys of structures.
- Emergency response works following Road Traffic Incident damage, fly tipping, fires and safety defects (potholes in carriageway, etc).
- Winter maintenance, including gritting and snow clearance.

There are also activities related to building maintenance or improvement work in all depots, workshops, stores, control rooms, etc, both for planned and emergency works.

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5. EXCLUDED ASSETS

The GAMP does not include the following, which are outside the control of Providers tasked with maintaining, operating or improving the Strategic Road Network:

- Assets managed by HA Major Projects Directorate Property Management & Disposals Division which are subject to a separate asbestos management plans – property usually acquired under blight provisions;
- Buildings on the HA estate which house HA staff (for which Business Services Estates Team & PFM are responsible);
- Private finance controlled infrastructure such as Transmission Stations or the National Traffic Control Centre;
- Other HA property and assets not maintained by Provider organisations such as motorway service areas where the Duty to Manage asbestos is delegated to the leaseholder;
- Assets provided or maintained under specific contracts where the HA is not the Duty Holder. The term “Duty Holder” is defined in CARS 06 Regulation 4.

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6. PROCESS CONTROL

6.1 Requirements for AAMP/SAMP and AAPs

Details of AAMP/SAMP and AAP production are provided in section 8 of the IAN which asks that Area Asbestos Management Plans are prepared annually and signed off at Area Performance manager (APM) level. HA Service Providers are required to agree with the APMs how the AAP programme will be delivered.

MPD is required to submit a SAMP and AAPs at agreed stages as part of the Project Control Framework (PCF) delivery programme for major schemes.

TNAMP is approved by the Technology Director. AAPs are annually produced, completed and uploaded to the TPMS database in line with the TNAMP guidance.

6.2 Audits/Feedback

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

Information collected by the HA Asbestos Management Team (HAAMT) from PAF, self audits carried out by HA Service Providers, specific major projects scheme audits, the monthly monitoring sheets and the asbestos enquiries in-box will be used to target future asbestos audits and improvement activity to ensure full compliance across the HA strategic road network and its associated assets.

6.3 Co-operation

As part of the Duty to Manage under Regulation 4 of CAR 2006, if the HA has information regarding the presumed or confirmed presence of ACMs in assets, there is a requirement for the HA to co-operate with any other party with responsibilities associated with that asset or organisations intending to carry out works which may affect the asset. The HA therefore instructs its range of Providers to:

- Co-operate with all parties likely to have or require information;
- Review information which has been provided by manufactures and centrally held on TPMS, HAPMS and SMIS and share information as appropriate;
- Review as-constructed/maintenance records prior to compiling each AAP;
- Inform all parties likely to be involved in maintenance, survey and improvement works of the presence, or presumed presence, of ACMs;
- Inform all third parties with an asset in the vicinity of or running over, across, under or through any highway asset of the presence, or presumed presence, of ACMs. These will include the emergency services, utility companies, local authorities, Network Rail, British Waterways, navigation authorities, private bridge owners and other companies, such as Trafficmaster, etc.
- Co-operate with S278 developers and other statutory undertakers.

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7. MONITORING AND REVIEW

This plan will be reviewed, as a minimum annually by the HAAMT to measure the effectiveness of the compliance measures. The fundamental questions will be:

- “Are these arrangements working?”
- “Are the HA’s range of Providers delivering the requirements?”
- “Are safe working practices in place for all assets under the control of the HA range of Providers?”
- “Is the HA taking the right steps to minimise risk of exposure to ACMs?”

Information captured from this process will be fed back into this GAMP as appropriate by the HAAMT. The review will be based on audit findings, monthly monitoring, and any other sources of information which are considered appropriate, such as: PAF audits, MPD PCF compliance review etc.

HA Service Providers are required to complete a monthly reporting proforma in liaison with Area Providers which outlines monthly targets and achievements to date including status of reports in relation to uploading AAPs onto HA databases. Uploading of all AAPs completed must be undertaken as soon as possible once the AAP is in place and in any event secured by the end of each financial year. MPD will submit a monthly overview of SAMP and AAP development relating to schemes within the National Roads Programme. This information will be collated by the HAAMT to form part of regular reporting regime to Derek Turner as Plan Owner, and the HA Board.

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8. RECORDS

Providers will be required to keep records of AAPs in PDF format on the appropriate databases as agreed with the HA. This will be facilitated through tagging the PDF document as described in section 8.5 of the IAN (Word documents are unacceptable). The databases are SMIS, HAPMS and TPMS. Providers will be required to seek advice from HA database contacts via HA Area Performance Managers in order to complete the necessary uploading.

Templates are included in the Annexes of IAN 63/05. These must be adopted by Providers to ensure consistent information. These will include:

- AAMP or SAMP – generic format stating how the Provider will plan for delivery of AAPs for their areas of responsibility. This will include reporting requirements to Area Providers and/or HAAMT. The TNAMP provides templates for technology assets although it is recognised that in the absence of a TechMAC, technology assets may be covered within HA Service Provider's plans;
- AAPs – generic format for each asset (structures, buildings) or group of assets (highway lengths);
- Model specification for asbestos surveys and assessments to be used to procure survey work from properly accredited specialist contractors employed through existing term contracts with Provider organisations;
- A range of flow charts and standard procedures which set out the principles to be followed by the range of Providers in their own project management systems to demonstrate compliance and to record actions, reviews, etc.

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9. TRAINING

All external Providers will be expected to nominate one or two key staff in their organisation to act as the named AAP Owner and to deliver the Duty Holder responsibility in conjunction with the HA. External Providers will be expected to maintain an appropriate number of trained key staff, to allow for staff changes. In addition those likely to come into contact with asbestos within the external Providers team will require training in accordance with Regulation 10 of CAR 06. Historically, a range of training has been provided to external Providers including initial training in 2004 and a Stakeholders meeting in 2007. No further training will be provided by the HA. All external Providers are now responsible for ensuring that within their organisation there is an appropriate number of adequately trained staff. This training must meet the requirements of the relevant legislation and guidance. The HAAMT will share training materials if requested. Requests should be sent to asbestosenquiries@highways.gsi.gov.uk

Nominated Plan Owners will be expected to have undertaken training to cover asbestos awareness and the requirements of the Duty to Manage relating to asbestos in the workplace.

A training strategy for HA staff has been developed by the HAAMT and is programmed for delivery from 2010/11 onwards. A training log of attendees will be kept by the HAAMT and reviewed in line with the strategy.

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10. FURTHER INFORMATION

If you have any questions on this document please contact:

(asbestosenquiries@highways.gsi.gov.uk)