

# **Asbestos Management Plan**

**Ref CORP-0009-v5.1**

**Status: Ratified**

**Document type: Policy**

## Contents

<b>1</b>	<b>Introduction</b>	<b>4</b>
<b>2</b>	<b>Why we need this policy</b>	<b>4</b>
2.1	Purpose	4
2.2	Objectives	6
<b>3</b>	<b>Scope</b>	<b>6</b>
3.1	Who this policy applies to	6
3.2	Roles and responsibilities	6
3.2.1	Estates Management Structure	11
<b>4</b>	<b>Policy</b>	<b>12</b>
4.1	Asbestos Management Plan	12
4.2	Asbestos Surveys	12
4.2.1	Recording the location and condition of ACMs (known and presumed)	12
4.2.2	Refurbishment and Demolition Surveys	13
4.2.3	Priority Assessments	13
4.3	Asbestos Registers	14
4.4	Remediation Records	14
4.4.1	Updating Information	15
4.5	Safe Systems of Work	15
4.5.1	Reactive Maintenance	15
4.6	Third party Contractors	17
4.7	Project / Capital Works	19
4.8	Permit to Work on Asbestos	21
4.9	Asbestos Management and Abatement	21
4.10	Asbestos Removal	21
4.11	Seal / Encapsulate	22
4.12	Monitor/Manage	23
4.13	Enclosed	23
4.14	Labelling	23
4.15	Unplanned Incidents	23
4.16	An Uncontrolled Escape of Asbestos Fibres	24
4.16.1	Severe Damage	24
4.16.2	Slight Damage	24
4.16.3	Reporting Damage	24
4.16.4	Record of Exposure and Health Checks	25
4.17	Asbestos Incident / Emergency Procedure	25
4.17.1	Transit to Muster Zone	26
4.17.2	Dealing with the potentially contaminated area	26
<b>5</b>	<b>Definitions</b>	<b>27</b>
<b>6</b>	<b>Related documents</b>	<b>28</b>
<b>7</b>	<b>How this policy will be implemented</b>	<b>29</b>
7.1	Training needs analysis	29
<b>8</b>	<b>How the implementation of this policy will be monitored</b>	<b>33</b>

---

9	References .....	33
10	Document control .....	34

## 1 Introduction

---

Asbestos is a generic term for naturally occurring fibrous silicates. The fibres are hazardous because they cause lung diseases; the most important of which is mesothelioma, which is an aggressive cancer of the pleural membrane surrounding the lungs and lining the thoracic cavity, surrounding the heart (pericardium), and lining the body cavity (peritoneum).

The fibres were incorporated into a wide range of products designed to exploit the unique properties of the fibres. The presence of these asbestos-containing materials (ACMs) is not in itself dangerous unless they are disturbed or damaged. Anyone who becomes exposed to and inhales the respirable fibres released from ACMs is therefore at risk of developing the related lung diseases. Symptoms are not immediately apparent, there being a latency period between first exposure and the manifestation of symptoms. Mesothelioma in particular can be triggered by the relatively low exposures with the victim being unaware that they inhaled the fibres, followed by a 40 to 50 year latency during which time there are no symptoms of disease but at onset mortality after 6 to 18 months.

## 2 Why we need this policy

---

### 2.1 Purpose

---

A comprehensive set of regulations and supporting legislation imposes control over every aspect of work with asbestos and includes a specific duty to manage asbestos in non-domestic premises.

The Trust recognises that asbestos is present in areas of the properties under its control and that an effective strategy and associated procedures need to be in place in order to manage the risks to staff, patients, visitors and contractors.

Every effort will be made to minimise the risk to staff, patients, visitors and contractors by effectively managing and controlling work where asbestos materials are present.

This documents sets out the Tees, Esk and Wear Valleys NHS Foundation Trust Policy, lists its objectives and the procedures that must be followed by designated staff responsible for procuring, controlling or carrying out construction or maintenance work.

## Legal requirements



The Management of asbestos is a legal requirement; regulations introduced under the auspices of the 1974 Health and Safety at work etc act. In particular the Control of Asbestos Regulations 2012, places a duty to manage asbestos on “Duty holders”

There are many health and safety regulations that either directly or indirectly places a duty on the employer with regards to asbestos. The key facts of these regulations have been set out below:

The Health & Safety at Work etc Act 1974 (HSW): requires employers to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety.

Section 3 of the HSW Act contains general duties on employers and the self-employed in respect of people other than their own employees. Section 4 contains general duties for anyone who has control, to any extent, over a workplace.

The Management of Health & Safety at Work Regulations 1999: (the Management Regulations) requires employers and self-employed people to make an assessment of the risks to the health and safety of themselves, employees and people not in their employment, arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting those people’s health and safety. Any assessment made for the purposes of the Asbestos Regulations will not need to be repeated for the Management Regulations.

The Workplace (Health, Safety and Welfare) Regulations 1992: requires employers to maintain workplace buildings so as to protect occupants and workers.

The Construction (Design & Management) Regulations 2015: require the client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to the Principal Designer or before any work begins and to ensure that the health and safety file is available for inspection by any person who needs the information.

The Control of Asbestos Regulations 2012: requires employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level.

Regulation 4 specifically requires duty holders to:

- Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
- Presume that materials contain asbestos unless there is strong evidence to suppose that they do not.
- Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACMs) and keep the record up to date.
- Assess the risk of the likelihood of anyone being exposed to these materials; and
- Prepare a plan to manage that risk and put it into effect to ensure that:
  - Any material known or presumed to contain asbestos is kept in a good state of repair.
  - Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed.
  - Information on the location and condition of the material is given to anyone potentially at risk.

## 2.2 Objectives

- Take reasonable steps to determine the location of asbestos within Trust premises (the asbestos survey);
- Presume that materials contain asbestos unless there is strong evidence that they do not;
- Compile an up to date record of locations where asbestos has been identified and its condition;
- Assess the risks of exposure of each location;
- Prepare an asbestos management plan detailing how the risks are to be managed;
- Carry out regular reviews and monitor the plan periodically;
- Provide all the relevant information on location, amount, condition etc for all persons who are liable to work on, or in proximity of, each facility.

## 3 Scope

### 3.1 Who this policy applies to

This policy applies to ALL EFM staff and contractors

### 3.2 Roles and responsibilities

Regulation 4 (CAR 2012) 'the duty to manage' covers all non-domestic premises.

The duty holder as defined by Regulation 4 of CAR 2012: 'every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from those premises'.

To make sure that ACMs are properly managed, a named person will be identified and appointed within the Trust who will be responsible for that management. The responsible person will need the resources, skills, training, authority etc to ensure the job can be done.


The duty holder's legal responsibilities cannot be delegated, but duty holders can nominate others to do all or part of the work to assist in complying with the duties. Anyone or any organisation who is nominated to do some work must know what it is they have to do and be able to do it safely. They should be competent to do this work.

Role	Responsibility
Chief Executive (Duty Holder)	<ul style="list-style-type: none"> <li>• The Chief Executive has overall responsibility for ensuring that all regulations and legislation relevant to asbestos are implemented and that appropriate management systems are in place to minimise the risk of exposure to asbestos, of its staff, visitors and any persons engaged to carryout work on its behalf.</li> </ul>
Director of Estates Capital Planning and Facilities Management	<ul style="list-style-type: none"> <li>• The Chief Executive requires the Director of Estates and Facilities Management to enable adequate resource to be made available to enable the Trust to fully comply with all Asbestos Regulations and Guidance.</li> </ul>

	<ul style="list-style-type: none"> <li>The Associate Director of Estates is therefore nominated by the Director of Estates and Facilities Management as Asbestos Co-ordinator and this shall be confirmed in writing.</li> </ul>
Head of Estates and PFI	<ul style="list-style-type: none"> <li>The Asbestos Co-ordinator shall ensure and facilitate a co-ordinated approach to compliance with regulations and policy throughout the Trust.</li> </ul>
PFI / Contracts Compliance Manager	<ul style="list-style-type: none"> <li>The PFI / Contracts Compliance Manager shall ensure and facilitate a co-ordinated approach to compliance with regulations, and policy through our facilities management partners, Public Finance Initiative (PFI) colleagues and landlords such as NHS Property Services (NHS PS). Ensuring that they comply with their individual contract or Service Level Agreements (SLA).</li> </ul>
Nominated Officer (Asbestos) Responsible Person – Estates Officer (Special Services)	<ul style="list-style-type: none"> <li>The Estates Officer (Special Services) is the nominated Officer responsible for ensuring that arrangements are in place in order that the Legal duties of the Trust under Asbestos legislation are fulfilled. He shall have delegated responsibility for further ensuring that the policy and procedures introduced are suitable and adequate. At an interval of no greater than 12 months, he/she shall review the Asbestos Policy and Procedures to confirm its continued adequacy and update as required.</li> <li>Nominated Officer (Asbestos) Responsible Person will have Responsibility for ensuring that an adequate selection of suitably qualified and HSE licensed, asbestos removal contractors are held on the Trust's approved list and also control and co-ordinate all work on asbestos.</li> <li>The person is responsible for the identification and provision of training for all levels of estates staff regarding asbestos awareness, and the policy and procedures to be adopted.</li> <li>The Nominated officer shall further ensure that that any asbestos removal or encapsulation within development work undertaken by private Contractors is brought under the control of the Authorised person acting on behalf of the Trust.</li> <li>In the absence of the Nominated Officer (asbestos) the Authorised person (Asbestos) will undertake these duties and responsibilities in relief form only.</li> </ul>
Authorised Person (Asbestos) Engineering Officer	<ul style="list-style-type: none"> <li>The Authorised person is responsible for the day to day application of the policy/procedure. He/she will report to the Nominated Officer (asbestos).</li> <li>He/she will maintain a high degree of awareness regarding the location of asbestos occurrences within Trust premises and will co-ordinate and control all aspects of asbestos surveys, data storage, and maintenance of the asbestos register, appointment of Supervisory and analytical resource, and control of work involving asbestos removal or</li> </ul>

