

ASBESTOS POLICY

Asbestos Policy

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Health and Safety Policy			
The Control of Substances Hazardous to Health (COSHH)			
The Asbestos Management Plan			

Amendment History

Issue	Status	Date	Reason for Change	Authorised
V2		June 2015	Add Example asbestos label to 5.4	Director

Please note:

If you require a copy of this policy in an alternative format (for example Large Print, Easy Read) or would like any assistance in relation to the content of this policy, please contact the Human Resources (HR) team on 01803 656680.

1.0 POLICY STATEMENT

This Asbestos Policy sets out the Trusts strategy for ensuring compliance of all relevant Health and Safety legislation regarding asbestos, namely the Control of Asbestos Regulations 2002 (as amended).

This document details what steps will be taken by the Trusts to ensure that the risk from known or suspected Asbestos Containing Materials (ACMs) within Trust maintained buildings is adequately managed, so that as far as reasonably practicable no one is being unintentionally exposed to unacceptable levels of asbestos fibre release.

It also details the responsibilities of the Trusts and its employees, contractors and regular building users. All procedures outlined below are mandatory for all parties involved.

This Policy and the associated procedures outlined require the cooperation of all employees, all staff, building users and contractors who also have responsibilities to ensure a safe and healthy working environment is maintained at all times.

The Asbestos Management Plan sets out a detailed action plan for the management of asbestos within the Trusts, this document is regularly updated by the Asbestos Co-ordinator and is monitored by the Estates and Facilities Management team.

2.0 WHAT IS ASBESTOS?

Asbestos is a term used for a number of naturally occurring minerals which have crystallised to form long thin fibres and fibre bundles. These fibres have high tensile strength, and chemical, electrical and heat resistance. Because of this asbestos was widely used in insulation packing's, fireproofing, boards, asbestos cements, sheets, etc.

The 3 main types of asbestos are chrysotile, amosite and crocidolite also known as white, brown and blue asbestos respectively. Although asbestos is a hazardous material, it can only pose a risk to health if the asbestos fibres become airborne and are then inhaled. Therefore if ACM's are in good condition, they cannot release fibres and put the health of workers at risk.

3.0 SCOPE

This Policy applies to all building, maintenance and installation activities within the Trusts and on Trusts properties, including those that involve employees, contractors and sub-contractors.

The Trusts recognise their responsibilities to contractors and others involved in building and maintenance projects established through the Construction Design and Management Regulations 2007 (CDM) and its duties as the 'Duty Holder' of Trust owned buildings as defined by Regulation 4 of the Control of Asbestos Regulations 2002.

In order to adequately manage the risk posed by asbestos the Trusts will:

- Provide all resources deemed necessary to manage the risk posed by asbestos, including the appointment of an Asbestos Co-ordinator

Asbestos Policy

- Take reasonable steps to undertake an assessment of all its owned/ controlled buildings, (and work together with any other nominated Duty Holder(s)) with regard to asbestos, taking all relevant information into account
- Expect the cooperation of all employees, regular building users and contracted third parties in undertaking this assessment
- Carry out asbestos management surveys and record the location and condition of known or suspected ACMs
- Undertake an assessment of the risk of all known or suspected ACMs on all its owned/ controlled buildings, or co-operate with those undertaking such an assessment where the building is shared, let or rented
- Ensure all conclusions and findings of all asbestos assessments, all surveys commissioned and all other relevant information will be held in a central and accessible location. This information will be updated regularly and all updates recorded
- Undertake all necessary steps to ensure asbestos information is made available to all parties who may be affected by the presence of ACMs
- Ensure, as far as reasonably practicable, that anyone who may come into contact with known or suspected asbestos within any of its owned or controlled premises is made aware of all current information held regarding asbestos which may affect their activities and provide them with Occupational Health advice and support
- Undertake the development of an Asbestos Management Plan which will be monitored, reviewed and revised regularly, and which will state what steps will be taken to manage the risk from known or suspected ACMs
- Undertake regular training of managers, staff, and regular building users and inform third party contractors where necessary to ensure that information is effectively disseminated
- Develop, implement and monitor safe systems of work to protect the safety, health and welfare of employees, building users and third party contractors
- Ensure notification is submitted to HSE prior to all licensable removals, giving the necessary 14 day notification period, and removals are carried out by contractors licensed by the HSE

