

<b>Committee</b>	Audit and Risk Management Committee – 1 November 2023
<b>Subject</b>	<b>Asbestos removal projects at Thurso main campus</b>
<b>Action requested</b>	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For endorsement <input type="checkbox"/> For approval
<b>Summary of the paper</b>	<p>This request relates to the safe removal of Asbestos in one or more locations. These locations are considered to be High risk on our asbestos management surveys and subsequent detailed refurbishment surveys. This scope of work is also classed as High risk on our Capital Project Risk Matrix. Estates Manager seeks appropriate approval to continue with this scope of work which is estimated at Circa £85k. Detail: Ormlie Boiler room and Ormlie Admissions windows. THIS PROPOSAL WAS APPROVED BY BOARD MEMBERS AND IS BEFORE THE AUDIT COMMITTEE NOW FOR DISCUSSION</p>
<b>Resource implications</b>	<p>Work has been in planning for over 2 years , with capital plan approval allotted for this financial year Capital 23/24. Original estimate was £ 120k , but after some value engineering , we have reduced the resource allocation to £85k.</p>
<b>Risk implications</b>	<p>Risk of exposure to Asbestos substances harmful to health ( These materials have been damaged in the past and therefor release of fibres is prevalent. ) Also – There are mechanical and electrical services / heating control units awaiting repair and upgrade , which are on hold as we cannot allow access.</p>
<b>Date paper prepared</b>	26/09/23
<b>Date of committee meeting</b>	N/A – approval requested ex-committee via email
<b>Author</b>	M Finlayson (Estates Manager)
<b>Link with strategy</b>  Please highlight how the paper links to the Strategic Plan	<p>This project aligns to merger strategy themes of:</p> <ul style="list-style-type: none"> <li>• Commitment to safe buildings / safe systems. Health and safety matters.</li> <li>• Control of Asbestos regs 2012. ( Estates strategy is to strive for compliance as a minimum, and build with continuous improvement. )</li> </ul>

	<ul style="list-style-type: none"> <li>• Every repair should be carried out correctly first time every time.</li> <li>• Grow Curriculum / space utilisation – the boiler room in particular will be offered up as a new teaching workshop once complete to the Engineering and Built Environment team as part of the growth in student numbers in this area. ( This is prime real estate as one of the only remaining unused parts of the North estate. )</li> </ul>
<b>Island communities</b>	N/A
<b>Status</b> (e.g., confidential, non-confidential)	Non confidential
<b>Freedom of information</b>	Yes
<b>Consultation</b> How has consultation with partners been conducted?	<p>Boiler room : Directors have all been briefed on scenario early 2023 , staff in the location have been briefed of the potential for some disruption while work is carried out , but also of the opportunities the new space could afford their department . ( Build environment. )</p> <p>Core staff in reception and site services manager are aware as is HISA. Unison H&amp;S Rep updated.</p>

## **ASBESTOS REMOVAL PROJECTS AT THURSO MAIN CAMPUS**

### **1 Background**

To a non-specialist asbestos removal can appear as something easily deferred, but [asbestos management](#) is driven by legislation - we have to have an Asbestos Management Plan, we need trained staff and, like Fire Safety, there has to be a [Duty Holder](#).

The Control of Asbestos Regulations 2012 require duty holders to take action to prevent workers' exposure to asbestos at work. Mike In the North both the Estates and Facilities Manager have undertake the Asbestos management training course so they are the only North persons technical competence in asbestos decision-making. We are gathering information on the same for West and Hebrides.

### **2 PURPOSE**

The purpose of this paper is to ask for F&GP and full board approval to continue with a range of asbestos works which has been planned for a period of time and is estimated at £85k maximum. (dependant on what is found but have estimated on the high side).

Detail: Ormlie Boiler room and Ormlie Admissions windows. The current Capital budget plan shows budget allocation for this work , but as per the financial regulations we are required to seek approval as the total costs will be over £50k.

This request is being submitted by e mail as the work is of an urgent nature and has been paused pending approval from FGP committee, with the quote provided in March 2023 still holding price for a period of 30 days.

### **3 PROJECT DESCRIPTION**

Boiler room : The previous NH Executive were briefed on scenario early 2023 , staff in the location have been briefed of the potential for some disruption while work is carried out, but also of the opportunities the new space could afford the Engineering and Built Environment department which is seeing a growth in student numbers with further new curriculum planned in brickwork.

Admissions/ breakout / Hisa office window façade removal: Core staff ie reception and site services manager are aware. A communications brief will be shared with staff shortly . This area is to be renovated with support from the Arms Length Foundation funding which was secured in July/August 2023. As such the Estates manager had hoped to have this work carried out prior to prevent disruption to this project. The Estates manager has advised it would be more cost effective to have these windows replaced and made good within the same contract, if the whole project could be completed within the £85k estimated. Otherwise we intend to board up the area in the medium term until funding can be secured to replace the windows.

## 4 OPTIONS

Options considered:

1 Do nothing

2 Monitor and try to programme in when budget allowed.

3 Procure the correct solution and have removed by a qualified contractor.

Option 2 was utilised for 5 years post condition survey by funding council , proving difficult as the issue has become complex, with access required to ageing services and equipment and is causing major issues on site

Option 3 has now been sought formally as of January 2023 and estates manager worked with finance director at the time and APUC manager to arrange a procurement plan and budget allocation.

The impact on reputation could be catastrophic were a person to claim exposure to asbestos which is clearly detailed as high risk in our management surveys. Additionally, if we cannot gain access soon, we will have major disruption to our ageing heating system controls which has been verified. **There is an unacceptable risk being carried here.**

## 5 COSTS

Boiler room £60k / complete clear, certified clean back to bare brick. Handed to us as client to renovate as we see fit. Admissions windows £25k, rotten windows removed and said area made good by temporary boarding up 'ONLY' as part of scope. New windows to be made good only if costs are favourable and if budget allows.

## 6 PROCUREMENT

APUC manager is aware assisting throughout the project.

## 7 RECOMMENDATION

The Committee is requested to approve the cost to a maximum of £85k to enable the priority estates maintenance task described above to go ahead.