



Asbestos Management Procedure

Contents

1	Scope	2
2	Procedure	2
3	Responsibilities	4
4	Audit and Review	5



Scope

- 1.1. The scope of this document is to ensure that the Trust follows a coherent and legally compliant asbestos management procedure
- 1.2. To ensure that asbestos containing materials (ACMs) are managed safely and appropriately at Trust premises.

2 Procedure

- 2.1. A centrally held Asbestos Register will be maintained by the Estates Management Team
- 2.2. A site specific Asbestos Management Plan (AMP) will be held at each Trust location for easy reference and viewing by staff/contractors on site. A copy of this will be held centrally should the local copy be lost or destroyed
- 2.3. The AMPs will identify the ACMs at that location, the type of ACM, volume of material, condition of materials, ease of access to the ACM, any comments relating to that ACM and the priority score of the ACM together with the action plan for each ACM based on the information identified in the AMP
- 2.4. The Responsible & Appointed Persons will agree the best course of action to be undertaken for each of the ACMs identified in the site specific AMPs – whether this is to monitor, restrict access, leave alone, encapsulate or remove. This will be recorded on the AMPs.
- 2.5. The relevant Fire emergency services will be issued with a copy of the Asbestos Register and site specific AMPs for reference should they attend one of our locations in the event of a fire and/or fire related damage
- 2.6. The relevant Police emergency services will be issued with a copy of the Asbestos Register and site specific AMPs for reference should they attend one of our locations in the event of a break-in and subsequent damage
- 2.7. All Trust locations will have an Asbestos Survey carried out every 3 years by a UKAS (United Kingdom Accreditation Service) registered contractor following the HSG264 guidance document from the HSE which will be instigated by the Responsible & Appointed Persons
- 2.8. All Trust locations will be reviewed annually by the Responsible Person & Appointed Person by means of site visits to ensure that the ACMs have not been damaged or their condition deteriorated
- 2.9. The annual reviews and tri-annual surveys will be documented in the centrally held asbestos register and also in the locally held site specific AMPs



- 2.10. Any planned works to Trust buildings by any individuals or departments of the Trust must first seek permission and guidance from the Responsible & Appointed Persons to ensure that no ACMs are disturbed (or managed appropriately) by the proposed works. Planned works are, but not limited to:
- 2.10.1. Affixing items to walls, ceilings or flooring
 - 2.10.2. Drilling holes in walls, ceilings or flooring
 - 2.10.3. Demolition of walls, ceilings or flooring
- 2.11. If any Trust building suffers damage to any areas containing (or suspected to be containing) ACMs then the procedure set out in Appendix A will be followed – a copy of this appendix will be held at each Trust location
- 2.12. Planned works to areas containing (or suspected to be containing) ACMs will follow the procedure set out at Appendix B
- 2.13. Any and all works undertaken to ACMs will follow the guidance and legislation set out in documents L143 (CAR2012), HSG 210 and HSG 227
- 2.14. Only contractors whom are licensed by the HSE for working on asbestos will be utilised by the Trust – their credentials will be checked with the HSE before each work programme commences to ensure that they are still licensed to carry out the works – this check will be carried out by the Responsible Person or Appointed Person (ref: [HSE Improvement Notice](#) website & [HSE Asbestos Licence](#) website)
- 2.15. When any planned ACM works are undertaken, the Responsible Person and/or Appointed Person must be in attendance to ensure Trust representation is present at the time that the contractors are on site to ensure that the work is carried out in accordance with the HSE legislation
- 2.16. Not all ACM works are required to be carried out by licensed HSE contractors and these are identified in Appendix C
- 2.17. Should any person be exposed to (or suspected to be exposed to) a release of asbestos fibres then the procedure set out at Appendix D must be followed and the Risk & Safety Team informed so that the relevant steps can be undertaken and a RIDDOR report be made by the Health & Safety Team on behalf of the Trust. This must also be recorded in the Asbestos Register
- 2.18. Appropriate training must be provided for staff as set out below:
- 2.18.1. Chief Executive Officer – Asbestos Awareness Training



2.18.2. Responsible Person – Duty to Manage Asbestos – Appointed Person

2.18.3. Appointed Person – Duty to Manage Asbestos – Appointed Person

2.18.4. Persons in Charge – Asbestos Awareness Training

2.18.5. Estates Team – Asbestos Awareness Training

2.19. Initial training must be provided to the levels set out in the paragraphs above, annual refresher training should be given and can form part of other Health & Safety updates.