4.0 COMPETENT ADVICE AND INFORMATION

In order to ensure compliance with all relevant Health and Safety legislation regarding asbestos the Trusts will also undertake the following:

Asbestos Policy

- Appoint an Asbestos Coordinator and ensure that this person is made aware of their new responsibilities and provide with sufficient information and training to enable them to carry out their duties
- Prepare and implement a comprehensive, written Asbestos Management Plan
- Undertake asbestos management surveys across the Trust property portfolio where no asbestos information exists
- Establish a Trust Asbestos Register for each property where the Trust is the designated Duty Holder
- Undertake Priority Assessments so that the full Risk Assessment score can be assigned to each positively identified ACM
- Ensure that all staff whose work could foreseeably expose them to asbestos are provided with asbestos awareness training
- Ensure that asbestos awareness refresher training is undertaken at least annually or sooner where work methods change, the type of equipment used to control exposure changes or the type of work carried out changes significantly
- Provide asbestos awareness training for all those who can plan, manage or supervise works which may affect or be affected by known or suspected ACMs. This includes representatives from the Estates, Facilities and IT Departments
- Implement a programme of site inductions for all third party contractors
- Undertake asbestos remedial works for all high risk ACMs
- Implement and maintain an electronic asbestos database
- Ensure that systems are put in place to inform all Trust staff and contractors who might need to work in areas where there is a risk of disturbing asbestos, of the condition and location of those ACMs and the precautions which must be taken to avoid disturbance
- Ensure that a task assessment is undertaken prior to undertaking any works which may disturb known or suspected ACMs or are in areas outside the scope of the asbestos information held
- Develop procedures to be implemented in the event of the accidental disturbance of materials known or suspected of containing asbestos and ensure that all staff and contractors are aware of these procedures
- Undertake a Refurbishment and Demolition survey prior to any major refurbishment or demolition works

Asbestos Policy

- Review the Asbestos Management Plan at six monthly intervals and update the EFM Risk Register to ensure it is reflective of the current Asbestos management plan
- Undertake Re-inspection surveys of all positively identified asbestos and asbestos containing materials at least annually.

5.0 ROLES AND RESPONSIBILITIES

5.1 Chief Executive

The Chief Executive has the overall responsibility for health, safety and welfare of staff and others affected by the work activities of the Trust and for the effective implementation of health and safety management policies and procedures.

5.2 Director of Estates and Facilities

The Director of Estates and Facilities has delegated responsibility for the operational implementation and monitoring of asbestos management policies and procedures.

5.3 Other Directors & Divisional General Managers

All Directors & Divisional General Managers must ensure that the Asbestos Coordinator is informed immediately when asbestos is identified or suspected, so that assessments can be carried out and the appropriate actions taken and are:

To ensure that their department implements any procedures deemed necessary by the Asbestos Coordinator.

To ensure departmental staff, patients or visitors are not at risk of exposure to hazardous asbestos materials.

To ensure any work likely to affect asbestos materials is carried out after consultation with, and in agreement with, the Asbestos Coordinator.

To ensure new equipment or apparatus erected, installed, purchased or gifted on behalf of the divisional/directorate is free of asbestos material.

To receive and be aware of asbestos in their area of responsibility and ensure others in their control are aware of the location of the Asbestos Policy and the location of asbestos containing materials.

5.4 Asbestos Coordinator

Compile and maintain a written record (Asbestos Register) of all known or suspected Asbestos Containing Materials (ACMs) of all premises owned or controlled by the Trusts.

Complete an Asbestos Management Plan that will be kept up to date and be reviewed on a regular basis as in accordance with Regulation 4 of the Control of Asbestos Regulations 2012.

Asbestos Policy

Prior to any project works (refurbishment, demolition, etc) ensure a specific asbestos assessment is conducted and take steps to mitigate the risk posed by any potential asbestos present in areas affected by the planned works.

Ensure all contractors working within Trust premises are informed, before they start work, of the nature and extent of any known or suspected ACMs which may affect their work; where all asbestos information is kept; the name and contact details of the nominated Asbestos Co-ordinator and what to do should they suspect asbestos has been disturbed.

Ensure regular assessment of the risk from all known or suspected ACMs throughout Trust premises.

Oversee the removal of any high-risk asbestos items identified throughout Trust premises and actively manage any remaining asbestos to ensure the continued, safe running of all Trust premises.

Implement and regularly review suitable control measures to ensure that the risk from ACMs is adequately managed.