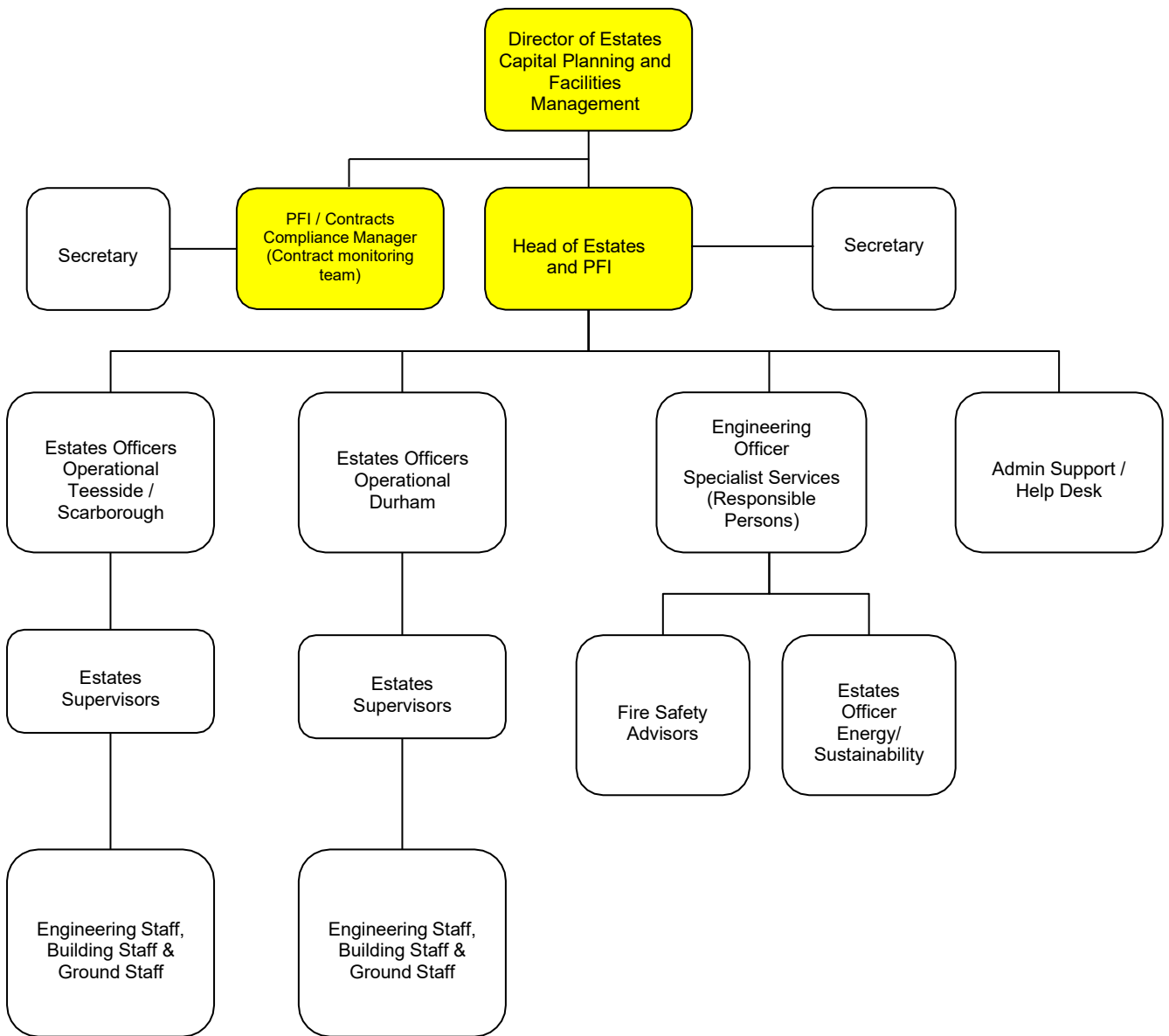
	<p>encapsulation.</p> <ul style="list-style-type: none"> <li>• He/she will have responsibility for co-ordinating the evacuation of Trust staff in order to facilitate asbestos abatement works.</li> <li>• He/she is further authorised to control any works undertaken by private contractors as part of a development scheme.</li> <li>• The authorised person (asbestos) will, where requisite, be responsible for issuing permits to work ensuring that work locations are safe prior to commencement of abatement work.</li> <li>• He/she will encourage and promote asbestos awareness as an on-going issue, and will ensure that the Trust is in possession of up to date documentation and legislative requirements.</li> <li>• He/she will assist the Nominated Person (asbestos) in the procurement of training services.</li> </ul>
<p>Building and Engineering Officers and Supervisors</p>	<ul style="list-style-type: none"> <li>• The Estates Department, Lanchester Road Hospital, Lanchester Road, Durham. Tel. 0191 333 6353.</li> <li>• West Lane Hospital, Acklam Road, Middlesbrough, TS5 4EE. Tel. 0164 252 9638</li> <li>• Shall assist the Authorised person (asbestos) in the day to day operation of the asbestos policy and procedures, in particular they: <ul style="list-style-type: none"> <li>○ Shall ensure that all work under their control involving or potentially involving asbestos materials is brought to the attention of the authorised person (asbestos).</li> <li>○ Help to keep the Asbestos Register information up to date to ensure its validity.</li> <li>○ Shall ensure ready accessibility to the Asbestos Register for themselves and all staff under their control/direction and make use of the Asbestos Register and to ensure its ongoing use in any appropriate work instruction.</li> <li>○ Shall encourage/promote asbestos awareness through the provision of information and explanation where relevant.</li> <li>○</li> <li>○ Shall ensure that new members of the Estates department receive guidance as to the danger of asbestos, its location, the Policy and the use of the Asbestos Register.</li> <li>○ Shall ensure that any contractors working under their direction are made aware of the presence of asbestos in their proposed area of work.</li> <li>○ Shall ensure that all recommendations are being adopted in the working practices of staff working under their control or direction.</li> </ul> </li> </ul>
<p>Building and Engineering Craftsmen</p>	<ul style="list-style-type: none"> <li>• Given their knowledge of the sites and services and by virtue of the type of work they carry out, they may encounter areas containing asbestos.</li> </ul>



	<p>They therefore;</p> <ul style="list-style-type: none"> <li>○ Shall be responsible for maintaining an awareness of the dangers of asbestos and a high degree of vigilance for suspecting its presence in the particular areas of their work.</li> <li>○ Shall be responsible for ensuring that their work does not cause an exposure to asbestos, either for themselves or others and will use the Asbestos Register to confirm or otherwise the presence of asbestos in any workplace.</li> <li>○ Shall contact their supervisor in the event that asbestos is suspected in any work area.</li> <li>○ Shall report any damage noted on any asbestos occurrence.</li> </ul> <ul style="list-style-type: none"> <li>● In the event of doubt or the inability to confirm a non-asbestos presence, the Craftsman is also responsible for assuming an asbestos presence on any component of his proposed work and bringing the matter to the immediate attention of the Supervisor who will assist in clarifying the situation.</li> </ul>
<p>Information Technology and Communications Staff</p>	<div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; margin-bottom: 10px;">  <p>Given their knowledge of the data/communications networks and by virtue of the type of work they do/initiate, they will be faced with areas which may contain asbestos and therefore they:</p> </div> <ul style="list-style-type: none"> <li>● Shall be responsible for maintaining an awareness of the dangers of asbestos and a high degree of vigilance for its presence in the particular areas of their work.</li> <li>● Shall be responsible for ensuring that their work does not cause an exposure to asbestos, either for themselves or others and will use the Asbestos Register to confirm or otherwise the presence of asbestos in any workplace.</li> <li>● Shall contact their supervisor in the event that asbestos is suspected in any work area.</li> <li>● Shall report any damage noted on any asbestos occurrence.</li> <li>● In the event of doubt or inability to confirm a non-asbestos presence, the member of staff supervising the work is also responsible for assuming an asbestos presence on any component of his proposed work and bringing the matter to the immediate attention of the Authorised Person (asbestos) who will assist in clarifying the situation and/or take the necessary action.</li> <li>● In the event of discovering damaged asbestos (or damaged suspect asbestos), he will immediately report the matter to the Authorised Persons (Asbestos).</li> </ul>
<p>Head of Capital Projects and Development</p>	<ul style="list-style-type: none"> <li>● Inform Nominated Officer (Asbestos) Responsible Person of any planned refurbishment of properties.</li> <li>● Liaise with Nominated Officer (Asbestos) Responsible Person to ensure suitable and sufficient asbestos survey has been commissioned.</li> <li>● Ensure contractors are supplied with the asbestos register or asbestos survey document.</li> </ul>

	<ul style="list-style-type: none"> <li>• Receive advice from Nominated Officer (Asbestos) Responsible Person regarding any aspect relating to asbestos.</li> </ul>
<p>H&amp;S Manager</p>	<ul style="list-style-type: none"> <li>• Advises the Trust and its employees on Health and Safety issues, including technical guidance and compliance with Health and Safety.</li> <li>• Undertakes workplace inspections and audits, investigates accidents or incidents occurring within the trust.</li> <li>• Is the main contact with the Health and Safety Executive.</li> <li>• Report incidents under Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).</li> <li>• Investigate incidents that give rise to an uncontrolled release of asbestos fibres in conjunction with the asbestos manager.</li> </ul>
<p>Hotel Services and Ward Staff</p>	<ul style="list-style-type: none"> <li>• Given the nature of work conducted by the Hotel Services Section of the Facilities Directorate and also ward staff, it is possible they may encounter areas containing asbestos materials and therefore they;             <ul style="list-style-type: none"> <li>○ Shall be responsible for maintaining an awareness of the dangers of asbestos and a high degree of vigilance for its presence in the particular areas of their work, particularly regarding floor and ceiling tiles, wall cladding and linings etc.</li> <li>○ Shall be responsible for ensuring that their work does not cause an exposure to asbestos, either for themselves or others and shall, via their supervisor, contact the Estates Department Authorised person (asbestos) for advice.</li> <li>○ Shall immediately report any suspected asbestos material or damage to identified asbestos, to their supervisor. To contact the Estates Department Authorised Person (Asbestos) for advice.</li> </ul> </li> </ul>

### 3.2.1 Estates Management Structure



**See Appendix 1 - Named Individuals - Roles and Responsibilities**

---

## 4 Policy

---

### 4.1 Asbestos Management Plan

---

The Control of Asbestos Regulations 2012 requires all duty holders as part of their on-going asbestos management to have a written Asbestos Management Plan (this document). This document details what steps will be taken to effectively manage all items of asbestos; it is specifically written for the Trust and cannot be transferred. It also details all assessments made of ACMs (asbestos-containing materials) and provides recommendations, priorities and deadlines for action.

The Asbestos Management Plan is available for reference and use to all those who plan, supervise or carry out maintenance works or special projects. In addition, it is available for staff and contractors upon request.

A copy of the Asbestos Management Plan is held electronically on the Trust Intranet.

### 4.2 Asbestos Surveys

---

#### 4.2.1 Recording the location and condition of ACMs (known and presumed)

Surveys shall be in accordance with the survey types described in HSE Guidance "Asbestos: The survey guide" HSG 264 i.e., either Management Surveys or Refurbishment and Demolition Surveys, depending on requirements carried out by the trusts appointed asbestos surveyors.

Every material sampled and confirmed, presumed, or strongly presumed to contain asbestos, shall be risk assessed using the recommended algorithms.

Each sample point shall be photographed and its location accurately marked on a plan. The full extent of all visually similar material and any areas, rooms or voids not accessed shall also be marked on the plan.

The risk assessments in conjunction with the Control Actions and Management Actions recommended by the surveyor are then compiled into an Asbestos Register.

#### Management Surveys

The Trust undertakes this type of survey for all buildings where we have a duty to manage asbestos.

The purpose of the survey is to record, as far as is reasonably practicable, the location, extent, condition and accessibility of suspected ACMs that could be disturbed or damaged during normal occupancy including foreseeable maintenance.

The survey will entail minor intrusive inspection with sampling and analysis of presumed ACMs the standard approaches, although sampling can be deferred to a later date e.g. when a proposed project impacts on it. Obvious ACMs may be strongly presumed: no sampling is necessary. Other materials may be documented as being visually similar to previously documented materials.

Reasonable access to all rooms, voids, ducts and services is expected and any area not inspected must be accurately reported and presumed to harbour ACMs until proven otherwise. Caveats should be avoided by discussion at the survey planning stage. Survey reports carrying caveats not agreed by the Trust will be rejected.

#### **4.2.2 Refurbishment and Demolition Surveys**

This type of survey is required before refurbishment, alterations or demolition works and will be carried out by the appointed asbestos surveyor.

The purpose of the survey is to locate and describe, as far as is reasonably practicable, all ACMs (that have not previously been identified) in the building / area where works are to be undertaken, including cable routes.

This survey is designed to access all areas and is likely to involve destructive inspection, such as opening up of the structure to view inside cavities, floor voids, risers and services ducts etc. where such access would have been deemed unreasonable for the management survey. When undertaking a Refurbishment and Demolition Survey, Specialist services may be required to facilitate access in the avoidance of caveats.

Samples are taken and the type and extent/amount of the ACM is recorded. The material assessment is only conducted when circumstances dictate that the removal cannot follow immediately and the building would be occupied in the interim. In this case the damage inflicted by destructive inspection would require short-term remediation and the ACMs managed until the building is de-commissioned. Reassurance air testing may be required to prove fitness for reoccupation.

These surveys can be localised to specific parts of a premises depending on the nature and scale of the proposed refurbishment.

#### **4.2.3 Priority Assessments**

As recommended by the HSE, when an inspection or survey is undertaken for each of the Trusts known ACMs or presumed ACMs, a risk assessment is carried out to assist in deciding on appropriate action and formulating a management plan.

The risk assessments are carried out in two parts, the first is a material assessment which assesses the condition of the material and the likelihood of it releasing fibres if disturbed, the second part is a priority assessment which takes into account maintenance activities, likelihood of disturbance, human exposure potential, occupant activity or visitors. Algorithms are used to score each item, which results in an overall risk assessment score.

The scores are not absolute measures, simply a guide as to the relative risk. The Management Actions that should be applied depend on the component scores for each ACM. Two ACMs with the same overall risk might not elicit the same response.

It is the task of the asbestos surveyor to apply the material assessment algorithm whilst it is the task of the Asbestos Manager to apply the priority assessment. The asbestos surveyor may assist in this but the Duty Holder has the regulatory responsibility.

## 4.3 Asbestos Registers

---

All properties constructed pre-2000 have been subjected to an asbestos survey.

Copies of all current and historical reports are held electronically by the Nominated Person (Asbestos). The Nominated Person (Asbestos) is responsible for ensuring the asbestos records are updated following any additional survey or remedial works.

This Asbestos Management Plan should be read in conjunction with the asbestos registers.

The Estates Department nominated person will be responsible for managing, reviewing and updating of the asbestos register(s) for all of the Trust's properties.

The Asbestos Register will contain the following:-

- Copies of all ongoing Risk Assessments;
- Current copy of the Asbestos Survey;
- Archived data of removed materials;
- Copies of all test results;
- Copies of any drawings showing asbestos location;
- Copies of all photographs etc. showing current condition of asbestos.

## 4.4 Remediation Records

---

All details of asbestos removal or remedial works undertaken will be held electronically by the Nominated Person (Asbestos). The Asbestos Records will be updated when new information becomes available at the end of every project.