2.20. Should legislation change significantly, the Responsible and Appointed Persons may be required to undertake further training to ensure that the Trust remains compliant

2.21. The Asbestos Register must contain the dates/details of when staff have been trained and copies of the training records must be held by the Learning & Development Team

2.22. Whenever work has been undertaken on ACMs, tri-annual surveys conducted or annual review inspections carried out – these must be recorded in the Asbestos Register

3 Responsibilities

3.1. This procedure is aligned to the Asbestos Management Policy which identifies the lines of accountability at policy level.

3.2. The **Chief Executive Officer** has overall accountability for all aspects of the safety in relation to the ACMs throughout the Trust. They will nominate in writing the following responsible officers, to take day to day responsibility for controlling the identified risk from ACMs as far as is reasonably practicable

3.3. The **Responsible Person** is responsible for managing the procedure

3.4. The **Appointed Person** is responsible for implementing the procedure

3.5. The **Estates Team** are responsible for monitoring the procedure and implementing the procedures as set out in the appendices

3.6. The **Person in Charge (PiC)** (Operational Managers, Make Ready Centre Managers, all Site Managers, 111, Fleet & HQ Managers) who are shown in the locally held site information sheets are responsible for their areas.

3.7. **All Trust Employees/Contractors** must ensure that they take reasonable care for their health & safety and that of other employees,



clients, contractors, visitors and members of the general public who may be affected by their actions, with the use of the premises water systems and associated services

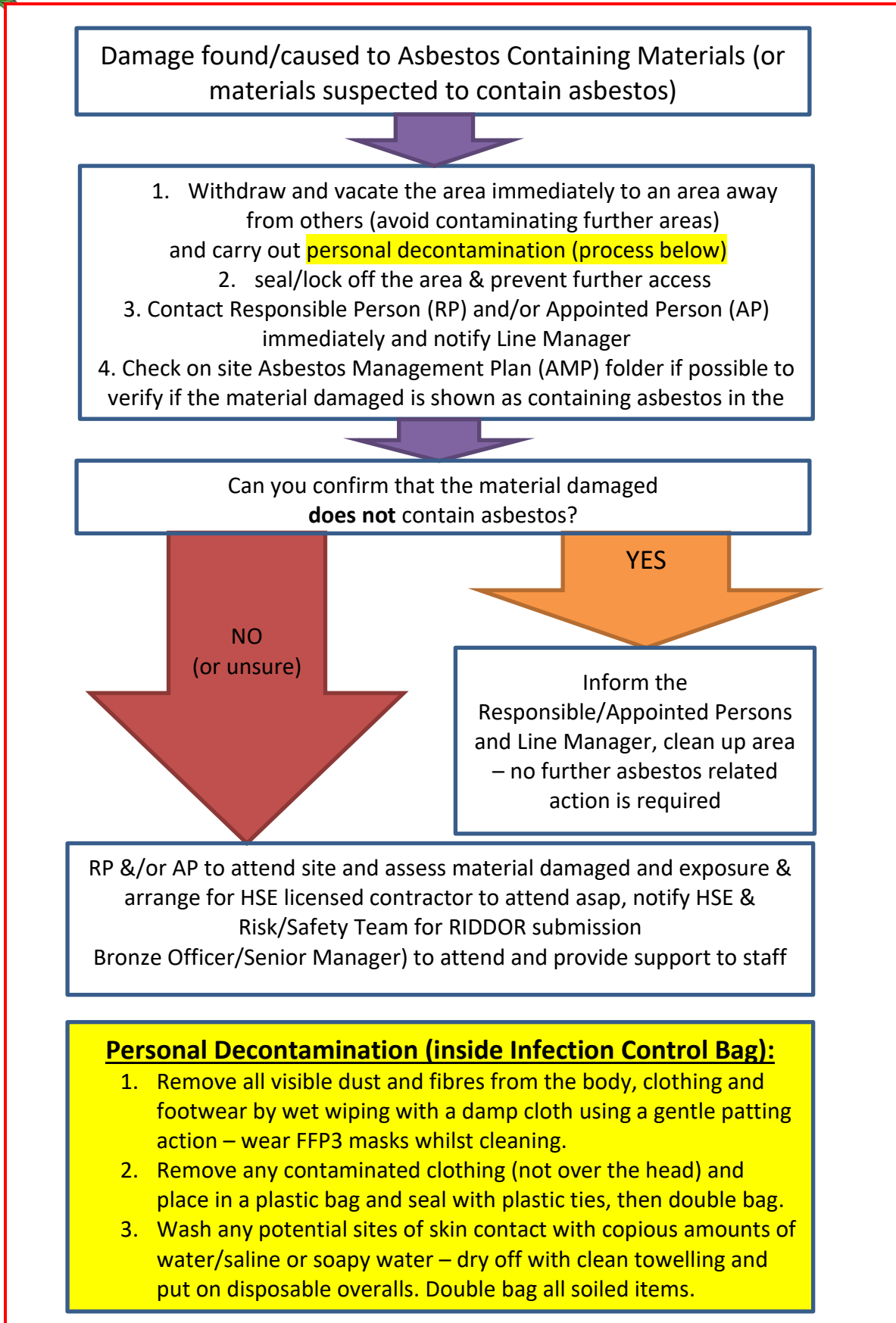
- 3.8. A full list of responsibilities is shown at Appendix E

