



## Asbestos Management Policy

### Contents

1.	Statement of Aims and Objectives .....	2
2.	Principles.....	2
3.	Definitions .....	3
4.	Responsibilities .....	4
5.	Monitoring compliance .....	7
6.	Audit and Review (evaluating effectiveness).....	8
7.	Associated Trust Documentation.....	8
8.	References.....	8
8.	Financial Checkpoint.....	10
9.	Equality Analysis .....	10



## 1. Statement of Aims and Objectives

- 1.1. South East Coast Ambulance Service NHS Foundation Trust (the Trust) is committed, through the Board of Directors and all levels of management, to ensure so far as is reasonably practicable that:
  - 1.2. All employees' health, safety and welfare are safeguarded whilst at work.
  - 1.3. Contractors, volunteers, and visitors entering our premises are protected from exposure to any health and safety risks during the course of their business or visit.
  - 1.4. The Trust is fully committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of our staff, clients, visitors, contractors and others who may be affected by the building fabric. This will include those who interact with our environment as part of their day to day activity and those who perform intrusive works, linked to the maintenance of the building(s) condition.
  - 1.5. The Trust has a statutory requirement to control the risk of exposure to Asbestos fibres in the workplace. This duty includes the safe management of Asbestos and Asbestos based products as required within the scope of the *Control of Asbestos Regulations 2012 (SI 2012/632)*, (referred to as CAR 2012 henceforth), Reporting of Injuries Diseases and Dangerous Occurrences Regulations (2013), The Health and Safety at Work Act (1974) all current amendments, revisions and revocations.
- 1.6. **This policy is also applicable to:**
  - 1.6.1. Directors, Heads of Service and Senior Managers, who have responsibilities as set out in the Health & Safety Policy (V7.00)
  - 1.6.2. Any employees with responsibilities for the management of Trust premises or those with responsibilities for overseeing contractors working on and maintaining services within Trust premises.
  - 1.6.3. All employees who design and oversee work on Trust premises or those who commission consultants and contractors to design and oversee work on Trust premises.

## 2. Principles

- 2.1. The health and safety of anyone affected by the work of the Trust is a responsibility that is taken seriously. This document sets out the Trust's policy for protecting its employees and other users of the Trust's premises, against exposure to Asbestos. The Trust recognises the following key factors in fulfilling the Trust's obligations and this policy sets out effective mechanisms to ensure that these are achieved.



- 2.2. Adequate training for all employees involved in any aspect building maintenance or works which could expose the public to Asbestos. As well as adequate management and supervision.
- 2.3. Competency of any *Responsible Person(s)* appointed by the Trust to fulfil the designated role; including assessment and/or management of risks.
- 2.4. Competency of risk assessors, contractors/sub-contractors, designers *competent help* etc. appointed by the Trust to undertake works or services which may release Asbestos fibres on any Trust premises.
- 2.5. Effective communication of roles and responsibilities.
- 2.6. Clear procedures that are communicated effectively.
- 2.7. Ongoing assessment and mitigation of risks.
- 2.8. Safe working methods to meet the requirements of Regulation 4 (Duty to manage Asbestos in non-domestic premises), **CAR 2012** will be used.

### 3. Definitions

- 3.1. Asbestos is a generic term used to describe a group of mineral silicates that occur naturally. The fibres have been used in building materials and other manufacturing products as a consequence of their physical and chemical properties that make them ideal for a wide variety of uses, which has led to the widespread uses of Asbestos for thermal and acoustic insulation and fireproofing products. Provided that Asbestos products in buildings are in good condition and sealed or otherwise protected and not in a position so as to be not vulnerable to damage, then they are unlikely to release fibre and as such are safe to leave in place. This is an issue which is recognised by the Trust and which represents a major consideration and influence in the formulation of this document.
- 3.2. The Trust also recognises that the unnecessary removal of Asbestos that is in good condition is a misuse of financial resources and is a practice that could in fact lead to an increased risk of exposure in the short term.
  - **ACoP:** Approved Code of Practice.
  - **EH:** Environmental Hygiene series of publications.
  - **HSG:** Health and Safety Guidance.
  - **DETR:** Department of the Environment, Transport and Regions.



- **HSE:** Health and Safety Executive.
- **ACM:** Asbestos containing materials.
- **AMP:** Asbestos Management Plan.

