



# ASBESTOS REMOVAL PROJECT MANAGEMENT

HANDBOOK

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## INTRODUCTION

Asbestos removal project management requires careful coordination of multiple stakeholders while maintaining strict adherence to health and safety regulations. This guide outlines key requirements, technical considerations, and best practices for successful asbestos removal projects.

## TYPES OF ASBESTOS REMOVAL WORK

Three main categories of asbestos removal work exist, each with specific requirements:

### Licensed Removal

Required for high-risk materials including:

- Loose insulation and lagging
- Sprayed coatings
- Insulating Board
- Areas with loose insulation dust and debris

Licensed asbestos work requires that the company undertaking the work has an asbestos removal licence issued by the HSE. Before any licenced asbestos removal work a 14-day ASB% notification needs to be submitted to the HSE and comprehensive Plans or Work drawn up.

### Non-Licensed Removal

Applies to lower-risk projects involving sporadic and low-intensity exposure. Key requirements include:

- Written plan of work
- Risk assessments
- >NNLW training certification
- Appropriate insurance coverage
- Adequate documented procedures for dealing with decontamination, handling of asbestos waste, use of RPE and PPE and the control of the spread of asbestos contamination.

### Notifiable Non-Licensed Removal

Requires additional oversight beyond standard non-licensed work, including instant HSE notification and enhanced documentation through the ASB>NNLW1 form.



## PROJECT MANAGEMENT COMPONENTS

### Pre-Project Planning

Effective planning requires comprehensive survey review, scope definition, and documentation preparation. Essential elements include:

- Asbestos survey evaluation
- Risk assessment development
- Method statement preparation
- Compiling asbestos removal specifications
- Vetting of proposed licensed asbestos contractors invited to cost for projects.
- Critically evaluating the proposals and costs submitted by LARCs

### Project Execution

Project execution focuses on three core areas:

#### 1. Equipment and Site Monitoring

- Negative pressure units
- Decontamination facilities
- Environmental controls
- Personal protective equipment

#### 2. Documentation Management

- Site logs and inspection records
- Air monitoring and 4 Stage Clearance certification
- Incident reporting
- Waste transfer documentation

#### 3. Quality Control

- Regular site inspections
- Performance monitoring
- Compliance verification
- Safety protocol adherence





### Four Stage Clearance Procedures

The four-stage clearance process on completion of licenced asbestos enclosure work includes:

1. Preliminary site condition check
2. Thorough visual inspection
3. Air monitoring and testing
4. Final assessment and clearance certification

### Waste Management

Asbestos waste handling requires strict adherence to safety protocols. All waste must be double-wrapped using appropriate materials and clearly marked with hazard warnings. Documentation must track waste from generation through final disposal at licensed waste facilities.

## PROJECT DOCUMENTATION

Essential documentation spans three key areas:

### 1. Technical Records

- Survey reports and specifications
- Method statements
- Risk assessments
- Training certifications

### 2. Site Records

- Daily logs and inspections
- Air monitoring results
- Incident reports
- Photographic evidence

### 3. Compliance Documentation

- Waste transfer notes
- Clearance certificates
- Training records
- Insurance certificates

## BEST PRACTICES

Successful asbestos removal project management relies on a systematic approach that integrates thorough planning, clear communication, and rigorous quality control throughout the project lifecycle.

Project managers must develop comprehensive work plans that address site-specific challenges while establishing effective communication protocols among all stakeholders, including clients, contractors, and regulators.

This approach should be supported by regular safety monitoring, detailed documentation maintenance, and systematic quality control inspections that verify compliance with established procedures and regulatory requirements. Critical to success is the ability to adapt these practices to evolving site conditions while maintaining consistent oversight of all project activities.



## REGULATORY COMPLIANCE

The Control of Asbestos Regulations 2012 establishes the legal framework for asbestos management and removal in the United Kingdom. Under these regulations, duty holders must ensure proper identification and assessment of asbestos before work commences.

Projects must comply with multiple frameworks including:

- Control of Asbestos Regulations 2012
- Health and Safety at Work Act
- Construction Design and Management Regulations
- Hazardous Waste Regulations
- Local authority requirements

## WHY CHOOSE ELEMENT FOR YOUR ASBESTOS REMOVAL PROJECT?

Element delivers industry-leading asbestos project management through:

### Expert Team

- Accredited air monitoring and surveying
- Senior consultants with BOHS P402, P403, P404, P405, S301 and CoC qualifications
- Extensive multi-sector experience

### Comprehensive Service

- Technical specification development
- Contractor procurement management
- Full documentation support
- Continuous monitoring
- UKAS-accredited laboratory testing

### Independent Assurance

- Unbiased project management
- Dedicated quality assurance team
- Strict separation from removal contractors
- Focus on client interests

Our proven track record demonstrates consistent delivery of projects on time and within budget while maintaining the highest safety standards. By choosing Element, you gain a partner committed to protecting your interests through expert management and technical excellence.

Contact our team today to discuss how we can support your asbestos removal project with industry-leading expertise and comprehensive project management services.





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