4 Audit and Review

- 4.1. There will be an annual inspection of Trust locations by the Responsible Person & Appointed Person and also as/when required to investigate issues which may arise
- 4.2. This procedure will be reviewed every two years or sooner if new legislation, codes of practice, significant management changes occur or national standards are introduced/updated.
- 4.3. Asbestos Surveys by an external contractor will be carried out every three years, whenever changes to the buildings where ACMs have been identified or sooner if new legislation, codes of practice or national standards are introduced.

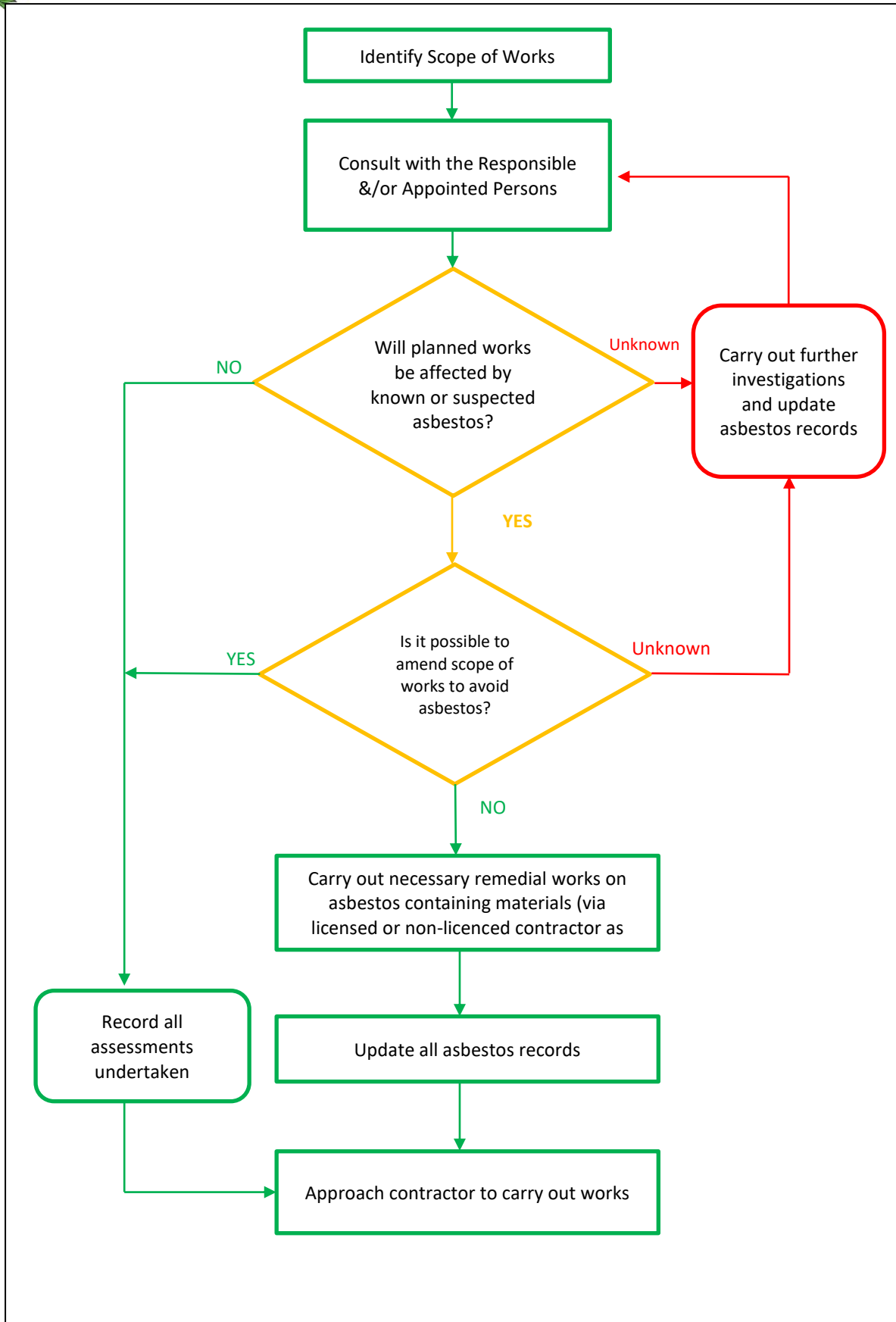


Appendix A – Damage to Asbestos Containing Materials (or suspected to contain asbestos)