## 4. Responsibilities

### 4.1. Chief Executive

- 4.1.1. The Chief Executive Officer, as Duty Holder has overall responsibility for the health, safety and welfare of staff and others affected by the work activities of the Trust for the effective implementation of health and safety management Policies and Procedures.
- 4.1.2. The CEO, as Duty Holder, is responsible for making adequate funds and resources are available, to ensure that this policy is fully implemented.
- 4.1.3. The CEO, as Duty Holder, is responsible for nominating, in writing, the specific role of an appointed competent person, known as the “**Responsible Person**”.
- 4.1.4. The CEO, as Duty Holder, is responsible for ensuring that the appointed Responsible Person(s) are suitably informed, instructed and trained and that their suitability is assessed. Regular refresher training should be given and the Responsible Person(s) should have a clear understanding of their role and the overall health and safety management structure and of the Trust’s policy.
- 4.1.5. The CEO, as Duty Holder, is responsible for ensuring that appropriate lines of communication are in place.
- 4.1.6. The CEO, as Duty Holder, is responsible for ensuring that emergency and contingency planning are in place.
- 4.1.7. The CEO, as Duty Holder must be aware of their responsibilities as set out in the Trust’s Asbestos Management Policy, the Trust’s Health & Safety Policy and all associated guidance and legislation.

### 4.2. The Responsible Person

- 4.2.1. The appointed Responsible Person should have sufficient authority, competence and knowledge of the installations and system to ensure that all operational procedures are carried out in a timely and effective manner.
- 4.2.2. The Estates Manager, as Responsible Person, has responsibility for the management of the control of Asbestos;



- 4.2.3. The Estates Manager, as Responsible Person has responsibility for overseeing the preparation and implementation of a safe operational plan for controlling Asbestos risk;
- 4.2.4. The Estates Manager, as Responsible Person has responsibility for ensuring the responsibilities locally delegated to the Trust Estates management team are upheld.
- 4.2.5. The Estates Manager, as Responsible Person has responsibility for ensuring the competence of staff or external contractors used for any aspect of monitoring and/or maintaining the precautions for Asbestos control; and
- 4.2.6. The Estates Manager, as Responsible Person has responsibility for the day-to-day implementation of the Asbestos Management Plan. They can delegate this work but both staff shall have received appropriate training to carry out these duties competently.
- 4.2.7. The Estates Manager, as Responsible Person should ensure all operational areas are surveyed to identify Asbestos risk in accordance with current guidance.
- 4.2.8. The Estates Manager, as Responsible Person should ensure an Asbestos Register will be maintained for all sites under their control.

#### 4.3. **Trust Specialist Asbestos Consultant**

- 4.3.1. The Trust's Specialist Asbestos Consultant will be responsible to provide advice and guidance to comply with all operational matters relating to the Control of Asbestos.

**They will also:**

- Highlight to the Estates Management team regarding any serious or new matters following their annual Asbestos survey management inspections.
- Provide advice and guidance to the Estates department.
- Provide management with information regard to the minimising of asbestos risk.
- Provide guidance and advice as requested to Estates Management, Trade Staff and IM&T managers on all matters relating to the Asbestos Register, all Asbestos Containing Materials, suggested work methods, permits to work and method statements.

#### 4.4. **Health, Safety and Security Manager**

- 4.4.1. The Health, Safety and Security Manager shall also assist in providing advice and guidance to comply with any operational matters relating to the Control of Asbestos.
- 4.4.2. Highlight to the Estates Management identified training needs for the Health, Safety and Security Manager.
- 4.4.3. Provide advice and guidance to the Estates department.



- 4.4.4. Provide management support regarding the minimising of Asbestos risk.
- 4.4.5. Monitor compliance of respective Trust premises operational teams and departments. This will include Clinical Operations review of the Asbestos Register's presence in each property and adherence to the permit to work system.
- 4.4.6. Support the delegation of responsibility process for Asbestos management within the Estates Department to appropriately trained Managers.
- 4.4.7. **Project Managers will ensure that:**
- They liaise, as appropriate, with the Estates Manager, PM's and Head of Estates in all matters where works occur within operational areas;
  - Contractors understand the need to minimise asbestos risk;
  - Contractors adhere to the requirements of the Estates Asbestos Policy and where appropriate have acknowledged guidance within the Policy;
  - Waste Asbestos is disposed of correctly and in accordance with statutory requirements;
  - Permits to work are issued and copies retained;
  - Licensed contractors are supervised and monitored daily whilst on site. Monitoring should include witnessing smoke tests, ensuring clearance tests are carried out, inspection of work and reviewing contractor's compliance with the agreed method statement;
  - All specifications, plans and tender documents are properly prepared for removal or disturbance of Asbestos.
  - Contractors will be required to submit Method Statements prior to any Asbestos work commencing on any premises under their control; and
  - All details of asbestos removal are to be forwarded to the Estates Manager or Head of Estates to update the respective Asbestos Register.

4.5. **All Trust Employees**

- 4.5.1. All employees must be aware that they have a duty of care for health & safety towards themselves and others.

4.6. **Each employee within the Trust must:**



- Ensure that they take reasonable care for their health & safety and that of other employees, patients, clients, visitors, and members of the general public who may be affected by their actions;
- In the interest of health and safety does not interfere with, or misuse any Asbestos material;
- Report to their line manager any damage to the building fabric; and
- Adhere to this policy.