Ongoing assessment of asbestos

New buildings shall be designed to be asbestos free. Older buildings (constructed prior to 2000) will be inspected for the presence of asbestos and risk assessments undertaken by an independent organisation who are accredited by UKAS for inspection (asbestos survey) and testing (sample analysis and air monitoring).

On-going assessment of known or suspected asbestos containing materials will take the form of periodic re-inspection surveys as in accordance with the Control of Asbestos Regulations 2012. It is imperative that both known and presumed asbestos containing materials are effectively monitored and that all asbestos information is as up to date and accurate as possible.

All items that have been positively identified will undergo regular, ongoing re-inspections; the intervals will be (minimum) 12 month period from the date of the last inspection/survey. However the frequency will be determined and influenced by the condition, location and exposure risk.

This Asbestos Management Plan will be regularly reviewed and revised annually to ensure that all information is correct and that the plan achieves its objectives.

#### 4.4.1 Updating Information

It is imperative that all asbestos records are regularly updated with any new information that becomes available. The Nominated Person (Asbestos) is responsible for ensuring the asbestos records are updated covering the following:

Action	Timescale
Remedial / removal works	Upon completion of works
Re-inspections, bulk sampling, further surveys	Upon completion of works
Training / inductions	Upon completion of training / inductions
Accidental disturbance of known or suspected ACMs	Upon accidental disturbance of asbestos
Any changes made to the organisation structure of the Trust which may affect asbestos management facilities	If / when contact details are amended
Any new procedures adopted	If / when organisational changes are made
Revising Asbestos Management Plan	If there have been any changes


## 4.5 Safe Systems of Work

### 4.5.1 Reactive Maintenance

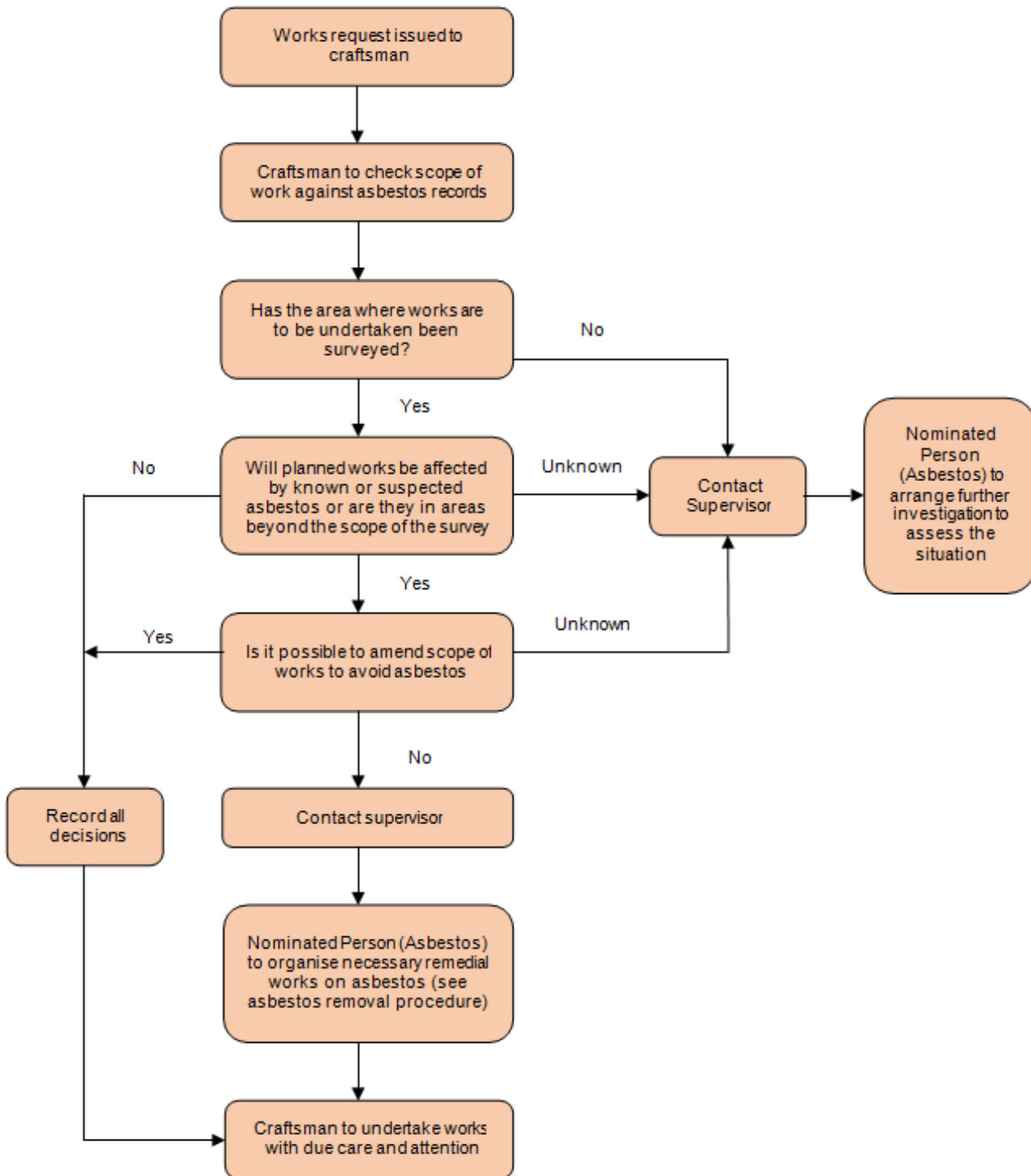
All maintenance works are currently made to the Estates Department helpdesk where they are logged onto the asset management database. Works are then passed to operatives handheld devices by the supervisor. It is the responsibility of the craftsmen to undertake an assessment of the planned works prior to commencing works. Any queries should be notified to the supervisor who will contact the Nominated Person (Asbestos) for a further assessment.

For every-day maintenance works, once this task assessment has been carried out and a safe system of work defined, then provided the environment remains the same, it will be valid for all such activities. Some guidance may be needed to assess certain maintenance activities, but essentially every task should be checked to ensure that no-one is accidentally disturbing known or suspected asbestos containing materials whilst carrying out a task.

All persons must cooperate with the process of identification, assessment and control of asbestos, and participate in training and induction programmes.

 Employees should be made aware that areas listed as 'No Access' on any Asbestos Register must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.

Flowchart summarising the steps which should be taken to ensure that all reactive and PPM works undertaken are carried out in a safe manner:





## 4.6 Third party Contractors

---

This group consists of works which are carried out by one-off third party contractors or Term Contractors.

It is expected contractors employed to undertake works throughout the Trust which may disturb the fabric of the building or known or presumed ACMs has undertaken asbestos awareness training as in accordance with Regulation 10. The Trust is not responsible for providing third party contractors commissioned to undertake works on behalf of the Trust with asbestos awareness training, they will however provide them with all relevant asbestos information to the planned works before works commence.

Copies of risk assessments and method statements are requested from contractors ahead of their planned works onsite. In return all relevant asbestos information to the planned works is shared with the contractor. It is important to note that whoever commissions the works from third party contractors is responsible for ensuring that they are provided with all relevant asbestos information.

Should they have any queries or should planned works be affected by known, presumed or suspected asbestos they should make contact with those commissioning their services so that a further investigation can be undertaken.

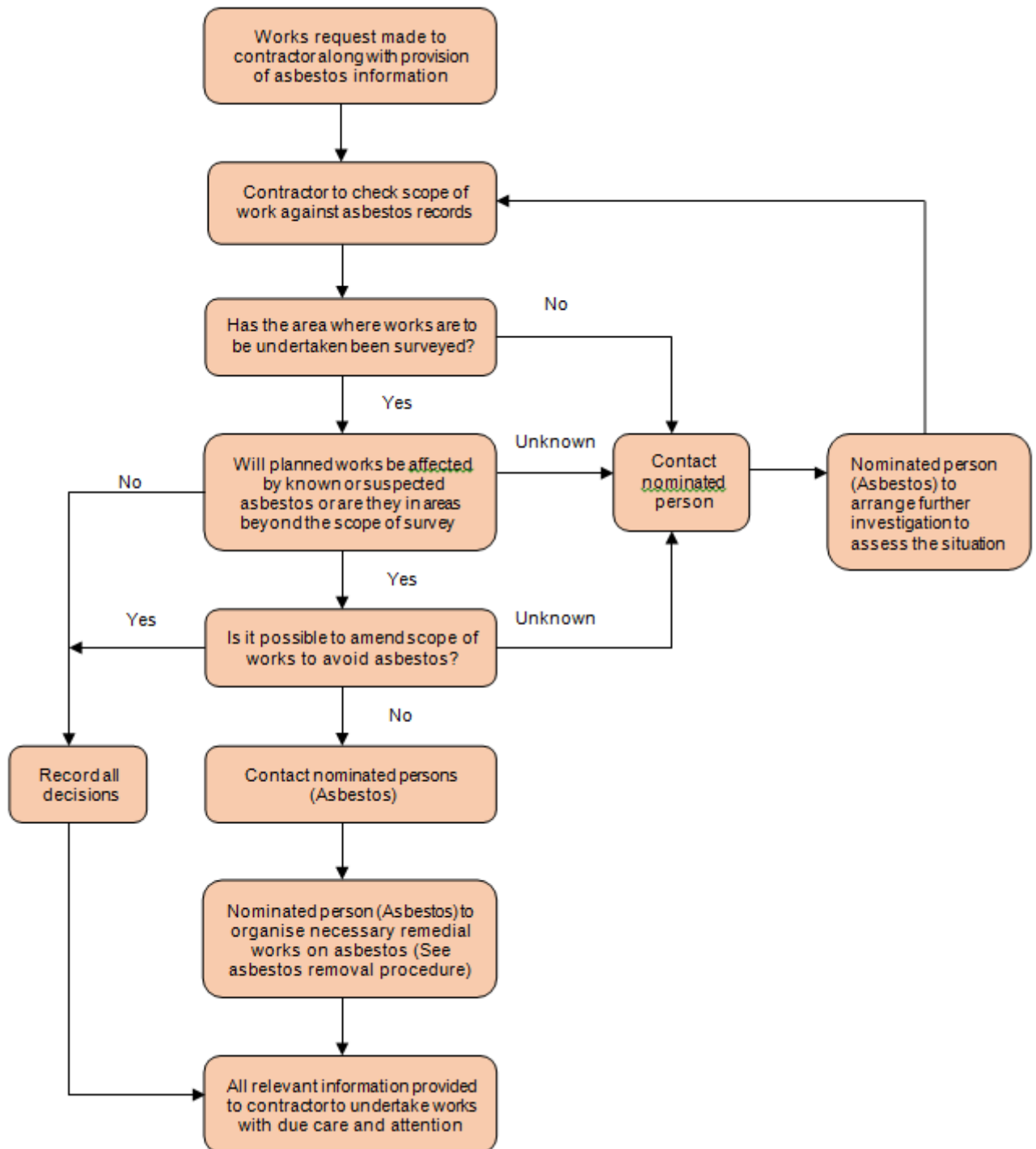
It is just as important to inform all concerned if no asbestos is present but that safe systems of work should always be followed. Should any ACMs be discovered during the course of the works or if it is suspected that asbestos may have been disturbed then the Asbestos Coordinator should be notified immediately.

All contractors should be required to provide copies of their policies in relation to the general provisions of the Health and Safety at Work Act 1974, and asbestos management. They should in turn be given access to all relevant Asbestos Records.

All persons must cooperate with the process of identification, assessment and control of asbestos and participate in training and induction programmes.

Employees and contractors should be made aware that areas listed as 'No Access' on any Asbestos Register must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.

Flowchart summarising the steps which should be taken to ensure that all third party contracted works undertaken are carried out in a safe manner:



## 4.7 Project / Capital Works

---

When project / capital works are to be undertaken within the Trust, contact is to be made with the Nominated Person (Asbestos).

The Nominated Person (Asbestos) is responsible for the commissioning of additional surveys (including Refurbishment and Demolition surveys ahead of any refurbishment / demolition works) and arranging remedial works ahead of any planned works.

The Trust will ensure that unless commissioned through a Principal contractor that they engage the services of an analytical company directly. Under no circumstances will the asbestos removal contractor commission the services of the analytical company on behalf of the Trust.

For any projects that fall under the CDM Regulations 2015 (Construction, Design & Management) the Trust will ensure that the Principal Designer is provided with all asbestos information in the Trust's possession relating to the project for inclusion in the Health and Safety file as in accordance with Regulation 4(9)(C) of the Control of Asbestos Regulations 2012.