Appendix B – Planned works to Asbestos Containing Materials



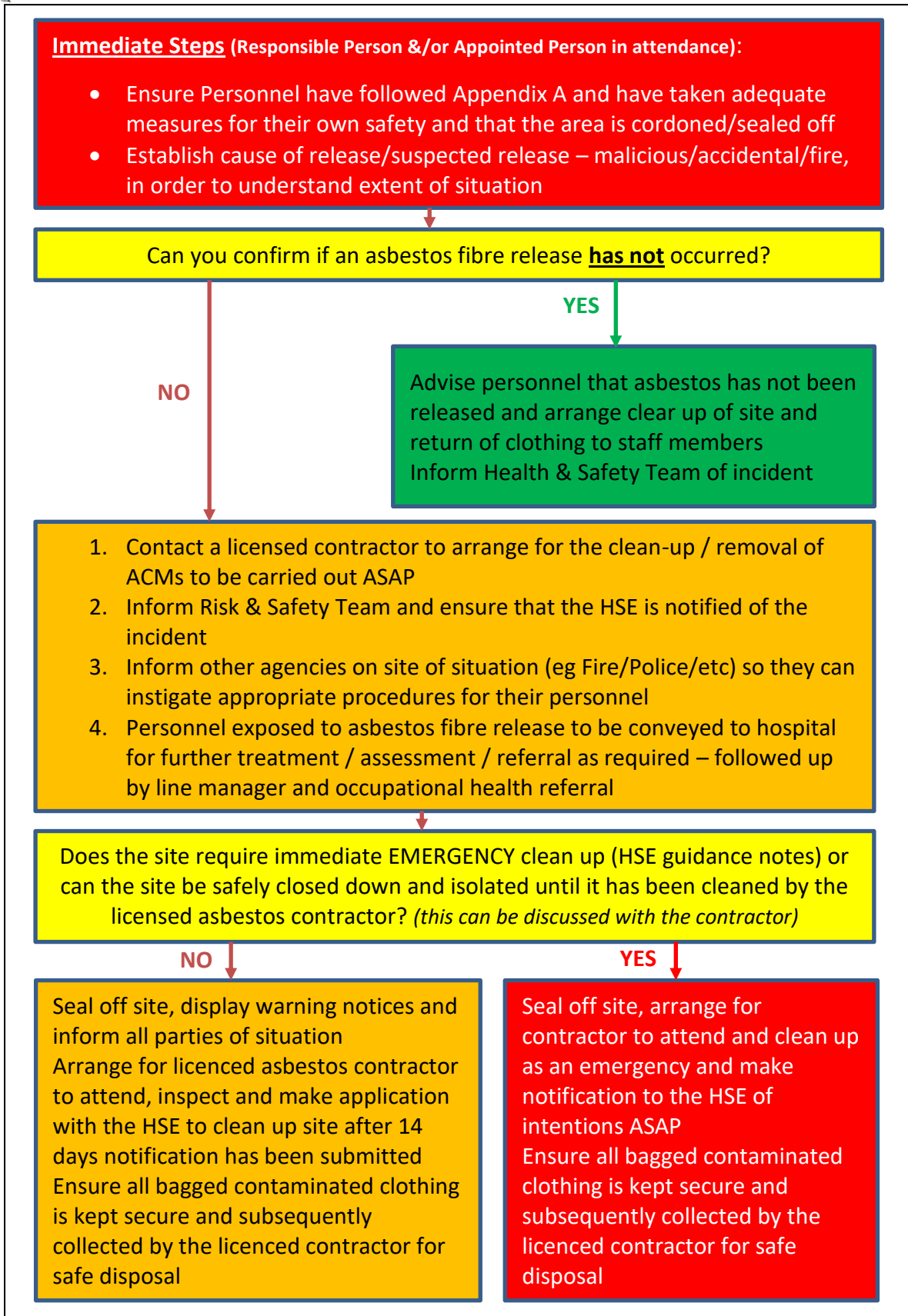


Appendix C – Selection of Contractors to carry out ACM works





Appendix D – Actions in the case of a suspected release of asbestos fibres





ANNEX E: Description of staff responsibilities – Asbestos Management

Chief Executive Officer:

The Chief Executive Officer has overall accountability for all aspects of the safety in relation to the Asbestos Containing Materials (ACMs) throughout the Trust. They will nominate in writing the following persons, to take day to day responsibility for controlling the identified risk from ACMs as far as is reasonably practicable:

- The Responsible Person
- The Appointed Person
- The Chief Executive Officer has overall responsibility for all aspects of ACMs within ALL the Trust properties.
- The Chief Executive Officer shall ensure that adequate resources are made available to ensure that this policy is fully implemented.
- The Chief Executive Officer will be designated as the Duty Holder

Responsible Person:

The Responsible Person will accept management responsibility for Asbestos Management. The Responsible Person will provide the resource and support to allow the Appointed Person to fulfil their designated role this will include:

- Monitoring and regularly reviewing action plans/strategies for eliminating /minimising risk.
- Ensuring budgetary provision is made for the control and safe management of the ACMs.
- Providing additional resource when identified by the Appointed Person.
- Ensure lines of communication are maintained with all relevant trust staff, agencies and authorities.
- Ensure that this policy, via the Executive Directors, is being implemented, monitored and reviewed efficiently.
- Ensure staff training requirements are identified across the Trust, regularly reviewed and managed through the Trust's annual training programmes eg OM's or their representatives, nominated PiCs and selected estates staff.
- Liaise with the Asbestos Specialist Consultants, the Health and Safety Manager and other specialist advisors.
- Ensure arrangements are put in place for the reporting of a release of asbestos fibres or damage to ACMs.
- All written records and computer records must be kept for a minimum of 5 years.

Appointed Person:

In the absence of the Responsible Person, must have deputised management responsibility of all the tasks listed under the Responsible Person section

The Appointed Person is responsible for advising on and devising and managing the necessary procedures for the safe management of ACMs within the Trust. In addition, the Appointed Person will:

- Provide technical advice to all levels of management, staff and specialist advisors.
- Assist and co-ordinate the support for the Estates response team in in the event of an incidence of ACM damage or asbestos fibre release (or suspected case of).



Maintain technical knowledge in respect of current good practice and statutory requirements.