Ensure relevant training is provided for all employees, as well as site inductions- as appropriate- for third party contractors, as to the nature and extent of any known or suspected ACMs that may affect their work. All relevant people should also be informed where all asbestos information is kept; the name and contact details of the nominated Asbestos Co-ordinator and what to do should they suspect asbestos have been disturbed.

Ensure all assessments on ACMs are documented. All training given for employees, as well as control measures and inspections of known or suspected ACMs is also to be recorded.

Ensure all asbestos information is made available upon request to any Trust employees, contractors, the Fire Brigade, Health and Safety Executive, etc.

Ensure all employees and contractors are working in accordance with relevant health and safety legislation.

Be actively involved in monitoring any asbestos or consultancy works completed by a third party (such as an asbestos consultant, laboratory or a licensed contractor). Where records or documents are prepared or maintained by a third party, this will be clearly stated, and all centrally controlled by the EFM department.

Asbestos Policy

Ensure that labelling is undertaken in non-public areas and/ or areas where labelling is deemed necessary to ensure the safety of building users. (Labelling to be carried out at the Trusts discretion.) Example label:



Only use Trust approved, licensed asbestos removal contractors to carry out any planned, necessary works on asbestos containing materials. A list of used and approved contractors is maintained for this purpose.

5.5 All employees

Actively cooperate with the Trusts in all matters of Health and Safety and pro-actively identify potential hazards to the Trust that may affect themselves or other building users.

Refrain from any activities which may disturb known or suspected asbestos containing materials; access any previously inaccessible areas; undertake any refurbishment or demolition works prior to consultation with the Asbestos Co-ordinator.

Work together with the Trust to prevent the spread or exposure to asbestos.

Where required attend annual asbestos awareness training.

6.0 ASBESTOS RECORDS

This section details what documents will be kept as the 'asbestos records' by the Trust. These documents should be made available to all employees, contractors and visitors upon request, kept in a controlled location, and regularly updated by the Asbestos Coordinator. A copy of some records, such as the Asbestos Register may be kept at each main building/ site where they relate to that site; full details are given below:

6.2 Asbestos Management Plan

The Control of Asbestos Regulations 2012 requires all duty holders as a part of their ongoing asbestos management to have a written Asbestos Management Plan. The Trust Asbestos Management Plan, details what steps should be taken to effectively manage all items of asbestos. It also details all assessments made of ACMs, and gives recommendations, priorities and deadlines for action.

6.3 Asbestos Register

The Asbestos Register is updated after an asbestos survey, or a re-inspection survey. The Asbestos Register details the location, condition and extent of all identified asbestos containing materials (ACMs), as well as any Priority or Material Assessments carried out. This register will require updating if the condition or location of any identified ACMs change. The ACMs detailed in the register should be re-inspected every 12 months to ensure their condition has not deteriorated.

6.4 List of approved contractors

The central list of Trust approved, licensed Asbestos contractors is managed by the Asbestos Coordinator. The list also contains information regarding the licence details, insurance, Health and Safety Policy, and training records and other relevant information about each contractor, all of which should be checked prior to a contract being awarded. All asbestos works should be arranged through the Asbestos Coordinator, who will also be able to advise on the selection of a licensed contractor.

6.5 Accidental Release/Disturbance of Asbestos

If accidental disturbance of ACMs is suspected the procedures at appendix 1 must be followed. Any incidents or near misses involving asbestos should be recorded on the Trusts Incident Reporting system

6.6 Training records

The training records will detail the training given to each employee, the nature of the training and date. Generally, training sessions should be given by specialists and certification of attendance issued. Contractors and non-Trust employees will also be given training where necessary and records kept accordingly. These records will be treated as confidential kept in a controlled location. Each employee will, however, have access to their own training records upon request.

7.0 CONTACTS

Any queries or questions relating to this document or matters around health and safety should be referred to the Trusts Health and Safety Manager Any queries relating to Asbestos Management should be referred to the Trusts Asbestos Co-ordinator.

8.0 MONITORING AND REVIEW

A review of this document will be conducted every year or following a change in associated legislation and is the responsibility of the Director of Estates and Facilities Management.

The Asbestos Co-ordinator is responsible for ensuring all relevant records relating to asbestos are reviewed at agreed regular intervals.

Asbestos Policy

Appendix 1

Procedures for Accidental Release/ Disturbance

If anyone suspects that an asbestos containing material has been disturbed then the following steps should be taken IMMEDIATELY.