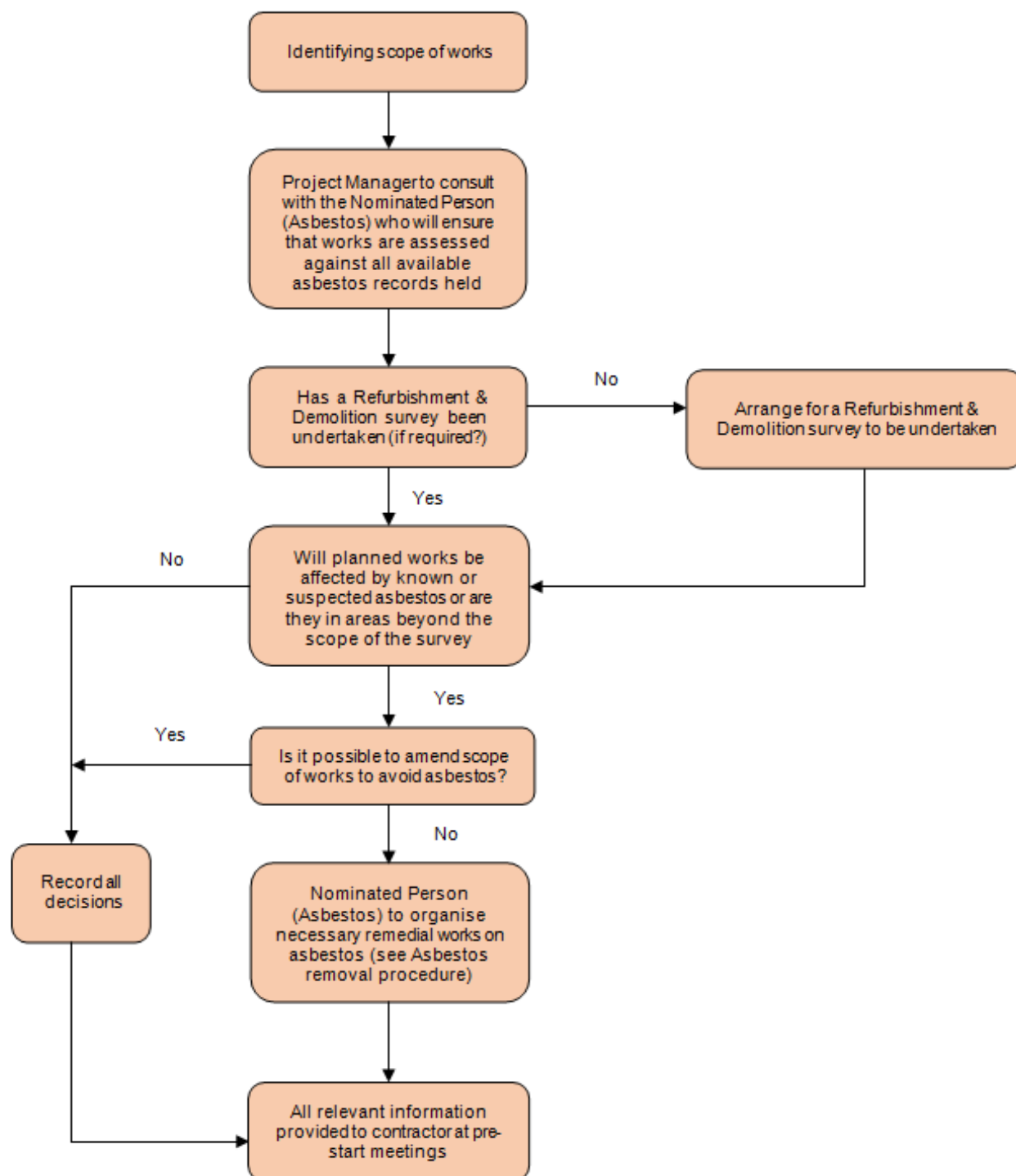
Contractors will also be informed that should they discover any ACMs during the course of their work, that they must notify the Authorised Person (Asbestos) IMMEDIATELY.

All persons must cooperate with the process of identification, assessment and control of asbestos and participate in training and induction programmes.



Employees should be made aware that areas listed as 'No Access' on any Asbestos Register must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.

Flowchart summarising the steps which should be taken to ensure that all project / capital works undertaken are carried out in a safe manner:



---

## 4.8 Permit to Work on Asbestos

---

To ensure safe working and to control significant risks the Trust operates a permit to work for all asbestos removal works (see appendix 5 for a copy of the permit). No works are to be undertaken without the issue of a permit to work on asbestos by the Nominated Officer (Asbestos).

Permits must be closed out by the Nominated Officer (Asbestos) within the timescale indicated on the permit.

Ten day notice is required for the issuing of a permit. This gives the Nominated Officer (Asbestos) time to assess the documentation and agree other actions as required. The majority of work is pre-planned so this notification period will not impact on the job if it is managed appropriately.

However, there are situations, unplanned events, where this notification period cannot be met. These will be dealt with on an individual basis.

---

## 4.9 Asbestos Management and Abatement

---

The risks identified via the asbestos management/R&D/bulk sampling surveys, shall be managed to reduce them to an acceptable level and as low as reasonably practical. The level of management and remediation/abatement shall be dependent on the risk that the ACM presents, and in consideration with the recommendation within the survey report. The Trust shall consider the following management/ remediation/abatement options;

---

## 4.10 Asbestos Removal

---

ACMs are removed as a result of one or more of the following:

- Identified as part of an on-going prioritised ACM removal programme;
- ACM's made accessible as part of a construction or refurbishment project;
- ACM's made accessible because of areas vacated and where the removal is reasonably practicable;
- To enable other works to proceed (e.g. refurbishment and maintenance works);
- Discovery of damaged or high risk ACM's not identified as part of an asbestos survey.

Arrangements for the removal of ACM's must be discussed with the Nominated Officer (Asbestos). The Nominated Officer (Asbestos) must review and approve the scoping and follow through with a safe system of work (RAMS – risk assessments and method statements) before work commences on site. A permit to work on asbestos will be issued prior to works commencing.

Sufficient time must be allowed at the early stages of the project and during the planning and removal stages to take account of:

- Request for Asbestos Survey/Brief;
- Agreement on the scope of the works including waste disposal arrangements;
- Contractor's quotation, agreement of costing and assessment of method statement;
- Statutory HSE notification period (at least 14 days);
- Vacation of the work area (departmental staff, furniture and equipment);
- Isolation of building engineering services as required for safe working;
- Arrangements and services for the contractor: parking, area for decontamination

- unit, supply of water and power, security arrangements etc;
- Liaison and provision of information for departments affected by the works.

Only approved asbestos removal contractors and asbestos consultants will be employed to undertake asbestos removal and analytical works on any Trust owned or controlled property.

Prior to any asbestos removal works the Trust will ensure that full survey information is available for the area in question. In the case of refurbishment / demolition works a Refurbishment / Demolition survey as described in HSG 264 will be undertaken as required.

Prior to the commencement of any removal works the Asbestos Removal Contractor will be expected to:

- Provide a method statement and risk assessments as to how the asbestos is going to be removed;
- Attend a pre-contract site meeting.

The appointed asbestos consultant will be expected to prepare, review and comment on asbestos removal works specifications and prior to commencement of the works the contractor's' method statement on behalf of the Trust.

Unless commissioned through a Principal Contractor the Trust will engage the services of an analytical company directly. **Under no circumstances should the asbestos removal contractor engage the services of the analysts on behalf of the Trust.**

Where appropriate the appointed asbestos consultant will oversee the smoke testing, provide air monitoring (including leak testing where appropriate), conduct the Four Stage Clearance procedure and oversee the contractor at all stages of the works. The asbestos consultant will also be expected to attend any pre-start meetings, progress meetings and a handover meeting so that the Trust is kept fully informed at all times.

On completion of any asbestos remedial works the asbestos consultant will ensure that the Project Manager for the works is provided with a completion document. The completion document should include the following:

Air monitoring certificates;

Waste consignment notes;

Removal contractor's method statement;

Updated plans illustrating all asbestos items that have been removed and all asbestos that has been retained.

The Authorised Person (Asbestos) will also ensure that the asbestos register is updated upon completion of works.

---

## 4.11 Seal / Encapsulate

---

Where removal is not reasonably practical e.g. occupation/decanting issues, finance, programme etc. ACM's may be sealed/encapsulated in order to contain and reduce the risk of ACM. Thus ACM's may be left in-situ; with asbestos warning labels applied to the encapsulated/sealed ACM.

Arrangements for the encapsulation of ACM must be agreed with the Nominated Officer (Asbestos), who shall make the arrangements for the work and liaise with all stakeholders involved.

---

## 4.12 Monitor/Manage

An ACM that is in good condition can safely be left in-situ and monitored through statutory re-inspections.

To monitor and review the condition of identified ACM's the Nominated Officer (Asbestos) is responsible for managing the statutory re-inspections carried out.

The asbestos register shall be updated with any alterations to data or risk assessment following the statutory re-inspections.

ACMs left in situ shall be subject to the re-inspection regime. The Nominated Officer (Asbestos) may increase/decrease this frequency if required by risk assessment.

To help identify ACM's and prevent accidental damage, the Trust has undertaken labelling using standard 'asbestos warning' labels. There will be circumstances when it is not practical to label (e.g. floor tiles).

---

## 4.13 Enclosed

Where an ACM is identified but cannot be removed, it is an option to restrict access by placing a physical barrier in front of the ACM materials. An asbestos warning label will be applied to the physical barrier.

---

## 4.14 Labelling

Warning labels or appropriate signage will be applied to ACM's considered to be a significant risk to:

- Help prevent accidental damage;
- Not cause undue concern.

Lower risk materials such as floor tiles, textured coatings, cement materials will not be routinely labelled but adequate steps will be undertaken to raise site awareness of their presence e.g. briefings to building and engineering craftsmen.

---

## 4.15 Unplanned Incidents

An assessment will be undertaken following any accidental disturbance of material known or suspected of containing asbestos: all staff will be made aware that any incident, no matter how small, MUST be reported to the Nominated Person (Asbestos) as soon as possible. An incident form should then be completed and any necessary safety measures will then be taken.

More detail as to what to do if known or suspected asbestos is disturbed can be found in the Asbestos Incident / Emergency Procedure Flowchart (Appendix 11).

---

## 4.16 An Uncontrolled Escape of Asbestos Fibres

---

In the event of an uncontrolled release of asbestos fibre, immediate steps will be taken to mitigate those effects; restore the situation to normal and inform any persons affected.

The Flow Charts in Appendix 9 is a schematic of the actions to be taken for four common scenarios that show how the scale of the problem leads to decisions and actions along a particular pathway. There is therefore no single reaction to all incidents: the severity of the situation should elicit a proportionate response.

### 4.16.1 Severe Damage

In the event that damage occurs to a high-risk ACM such as lagging, sprayed coating or insulating board all personnel within the area must leave and a Maintenance Supervisor, the Health and Safety Manager and Authorised Person (Asbestos) must be notified immediately.

The Maintenance Supervisor will assess the situation and arrange for the affected area/s to be evacuated, locked and sealed off using asbestos hazard tape and polythene sheeting to minimise spread of asbestos fibres into adjoining areas.

At no time should any person enter or re-enter the site.

The Maintenance Supervisor will then contact the Authorised Person (Asbestos) in the first instance, or the Trust HSE licensed approved asbestos removal contractor for attendance on site to decontaminate the affected area/s and remove ACM as deemed necessary.

The Authorised Person (Asbestos) will contact the trusts approved Asbestos Consultant / Analysis to undertake air tests and visual inspection.

The area/s will remain closed until a certificate of reoccupation is issued by the Asbestos Consultant / Analysis.

### 4.16.2 Slight Damage

In the event that damage occurs to a low-risk ACM such as asbestos cement or resinous WC cistern, a Maintenance Supervisor or Authorised Person (Asbestos) must be notified immediately and all persons within the area must leave.

The Maintenance Supervisor or Authorised Person (Asbestos) will assess the situation and arrange for the affected area/s to be evacuated, locked and sealed off using asbestos hazard tape to minimise spread of asbestos fibres into adjoining areas.

The Authorised Person (Asbestos) will then contact the trusts approved HSE licensed asbestos removal contractor for attendance on site to decontaminate the affected area/s, remove and/or encapsulate the damaged asbestos material.

The area/s will remain closed until the remedial works have been completed.

### 4.16.3 Reporting Damage

All staff have a general responsibility to report structural damage and defective fixtures and fittings to the Estates Helpdesk. It is the responsibility of all Estates staff and contractors who are working on site to report any suspected or damaged asbestos containing material to the Responsible Person (Asbestos).



#### 4.16.4 Record of Exposure and Health Checks

In the event that staff may have been exposed to asbestos fibres above the Control Limit due to an uncontrolled escape, the Trusts Authorised Person (Asbestos) will co-ordinate arrangements for maintaining appropriate health record and medical surveillance in accordance with L143, and reporting under RIDDOR 2013.