- Liaise with the Asbestos Specialist Consultants, the Health and Safety Manager and other specialist advisors.
- Ensure that annual inspections are carried out and regularly updated by the Estates Department. Prioritise remedial works required and put forward for funding within the Small Works / Capital Works programmes.
- Develop, monitor and regularly review action plans / strategies for eliminating & minimising the risk.
- Investigate and or assist with investigations into all incidents / accidents concerning ACMs or asbestos fibre release.
- Ensure Estates Department staff involved in the design, refurbishment, and maintenance and monitoring of the buildings are given appropriate training and information covering statutory and technical legislation and guidance.
- Provide suitable and sufficient information and training to all Estates staff to ensure that the risk of asbestos is fully understood and legislation adhered to.
- Ensure that training requirements (in relation to asbestos management) for estates staff is annually reviewed and monitored.
- Ensure that the records of all monitoring, inspections, testing, risk assessments and remedial actions taken are retained for at least 5 years.
- The Appointed Person is accountable and responsible to the Strategic Head of Estates for any areas of ACM risk and is available for the provision of professional and technical advice on matters concerned with the Health & Safety at Work Act 1974 etc. As well as all other relevant statutory matters.
- Implement maintenance and inspection routines, as identified in this procedure and accompanying policy in conjunction with the Asbestos Management Plan (AMP) for each site.
- Prepare and implement an AMP for each trust site for controlling the ACMs
- Ensure that remedial works highlighted in risk assessments, inspections and routine monitoring visits are carried out in a timely manner.
- Keep maintenance and monitoring records and make available for inspection.

Estates Team

The Estates Team are accountable and responsible to the Responsible Person and Appointed Person on asbestos and any ACM matters. In addition, they will:

- Ensure that the Appointed Person has necessary information for maintaining the monitoring requirements;
- Ensure all reported defects are responded to effectively and efficiently.
- Ensure an effective line of communication is maintained within the Estates team for all matters relating to asbestos and any associated ACM matters.
- Report to the Appointed Person all potential and actual incidents / defects, which may affect the health, safety and welfare of clients, visitors and staff.
- Ensure that, within temporary closed areas / departments, control procedures are implemented, monitored and all records kept.
- Keep maintenance and monitoring records and make available for inspection.
- Ensure that the written and computer records of all monitoring, inspections, testing, risk assessments and remedial actions taken are retained for at least 5 years.



Persons in Charge – Operational Managers, Make Ready Centre Managers, all Site Managers, 111, Fleet & HQ Managers:

Persons in Charge (PiCs) are accountable and responsible for their areas. In so being, they are jointly responsible for the health & safety of contractors, visitors, staff and others who may have access to their premises. They have a responsibility to demonstrate they are providing care in a safe environment and must ensure the adherence of this Policy for all employees within their area of authority. In addition, they will:

- Ensure that any change of PiC is notified to the Estates Team, so that the records can be updated and issued to ensure compliance
- Ensure that local procedures for safe systems of work and codes of practice comply with this policy, meet the needs of their particular area of responsibility and that they are implemented, monitored and reviewed.
- Assist and liaise with the Appointed Person in carrying out annual inspections or risk assessments relating to ACMs.
- Where SECAMB has a presence in other organisations properties, all asbestos issues in these properties, will be managed by the respective estates / maintenance department. Maintain communication links with the Appointed Person and the Estates Department.
- Report any damage or disturbance to ACMs to the Estates Department and put in place temporary control measures following Appendix A and/or D to protect patients, clients, visitors and staff until such time as the defect / fault has been rectified.
- Ensure that the records of all monitoring, inspections, testing, risk assessments and remedial actions taken are retained for at least 5 years in the Site asbestos file.
- Ensure access to site asbestos management plan (AMP) at all times, so all monitoring, inspections, testing and remedial works actions / results can be logged and written down in the appropriate section in the AMP.

All Trust Employees / Contractors

All employees must be aware that they have a duty of care for health & safety towards themselves and others. Every employee within the Trust must:

- Ensure that they take reasonable care for his / her health & safety and that of other employees, clients, contractors, visitors and members of the general public who may be affected by his / her actions, with the use of the premises water systems and associated services.
- Not interfere with, or misuse anything provided in the interest of health & safety.
- Report to their line manager and using the IWR1 incident reporting process any damage to ACMs and/or any suspected release of asbestos fibres.
- Report any doubt about asbestos materials safety to their line manager and using the IWR1 incident reporting process.
- Report to their line manager and through the IWR1 incident reporting process any defective equipment (ensuring warning notices are displayed), hazards, accidents/incidents, unsafe systems of work and/or unsafe environment and equipment.



- Attend any training that is provided by their managers [NHS Foundation Trust](#)
- Adhere to the Asbestos Management policy and procedure.