#### 4.7. **Appointed Facilities Management Helpdesk staff and maintenance crafts persons.**

- 4.7.1. All contractors who are employed or managed through the FM helpdesk shall be sent a standard email with Asbestos management wording. This will be actioned by the helpdesk, when confirming each order especially where contractors are working in or on our building's fabric. The wording will confirm the importance of all contractors visually checking the respective site Asbestos register before commencing their works. Each contractor shall also be required to sign the site visitor's logbook to confirm they have read the Asbestos Register, or they can email back the helpdesk to state they have carried out this review of Asbestos Register Procedure.
- 4.7.2. The helpdesk staff or Estates staff shall also offer to send the contractor a pdf copy of the Asbestos Register at any relevant order stage.
- 4.7.3. All contractors appointed directly by the Trust's Estates or Project Management Teams shall be sent a standard email with Asbestos management wording giving reference to the Asbestos Policy and Procedures which is required as part of any pre-contract work documentation.

#### 4.8. **Education and training**

- 4.8.1. All employees involved with Asbestos, on behalf of the Trust, should receive sufficient training to ensure they have an understanding of why they are performing their tasks, to enable them to perform those tasks with the required expertise and to have an understanding of the implications of poor or inadequate performance.

### 5. **Monitoring compliance**

- 5.1. The Head of Strategic Estates shall be responsible for monitoring Asbestos Management Compliance within the Trust.
- 5.2. An annual asbestos action plan confirming any new remedial works or asbestos management actions should be summarised from this meeting. Any findings shall be



reported annually through the Central Health and Safety Committee at its meeting in the second quarter of the year.

- 5.3. If any new Asbestos non-compliance issues are identified, these shall be evidenced and managed in a formal way through minutes of the Annual Asbestos Action Plan Meeting.

## 6. Audit and Review (evaluating effectiveness)

- 6.1. The use of and compliance with this Policy will be monitored by the Estates management team.
- 6.2. This Policy will be retained and owned by the Estates Department
- 6.3. This policy will be reviewed every three years or sooner if new legislation, codes of practice or national standards are introduced.

## 7. Associated Trust Documentation

- Please refer to the Trust's *Asbestos Management Procedure (V 1.0)*
- Please refer to the Trust's *Health and Safety Policy (V7.00)*

## 8. References

### 8.1. Principle Legislation

- "Health & Safety at Work Act 1974".
- "Management of Health & Safety at Work Regulations 1999".
- "Asbestos (*Prohibition*) Regulations 1985".
- "Asbestos Products (*Safety*) Regulations 1985".
- "Asbestos Products (*Safety*) Amendment Regulations 1987".
- "Control of Asbestos Regulations 2012".
- "Control of Pollution (*Special Waste*) Regulations 1980".
- "Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR".





- “Special Waste Regulations 1996”.
- “Construction, Design and Management Regulations 2007”.

## 8.2. Principle Guidance

- **L11** – “A guide to the asbestos (Licensing) regulations 1999” as amended
- **L27** – “The Control of Asbestos at Work” – Control of Asbestos at Work Regulations 2012
- **L27** – “Work With Asbestos Which Does Not Normally Require A Licence: Control of Asbestos at Work Regulations 2006, Approved Code of Practice and Guidance.
- **L28** – “Work with asbestos insulation, asbestos coating and asbestos insulating board” - Control of Asbestos at Work Regulations 2006, Approved Code of Practice and Guidance.
- **L127** – The management of asbestos in non-domestic premises. Regulation 4 of the Control of Asbestos at Work Regulations 2006, Approved Code of Practice and Guidance.
- **HSG247 – Asbestos The Licensed Contractors Guide.**
- **HSG248 – Asbestos The Analysts’ Guide for Sampling, Analysis and Clearance Procedures.**
- **HSG264 – Asbestos The Survey Guide.**
- **EH57** - The problems of asbestos removal at high temperatures”.
- **L73** – “ A Guide to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995”.
- **HSR29** – “Guide to the notification and marking of sites on accordance with the Dangerous Substances (Notification and Marking of Sites) Regulations”.
- **HSE31** – “RIDDOR explained”.
- **MS13** – “Asbestos – Medical guidance note”.
- **INDG223** – “Managing asbestos in workplace premises”.
- **INDG255** – “Asbestos dust kills – keep your mask on”.



- **INDG289** – “Working with asbestos in buildings”.
- **HSG189/2** – “Working with asbestos cement”.
- **DETR** – “Asbestos and Manmade mineral fibres in buildings” Practical Guidance.
- **HSG 213** - “Introduction to Asbestos Essentials” and “Asbestos Essentials Task Manual”.

## **8. Financial Checkpoint**

- 8.1. This document has been confirmed by Finance to have no unbudgeted financial implications.

## **9. Equality Analysis**

- 9.1. The Trust has undertaken an equality impact appraisal and no adverse equality impacts were identified.
- 9.2. The equality analysis is appended to this policy.