These records will be collated to detail the exact nature and known extent of any exposure to asbestos that has occurred in any part of the Trust or to an employee: contractors, including asbestos removal contractors will be expected to control the records of their own staff unless previously arranged. These records will be recorded on the 'Employee Record Form - Contact with Asbestos' (see Appendix 4 for a copy of the form).

Whilst every step has been taken to ensure exposure to asbestos does not occur, it is vital good record keeping is maintained. These records will be treated as confidential to each member of staff and be kept in a controlled location. Each employee will have access to their own records upon request.

#### 4.17 Asbestos Incident / Emergency Procedure

Where there is a potential for contamination of people or their clothing (instances of significant damage or debris) all persons suspected of being contaminated shall (wherever practicable):

1. Stop works immediately;
2. Carefully remove outer layers of clothing (including footwear);
3. Remove clothing by carefully turning inside out so as to avoid liberating any attached fibres;
4. Wash down with damp towels or baby wipes (if available);
5. Leave and if possible (by closing doors and windows) seal the area as quickly as possible subject to removing suspect items of contamination;
6. All and any suspect items or contaminated clothing, and any used wipes, towels etc. are to be left altogether in the immediate vicinity of the incident - preferably in a polythene bag;
7. Contact must be made with the asbestos coordinator and Trust responsible person (Asbestos) to report the following information:
  - Name of operative and company worked for
  - Number of operatives within the area
  - Location within the building
  - Nature of the disturbance, including any information pertinent to the disturbance (what tools were used, mechanic or hand, gentle abrasion or significant breakage etc)
8. If possible, remain within this area until the Trust emergency response team (asbestos consultant, removal contractor and project manager /section head) can arrive. If it is not possible to remain in this area, the building must be vacated using the minimal distance to the external emergency muster zone.\*see 'Transit to muster zone below;
9. The trained emergency response team will ascertain the best course of action to assist operatives in safe decontamination. This may include the putting on of an orinasal half mask and transit overalls, if a further transit is required. Suspected dust and debris may be required to be removed using appropriate removal techniques, including the wipe down with damp cloths, or the use of an H-Type Vacuum;
10. Once personnel are deemed suitable for transit (limiting potential further

contamination), operatives will be escorted on to the site Decontamination Shower Unit supplied by the onsite licensed asbestos removal contractor. The operative will be instructed how to use the facilities, including transit route through the DCU and the putting on of clean overalls.

#### 4.17.1 Transit to Muster Zone

Where it is not possible to remain in the vicinity of the sealed suspected contaminated area, a transit to an external muster zone must be made. This route must be known prior to transit (follow fire escape route). Once the transit has been completed, this route must be deemed as contaminated until proven otherwise. As a result, further access to this transit must be controlled, and the appropriate PPE/RPE measurements taken.

Do not attempt to sweep, vacuum or remove any debris if the nature of the damaged material is not known. Where there is no electrical hazard, smaller damaged areas may be damped-down with a fine mist water spray, to which a little detergent has been added. Apply so as to allow the spray to "fall" onto the affected area.

Where the contaminated area is within a designated fire escape route, additional contingency measures may be required - these will be managed by the Authorised Person (Asbestos). In some instances, it may be necessary to close the entire building and await further instruction.

Where exposure to asbestos fibres has been confirmed, or cannot be discounted, employees should make a record of personal exposure using Trust recording procedures.

#### 4.17.2 Dealing with the potentially contaminated area

1. The asbestos records will be checked to identify the material.
2. Where asbestos is identified or the information is inadequate, the Authorised Person (Asbestos) shall engage an asbestos analyst to undertake a survey and risk assessment of the area, to include bulk samples and reassurance air tests.
3. If the material is found to be non-asbestos, the area will be reopened.
4. Should the material be found to contain asbestos, to correct the situation; a scope of work must be agreed with the appointed asbestos analyst and an approved asbestos removal contractor will be appointed to repair or remove the material as soon as possible. The removal contractor will submit notification to the HSE where appropriate.
5. The area will remain closed until the asbestos works are complete and the asbestos analyst has issued the relevant clearance certificates. It may be necessary to programme further asbestos removal works.

A RIDDOR reportable accident report may be required to be completed by the contractor, Project Manager or Authorised Person (Asbestos) as soon as possible after the incident. Further guidance will be provided by the Health and Safety department. In any case the report must be retained by the organisation.

## 5 Definitions

Term	Definition
ACM	Asbestos Containing Material. A complete definition as to the percentage and type of asbestos content is given in the Asbestos Register.
AIB	Asbestos Insulation Board. This product is a lightly compressed board made from asbestos fibre and other filler materials.
ACOP – Approved Code of Practice	Guidance document giving advice on the preferred means of compliance with the Control of Asbestos Regulations 2012.
Asbestos	A naturally occurring, fibrous, silicate mineral. The Control of Asbestos Regulations, 2012 refers to any material or product containing any of the asbestos types.
Asbestos Register	A summary list of all identified items containing asbestos, their condition, location, any comments or recommendations and the type and extent of asbestos present. These documents are produced after an asbestos survey and should contain all analytical results, drawings, and a full introduction and methodology.
Authorised Person	The person responsible for implementing and operating the safety rules applicable to work with asbestos
Control measure	Something that will reduce the risk posed by that hazard.
Date for Action	This details the timescale that remedial option should be undertaken. As and when any works are undertaken, all Asbestos Records must be updated.
Duty holder	Every person who has by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access thereto or egress there from Where the Trust is responsible for managing and or controlling maintenance or repair of the premises, then they will assume the absolute responsibilities of the Duty holder. Where this responsibility is less well defined e.g. in some of the leased properties then the Duty holder will be ascertained
Encapsulation – Recommendation	Some exposed or damaged asbestos material may require encapsulation that can significantly reduce the risk posed by the material. Once encapsulated it may be suitable to simply manage the asbestos through an effective re-inspection regime. The re-assessment of the material will dictate this outcome.
Hazard	Something that has the potential to harm a person or persons.
Manage – Recommendation	Asbestos that is in good condition and is unlikely to be disturbed can be simply managed. However an appropriate re-inspection regime will still need to be implemented to ensure that the condition of the material or building use does not change.

Material Assessment	Assesses the type and condition of the ACM and the ease with which it will release fibres if disturbed.
PPE – Personal Protective Equipment:	Refers to protective clothing (coveralls), hard hats, goggles, safety boots or other gear designed to protect the wearer's body or clothing from injury.
Priority Assessment:	Assesses the likelihood of someone disturbing the ACM.
Reasonably Practicable	Where a statement is qualified by the words 'reasonably practicable' a slightly less strict standard is imposed. It means that an assessment must be made balancing the magnitude of the risks of a particular work activity or environment with cost in terms of physical difficulty, time, trouble and expenses which would be involved in taking steps to eliminate or minimise these risks.
Removal – Recommendation	This indicates that, based on the assessment conducted, the recommended approach is to have the asbestos physically removed. Recommendations are based on the parameters available at the time. New information or a change in circumstance may alter these recommendations. All products falling under the Asbestos Licensing Regulations will require a licensed contractor.
Risk	The likelihood of that hazard causing harm.
Risk Assessment	Risk rating given to each identified item of asbestos which incorporates factors such as the location and condition of the material, its likelihood of being disturbed, the materials use, and an indication of how urgent any remedial works may be.
Risk Score	This is the overall risk score that has been derived for completing and addi together of the Material and Priority Assessments. It states the overall risk that the item of asbestos represents in terms of likelihood of
RPE – Respiratory Protective Equipment	Refers to protective equipment worn to protect the respiratory system (for example, half mask, and full face mask).

## 6 Related documents

This procedure also refers to:

- [Control of Asbestos Regulations \(2012\)](#)
- [The Health and Safety at Work etc Act \(1974\)](#)
- [\(COSHH\): The Control of Substances Hazardous to Health Regulations \(2002\)](#)
- [The Management of Health and Safety at Work Regulations \(1999\)](#)
- [The Workplace \(Health, Safety and Welfare\) Regulations \(1992\)](#)
- [The Construction \(Design and Management\) Regulations 2015](#)

The following guidance documents should also be referred to:

- Approved code of Practice (ACOP) L143, Managing and working with asbestos
- HSG 264, Asbestos: The survey guide
- HSG 248, Asbestos: The analysts' guide for sampling, analysis and clearance procedures

- HSG 210, Asbestos essentials
- HSG 227, A comprehensive guide to Managing Asbestos in premises

## 7 How this policy will be implemented

<ul style="list-style-type: none"> <li>• This policy will be published on the Trust's intranet and external website.</li> </ul>
<ul style="list-style-type: none"> <li>• Line managers will disseminate this policy to all Trust employees through a line management briefing.</li> </ul>
<ul style="list-style-type: none"> <li>• The Chief Executive has ultimate accountability for this policy. Specific responsibility for policy implementation is delegated to respective Directors and Heads of Service; A Senior Manager within the Estates Department will appoint Nominated Officer (Asbestos) Responsible Person to adopt responsibility for controlling and managing any identified risks from Asbestos Containing Materials (ACMs) within the Trust.</li> </ul>
<ul style="list-style-type: none"> <li>• The implementation of this policy shall be delegated to appropriate identified Estates Staff with assistance from maintenance supervisors and craftsperson's. Those persons appointed to carry out the control measures shall be suitably informed, instructed and trained to a standard which, ensures that tasks are carried out in a safe, technical competent manner.</li> </ul>
<ul style="list-style-type: none"> <li>• Appropriate training is an essential element of safe working practices and Estates persons will have as a minimum Asbestos Awareness training.</li> </ul>

### 7.1 Training needs analysis



All relevant staff including Estates department personnel who may come into contact with Asbestos containing material (ACM) will be trained in asbestos awareness, also that a regular review is held of those who have been trained to ensure they remain aware of the potential problems and risks with regards ACMs .

Training provided to Trust employees will incorporate general asbestos awareness that is not only site specific but will also incorporate general asbestos knowledge and advice that can be used across Trust owned properties.

Asbestos information will be provided for all third party contractors. All those who plan and manage works which may affect or be affected by asbestos and other identified personnel will be given an appropriate level of training and help to understand their responsibilities and any information regarding asbestos.

These records are collated as training is undertaken / received. Training records are held centrally by personnel as a full record of who has received what training and when. These records will be treated as confidential to each member of staff and be kept in a controlled location. Each employee will, however, have access to their own records upon request.

Staff/Professional Group	Type of Training	Duration	Frequency of Training
Building and Engineering Craftsmen	Any staff directly employed by the Trust whose work could foreseeably expose them	½ day internal training by competent Officer	Refresher required prior to the 1 year expiration date

	<p>to asbestos will be provided with asbestos awareness training.</p> <p>Asbestos awareness training will be given to employees whose work could foreseeably disturb the fabric of a building and expose them to asbestos or who supervise or influence the work.</p> <p>In particular, it will be given to those workers undertaking maintenance where it is foreseeable that ACMs may become exposed during their work. This includes, but is not limited to: plumbers, painters and decorators, joiners, electricians etc.</p> <p>As a minimum training will cover the following topics;</p> <ol style="list-style-type: none"> <li>1. The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;</li> <li>2. The types, uses and likely occurrence of asbestos and ACMs in buildings and plant;</li> <li>3. The general procedures to be followed to deal with an emergency; and</li> <li>4. How to avoid the risks from asbestos.</li> </ol>		
<p>Those who plan and manage works</p>	<p>Anyone who is involved in planning or supervising works which may affect or be affected by asbestos will be provided with asbestos management training. This includes Building and Engineering Officers</p>	<p>½ day internal training by competent Officer</p>	<p>Refresher required prior to the 1 year expiration date</p>

	<p>and Supervisors, Project Managers.</p> <p>Training should cover:</p> <ol style="list-style-type: none"> <li>1. A brief introduction explaining what asbestos is, and the hazards associated with it, etc.;</li> <li>2. A brief summary of the information held and how to gain access to it;</li> <li>3. A brief summary of products likely to contain asbestos and where they are likely to be found;</li> <li>4. The types of activities which are prohibited, areas which are controlled access, etc;</li> <li>5. The limitations of a survey and certificates of reoccupation;</li> <li>6. The main legislative requirements, in particular Regulation 4, of the Control of Asbestos Regulations 2012;</li> <li>7. How to continue the everyday running of sites should any planned asbestos works take place;</li> <li>8. The Asbestos Management Plan and associated procedures;</li> <li>9. The Asbestos Register; its accessibility, use and limitations.</li> </ol>		
<p>Third party contractors</p>	<p>The Trust recognises its responsibilities to contractors and will ensure that adequate information, instruction and training is provided to any contractors on its premises in the form of access to the asbestos information.</p> <p>Any contractors whose</p>	<p>½ day internal training by competent Officer</p>	<p>Refresher required prior to the 1 year expiration date</p>

	<p>work may affect or be affected by asbestos present will be provided with relevant asbestos information prior to undertaking works on site.</p> <p>The information provided to contractors should cover:</p> <ol style="list-style-type: none"> <li>1. A brief summary of the location of any known or suspected ACMs which may affect, or are local to, the planned works;</li> <li>2. The types of activities which are prohibited, areas which are controlled access, etc.;</li> <li>3. What to do should they suspect ACMs have been accidentally disturbed along with a contact number.</li> </ol> <p>In addition, it is also important to emphasise that any damage to asbestos – no matter how minor - MUST be reported to the person commissioning the works as soon as possible so that appropriate action can be taken.</p> <p>It is the responsibility of those commissioning or managing third party contracted works to ensure that contractors receive a copy of the asbestos information</p> <p>The Trust will ensure that competency checks are carried out, and evidence of suitable asbestos training is obtained from all prospective contractors who are liable to disturb asbestos as part of their works</p>		
--	--	--	--



## 8 How the implementation of this policy will be monitored

Auditable Standard/Key Performance Indicators		Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Update as required to take account of new legislation, guidance, changes to personnel, procedures, protocols etc. and as a result of audit findings.	A Senior Manager within the Estates Department will review this policy on an annual basis	
2			

## 9 References

N/A

## 10 Document control

Date of approval:	28 October 2020	
Next review date:	31 January 2024	
This document replaces:	CORP-0009-v5 Asbestos Policy	
Lead:	Name	Title
	George Watson	Estates Officer
Members of working party:	Name	Title
	Ken Tench	Head of Estates and PFI
This document has been agreed and accepted by: (Director)	Name	Title
	Paul Foxtan	Director of Estates Capital Planning and Facilities Management
This document was approved by:	Name of committee/group	Date
	Health Safety and Security Working Group	07 February 2020
This document was ratified by:	Name of committee/group	Date
	Senior Leadership Group	28 October 2020
An equality analysis was completed on this document on:	20 February 2018	

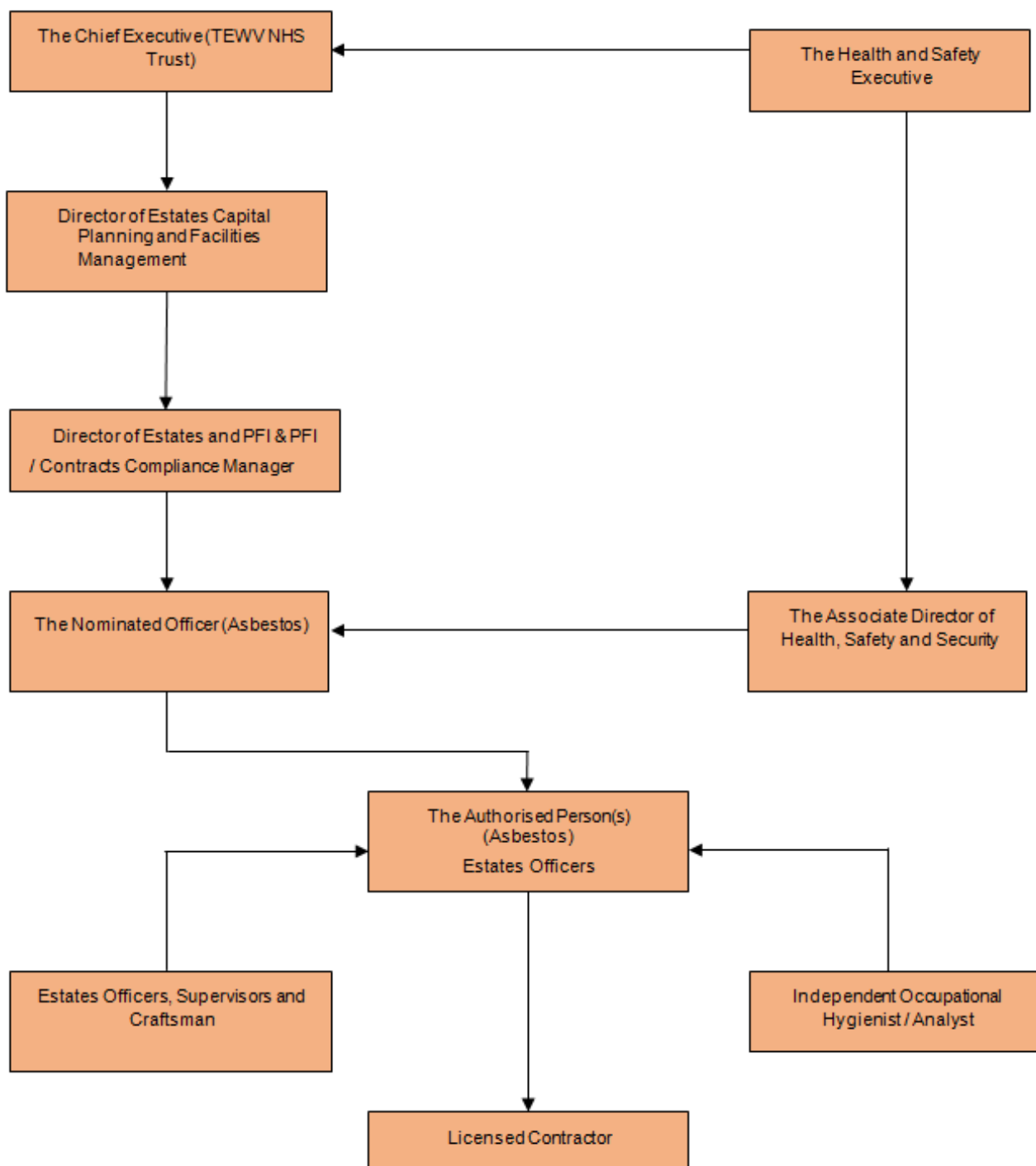
### Change record

Version	Date	Amendment details	Status
5.0	09 May 2018	Reinstated as Trust policy	Withdrawn
5.1	28 Oct 2020	Name and Job title changes	Published
5.1	6 Mar 2024	Review date extended to 31 January 2024	Published

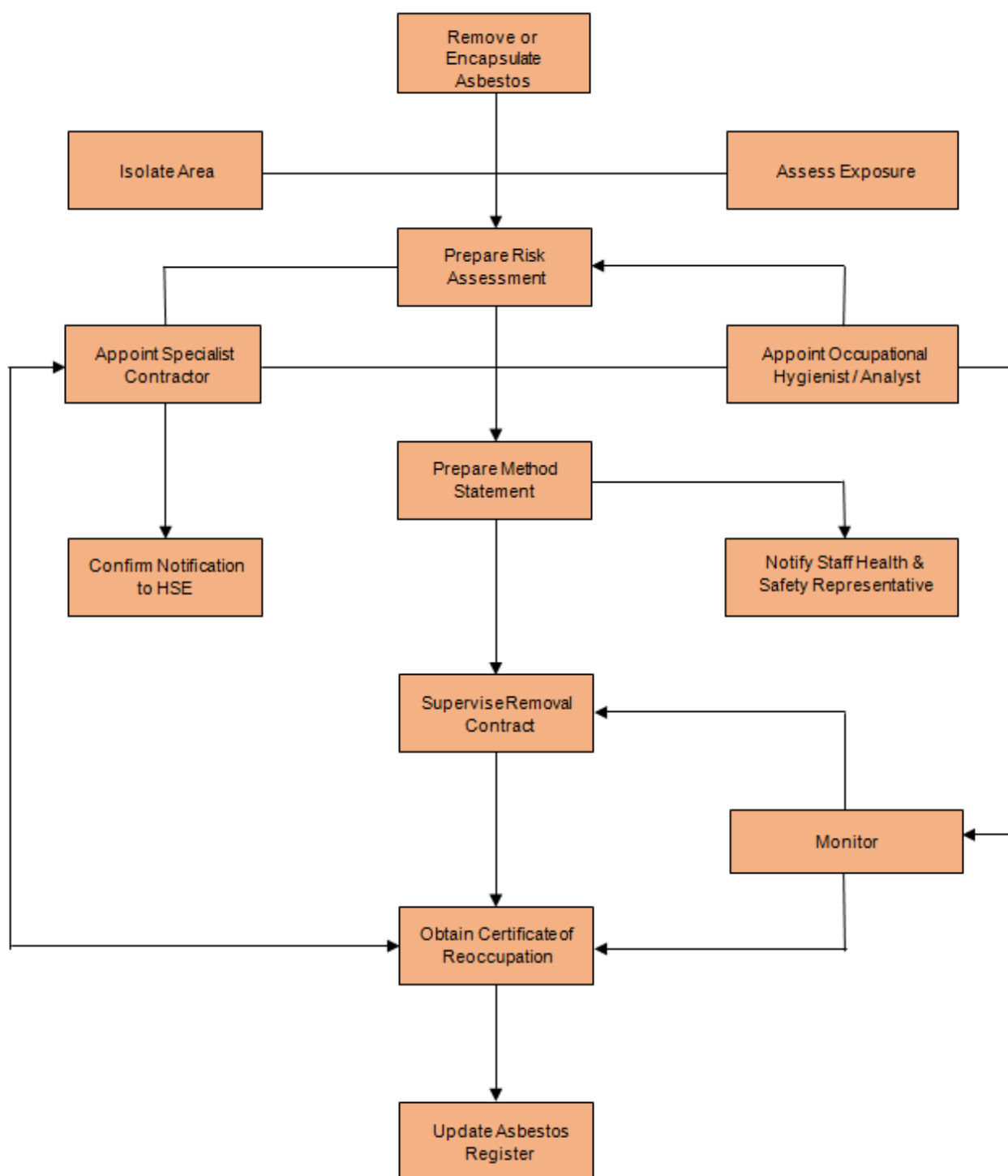
## Appendix 1 - Named Individuals – Roles and Responsibilities

	Names	Responsibility
Chief Executive	Brent Kilmurray	Duty Holder. Legal Responsibility of Compliance.
Director of Estates Capital Planning and Facilities	Paul Foxtton	Deputy Duty Holder. Main contact for Fm services.
Head of Estates and PFI	Ken Tench	Asbestos Co-ordinator, Facilitate a co-ordinated approach to compliance.
PFI / Contracts Compliance Manager	Ken Tench	Ensure Compliance with facilities management partners, Public Finance Initiative colleagues and landlords.
Estates Officer (Special Services)	George Watson	Nominated Officer (Asbestos) - Responsible Person, Implementation and update of the policy and management of asbestos within the trust.
Estates Engineering Officer and Building Officer	Brian Jarvis	Authorised Person (Asbestos) To maintain a high degree of awareness regarding the location of asbestos and support the Responsible Person.
Building and Engineering Officers and Supervisors	Keith Legg Paul Shoulder	Assist the Authorised person (Asbestos).
Building and Engineering Craftsmen		Maintain Awareness of the dangers of asbestos.
Information Technology and Communications Staff		Maintain Awareness of the dangers of asbestos and a high degree of vigilance for the presence in the particular areas of their work.
Head of Capital Projects and Development	Richard Johnston	To inform and liaise with asbestos manager of any planned refurbishment of properties.
H & S Manager	Helen Cunningham	To advise the Trust and its employees on Health and Safety issues.
Hotel Services and Ward Staff		Maintain Awareness of the dangers of asbestos and ensure that their work does not cause exposure to asbestos.
Asbestos Consultant	Lucion	Surveys, air monitoring and training.

## Appendix 2 - Key Personnel Relationships



### Appendix 3 - Process Flow Chart – Work with Asbestos



**Appendix 4 – Employee record form – contact with asbestos**

<b>Name of person in contact with asbestos:</b>	
<b>Job Title:</b>	
<b>Employee Number:</b>	
<b>Employee Address:</b>	
<b>Employee Telephone Number:</b>	
<b>GP Name:</b>	
<b>GP Address:</b>	

Please now fill in Contact with asbestos form attachment, with as much detail as you can and send it to Occupational Health.

*I would like an appointment with Occupational Health to discuss this further.....*

**Comments:**

**Checklist (for Occupational Health)**

	Date when completed
Details passed to Estates Dept. for inclusion in the Asbestos Register	
Copy of this form given to Human Resources (to be filed in medical file)	
Copy of this form given to Health & Safety	
Copy of this form given to Employee	
Employee has been informed to advise their GP of their exposure to and type of asbestos and to request this information to be noted on their medical records.	

**I agree to a copy of this information being sent to the above.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**CONTACT WITH ASBESTOS**

<b>Name:</b>	
<b>Date of Birth:</b>	

To be completed by Responsible Person (Asbestos)  
To be completed by the individual

Site	Dates Asbestos Present	Type of Asbestos	Activity Undertaken	Duration (hr/wk)	Protective Equipment
Other	Dates Asbestos Present	Type of Asbestos	Activity Undertaken	Duration (hr/wk)	Protective Equipment

---

*Appendix 5 – Permit to work on, with or in the vicinity of asbestos*

*Location:*

Date:

Number:

*Permit Validation Period*

*From:*  
*To:*

---

**Contractor**

: Address:

Responsible Person:

Mobile/Tel. No.

---

**Employer**

:

Address:

Authorised Person:

Mobile/Tel. No.

---

*Special Requirements / Instructions:*

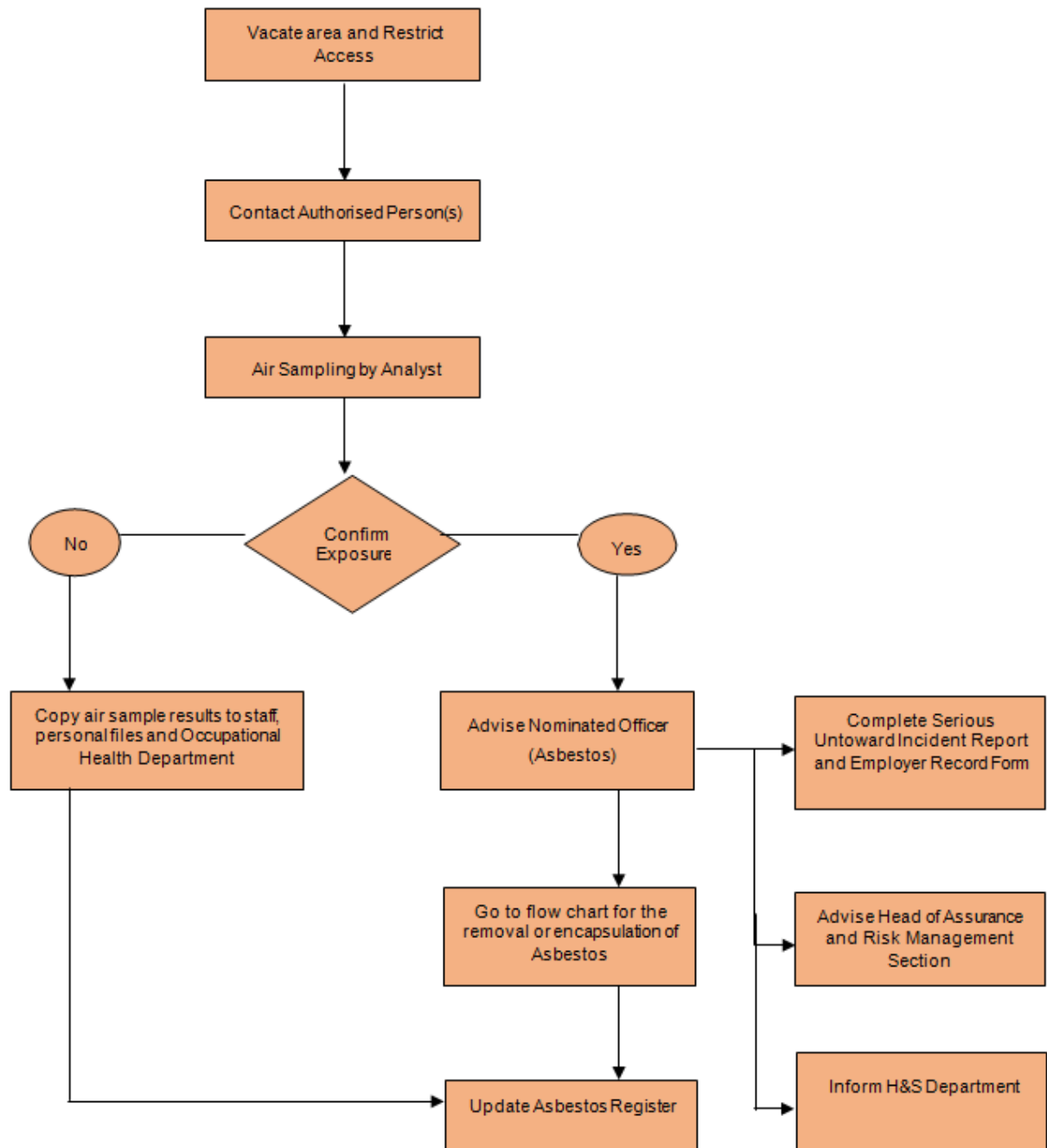
---

Contractor's Responsible Person .....

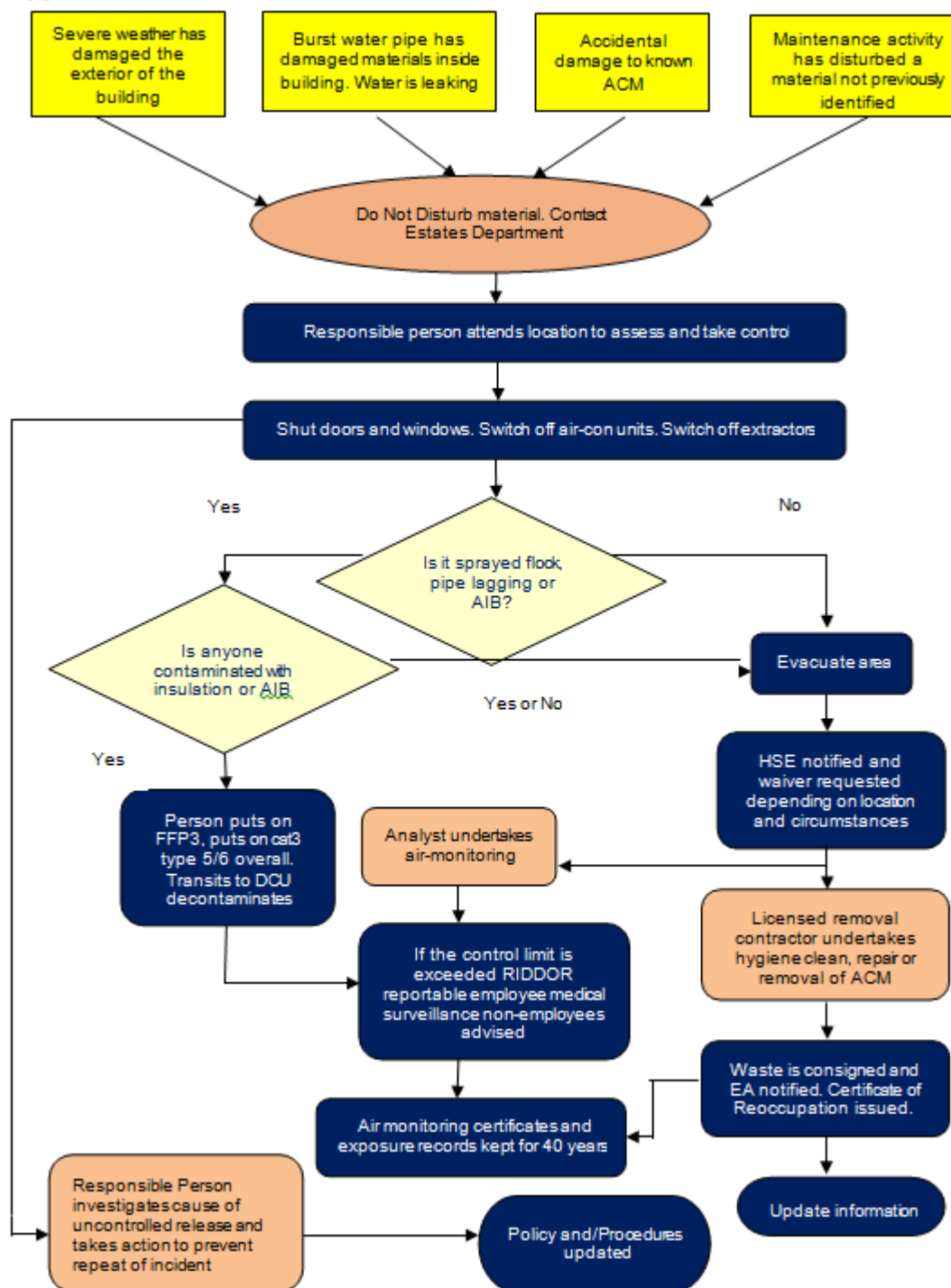
(Signature and  
Date)



Appendix 6 - Process Flow Chart – Handling of exposure / possible exposure



### Appendix 7 - Uncontrolled Release of Asbestos - Flow Chart



## Appendix 8 - AFD03 – Procedure for Planned / Maintenance work





### Abbreviations used:

RPA – Responsible Person for Asbestos

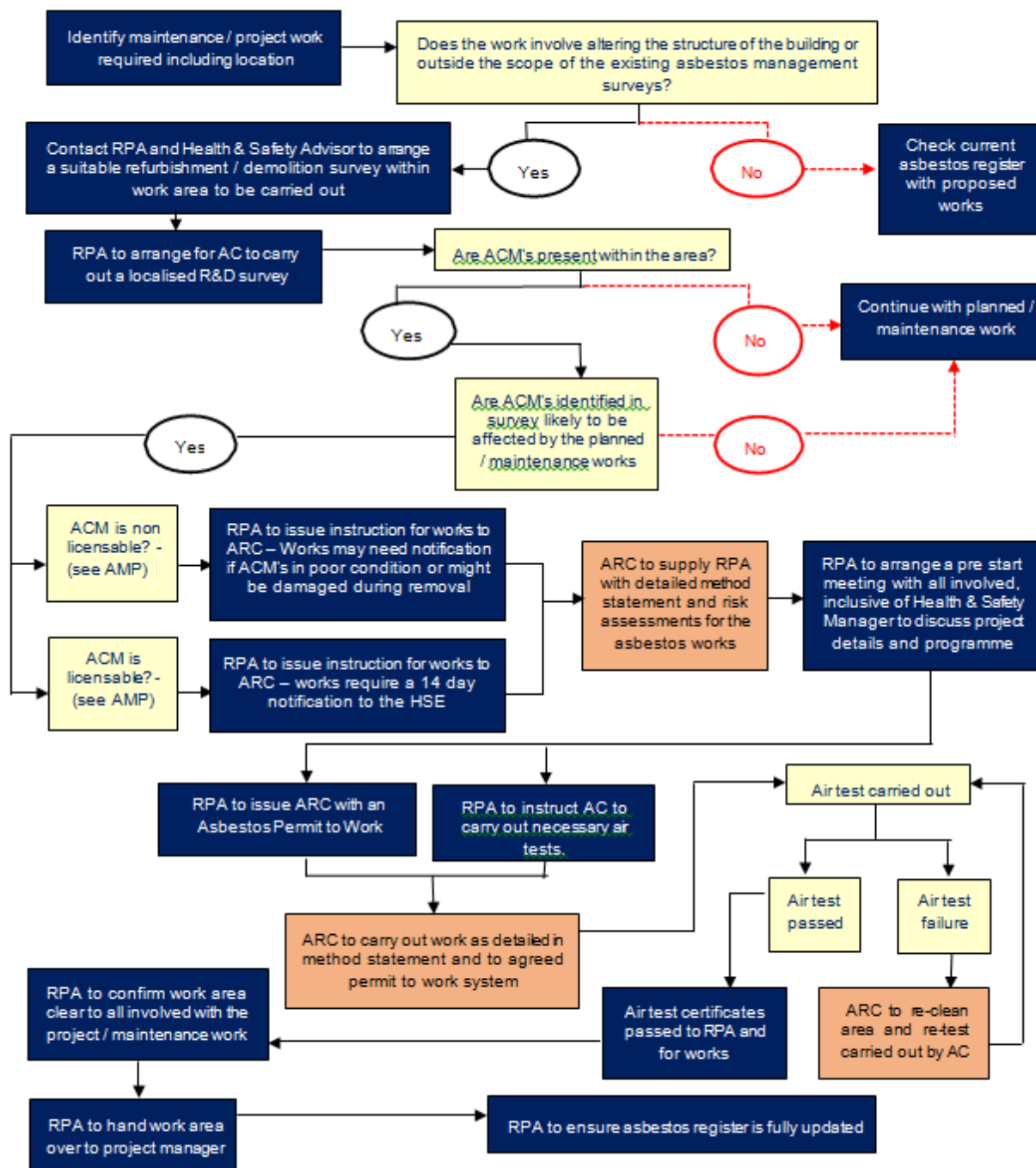
ARC – Asbestos Removal Contractor

AC – Asbestos Consultant

AMP – Asbestos Management Plan

Tasks / Ownership Key	
Queries / Questions	
Responsible Persons For Management of Asbestos (RPA)	
Asbestos Consultant (AC)	
HSE Asbestos Removal Contractor	

**AFD03 – ASBESTOS PROCEDURES FOR PLANNED / MAINTENANCE WORKS  
THAT MAY AFFECT ACM'S ON SITE**



**Appendix 9 - AFD02 – Procedure following identification /Disturbance of an ACM or suspected ACM**





**Abbreviations used:**

RPA – Responsible Person for Asbestos

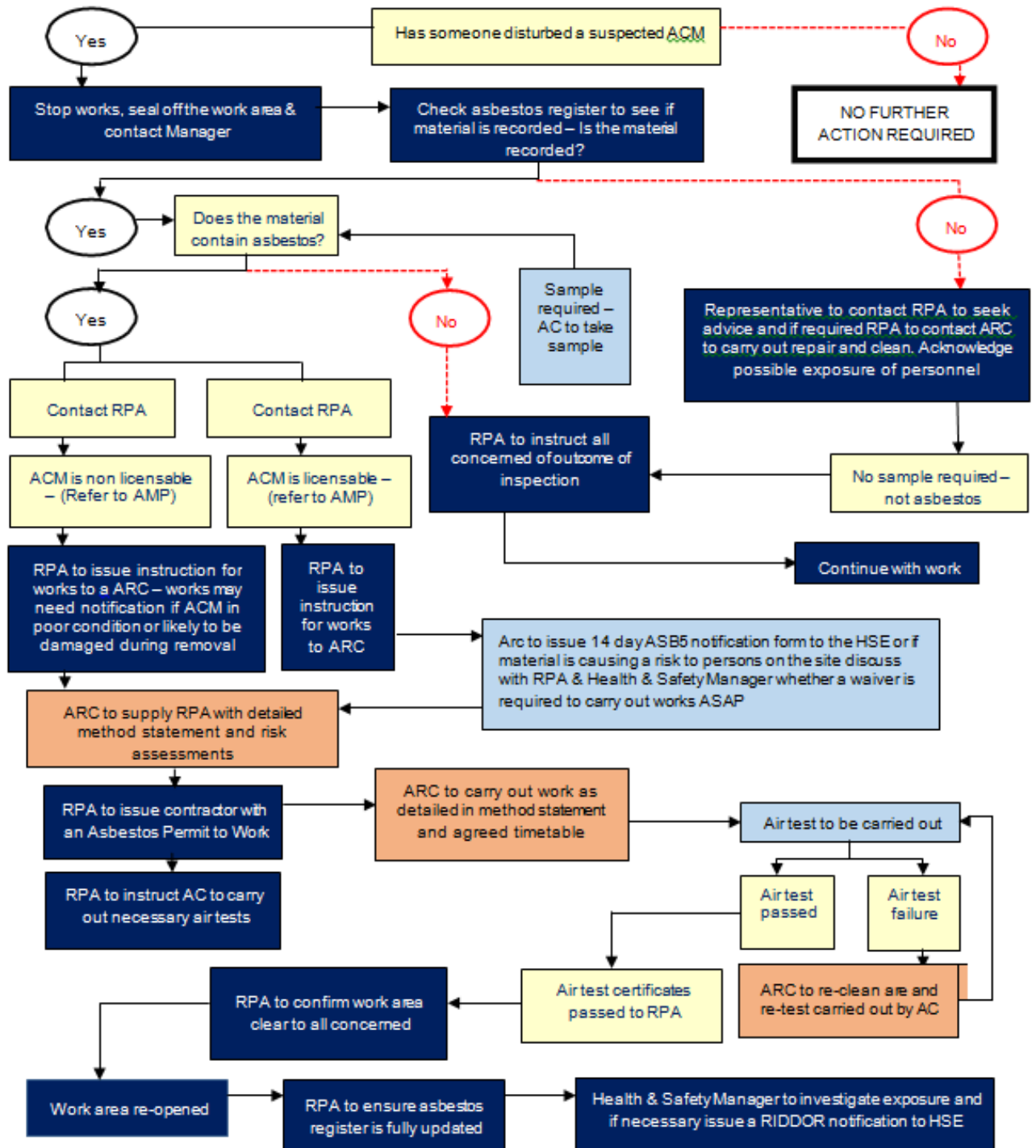
ARC – Asbestos Removal Contractor

AC – Asbestos Consultant

AMP – Asbestos Management Plan

Tasks / Ownership Key	
Queries / Questions	
Responsible Persons for Management of Asbestos (RPA)	
Asbestos Consultant (AC)	
HSE Asbestos Removal Contractor	

### AFD02 – EMERGENCY PROCEDURE FOLLOWING DISTURBANCE OF ACM OR SUSPECTED ACM



**Appendix 10 - Table for priority for action, including timetable for action**

Action	Priority	Timescale	Person	Notes
Prioritising existing remedial actions	High	Review to be carried out within 2 weeks	Nominated Officer (Asbestos) Responsible Person	Notes prioritised will be acted upon as indicated below in this table
Items scoring in excess of 17 for total risk (MP + PA)	High	Immediate and within 3 months		Immediate access restrictions and remedial action within 3 months
Items scoring between 12-17 for total risk (MP + PA)	Medium	Immediate and within 6 months		Immediate review of management strategy and remedial action within 6 months if required
Items scoring below 12 for total risk (MP + PA)	Low	Immediate and within 12 months		Review of management strategy and remedial action within 12 months (most likely to be re-inspections)
Management plan review	Medium	Annual		
Review of asbestos register	Medium	Annual or as required		Review register validity upon completion of annual re-inspection, scheduled remedial / removal action, or incident involving ACMs
Re-inspection of all known ACMs	Medium	Annual	External Contractor	Top Scan
Labelling of identified ACMs	Medium	Ongoing	Nominated Officer (Asbestos) Responsible Person	To be carried out during the re-inspection process
Staff training	Medium	Annual		See training matrix details
Review contractors	Low	Annual		Complete during MGT plan review - confirm
Audit contractors	Low	As job occurs	Nominated Officer (Asbestos) Responsible Person, or Estates Officers	Audit contractor performance once, per job completed on-site
Review safe systems of work and permit system	Medium	Annual		Complete during review of MGT plan
Informing employees of known ACMs and responsibilities	High	Annual and as new staff are employed	Estates Officers Building & Engineering	Toolbox talk conducted as part of new starter pack and delivered annually to other staff

Informing contractors of known ACMs and responsibilities	High	Prior to any work being carried out on site	Nominated Officer (Asbestos) Responsible Person	Induction presentation delivered to all contractors. Attendance records to be held
Inform emergency services of known ACMs	Low	Annual		Review any information change that may require notifications to emergency services
Arranging for further surveys (R + D)	Low	As required		R + D surveys to be arranged upon any decisions to carry out planned refurbishments / demolition of any building



## Appendix 11 - Equality Analysis Screening Form

Please note; The Equality Analysis Policy and Equality Analysis Guidance can be found on InTouch on the policies page

Name of Service area, Directorate/Department i.e. substance misuse, corporate, finance etc.	Estates and Facilities Management			
Name of responsible person and job title	George Watson, Estates Officer			
Name of working party, to include any other individuals, agencies or groups involved in this analysis				
Policy (document/service) name	Asbestos Management Plan			
Is the area being assessed a...	Policy/Strategy	X	Service/Business plan	Project
	Procedure/Guidance			Code of practice
	Other – Please state			
Geographical area covered	Trust Wide			
Aims and objectives	The purpose of this Asbestos Management Plan is to ensure Asbestos is managed effectively, handled and disposed of in a safe manner whilst complying with relevant guidance and legislative requirements.			
Start date of Equality Analysis Screening (This is the date you are asked to write or review the document/service etc.)	31/01/2020			
End date of Equality Analysis Screening (This is when you have completed the equality analysis and it is ready to go to EMT to be approved)	31/01/2020			

**You must contact the EDHR team if you identify a negative impact. Please ring Sarah Jay or Ian Mhlanga on 0191 3336267/3046**

1. Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?					
Patients, Staff, Visitors, FM Provider and contractors					
2. Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups below?					
<b>Race</b> (including Gypsy and Traveller)	Yes/No	<b>Disability</b> (includes physical, learning, mental health, sensory and medical disabilities)	Yes/No	<b>Sex</b> (Men, women and gender neutral etc.)	Yes/No
<b>Gender reassignment</b> (Transgender and gender identity)	Yes/No	<b>Sexual Orientation</b> (Lesbian, Gay, Bisexual and Heterosexual etc.)	Yes/No	<b>Age</b> (includes, young people, older people – people of all ages)	Yes/No
<b>Religion or Belief</b> (includes faith groups, atheism and philosophical belief's)	Yes/No	<b>Pregnancy and Maternity</b> (includes pregnancy, women who are breastfeeding and women on maternity leave)	Yes/No	<b>Marriage and Civil Partnership</b> (includes opposite and same sex couples who are married or civil partners)	Yes/No
<p><b>Yes</b> – Please describe anticipated negative impact/s</p> <p><b>No</b> – Please describe any positive impacts/s</p>					

<p>3. Have you considered other sources of information such as; legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.? <b>If 'No', why not?</b></p>	<p>Yes</p>	<p>X</p>	<p>No</p>	
<p><b>Sources of Information may include:</b></p> <ul style="list-style-type: none"> <li>• Feedback from equality bodies, Care Quality Commission, Equality and Human Rights Commission, etc.</li> <li>• Investigation findings</li> <li>• Trust Strategic Direction</li> <li>• Data collection/analysis</li> <li>• National Guidance/Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Staff grievances</li> <li>• Media</li> <li>• Community Consultation/Consultation Groups</li> <li>• Internal Consultation</li> <li>• Research</li> <li>• Other (Please state below)</li> </ul>			
<p>4. Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the following protected groups?: Race, Disability, Sex, Gender reassignment (Trans), Sexual Orientation (LGB), Religion or Belief, Age, Pregnancy and Maternity or Marriage and Civil Partnership</p>				
<p><b>Yes</b> – Please describe the engagement and involvement that has taken place</p>				
<p>The policy has been fully consulted upon with Trust staff who comprise all the protected characteristics.</p>				
<p><b>No</b> – Please describe future plans that you may have to engage and involve people from different groups</p>				

5. As part of this equality analysis have any training needs/service needs been identified?					
<b>Yes/No</b>	Please describe the identified training needs/service needs below Section 9 of this procedure describes training requirements that are to be followed.				
A training need has been identified for;					
Trust staff	Yes/No	Service users	Yes/No	Contractors or other outside agencies	Yes/No
<b>Make sure that you have checked the information and that you are comfortable that additional evidence can provided if you are required to do so</b>					
The completed EA has been signed off by: You the Policy owner/manager: Type name: GEORGE WATSON					Date: 05/01/2020
Your reporting (line) manager: Type name: KEN TENCH					Date: 05/01/2020
If you need further advice or information on equality analysis, the EDHR team host surgeries to support you in this process, to book on and find out more please call: 0191 3336267/3046					



## Appendix 12 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

	Title of document being reviewed:	Yes/No/ Unsure	Comments
<b>1.</b>	<b>Title</b>		
	Is the title clear and unambiguous?	YES	
	Is it clear whether the document is a guideline, policy, protocol or standard?	YES	
<b>2.</b>	<b>Rationale</b>		
	Are reasons for development of the document stated?	YES	
<b>3.</b>	<b>Development Process</b>		
	Are people involved in the development identified?	YES	
	Has relevant expertise has been sought/used?	YES	
	Is there evidence of consultation with stakeholders and users?	YES	
	Have any related documents or documents that are impacted by this change been identified and updated?	YES	
<b>4.</b>	<b>Content</b>		
	Is the objective of the document clear?	YES	
	Is the target population clear and unambiguous?	YES	
	Are the intended outcomes described?	YES	
	Are the statements clear and unambiguous?	YES	
<b>5.</b>	<b>Evidence Base</b>		
	Is the type of evidence to support the document identified explicitly?	YES	
	Are key references cited?	YES	
	Are supporting documents referenced?	YES	
<b>6.</b>	<b>Training</b>		
	Have training needs been considered?	YES	
	Are training needs included in the document?	YES	
<b>7.</b>	<b>Implementation and monitoring</b>		
	Does the document identify how it will be implemented and monitored?	YES	

	<b>Title of document being reviewed:</b>	<b>Yes/No/ Unsure</b>	<b>Comments</b>
<b>8.</b>	<b>Equality analysis</b>		
	Has an equality analysis been completed for the document?	YES	
	Have Equality and Diversity reviewed and approved the equality analysis?	YES	
<b>9.</b>	<b>Approval</b>		
	Does the document identify which committee/group will approve it?	YES	