



Asbestos Policy

This procedural document supersedes: Asbestos Policy – CORP/HSFS 10 (A) v.7



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Date written/revised:	January 2022
Approved by:	Trust Health and Safety Committee
Date of approval:	February 2022
Date issued:	March 2022
Next review date:	February 2025
Target audience:	All Staff, Trust Wide

Amendment Form

Version	Date Issued	Brief Summary of Changes	Author
Version 8 (A)	February 2022	<ul style="list-style-type: none"> Update to training and support Table Monitoring Compliance with procedural document 	S Tyler
Version 7 (A)	31 May 2019	<ul style="list-style-type: none"> Update to Roles and Responsibilities Flow Chart and amendment of the roles and responsibilities 	S Tyler
Version 6 (A)	23 March 2017	<ul style="list-style-type: none"> Update to Roles and Responsibilities Flow Chart and amendment of the roles and responsibilities 	H Timms/S Tyler
Version 5 (A)	14 December 2015	<ul style="list-style-type: none"> Updated to include new CDM information Updated to include Roles and Responsibilities Flow chart and amendment of the roles and responsibilities Update and amend the Compliance Strategy 	H Timms/S Tyler
Version 4 (A)	5 March 2015	<ul style="list-style-type: none"> Updated and split into two separated documents e.g. Asbestos Management Plan CORP/HSFS 10 (B) and Asbestos Policy CORP/HSFS 10 (A). Update in line with Approved Code of Practice (ACOP) L143 and Guidance. 	H Timms/S Tyler
Version 3	17 October 2013	<ul style="list-style-type: none"> Updated in line with Control of asbestos regulations 2012. New style format included. 	David Scott
Version 2	March 2010	<ul style="list-style-type: none"> Updated to reflect introduction of HSG 264 Asbestos The Survey Guide Updated to reflect introduction of The Control of Asbestos Regulations 2006 	David Scott
Version 1	November 2006	<ul style="list-style-type: none"> Reviewed and re-issued without change 	David Scott

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1 INTRODUCTION

This Asbestos Policy sets out Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust's strategy for compliance of all relevant Health and Safety legislation regarding asbestos.

This document details what steps will be taken by the Trust to ensure that the risk from known or suspected Asbestos Containing Materials (ACMs) within Trust owned or controlled buildings is adequately managed, so that as far as reasonably practicable no one can come to any harm from asbestos.

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

This Policy and the 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.

This Asbestos Policy should be read alongside the Trust's Asbestos Management Plan.

2 PURPOSE

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust recognises its duties under the Health and Safety at Work Act, 1974 and the Control of Asbestos Regulations 2012 and all associated Approved Codes of Practices, and is committed to the effective management of asbestos.

The Trust recognises its responsibilities to its employees, contractors and others involved in building and maintenance projects established through the Construction (Design and Management) Regulations 2015 and its duties as the 'Duty Holder' of Trust owned buildings as defined by Regulation 4 of the Control of Asbestos Regulations 2012.

Where the term 'Trust' is used this should be taken to mean Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.

Where the term 'employees' and 'regular building users' has been used it should be taken to refer to all direct employees, agency staff, long term contracted suppliers and those employed by divisions of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.

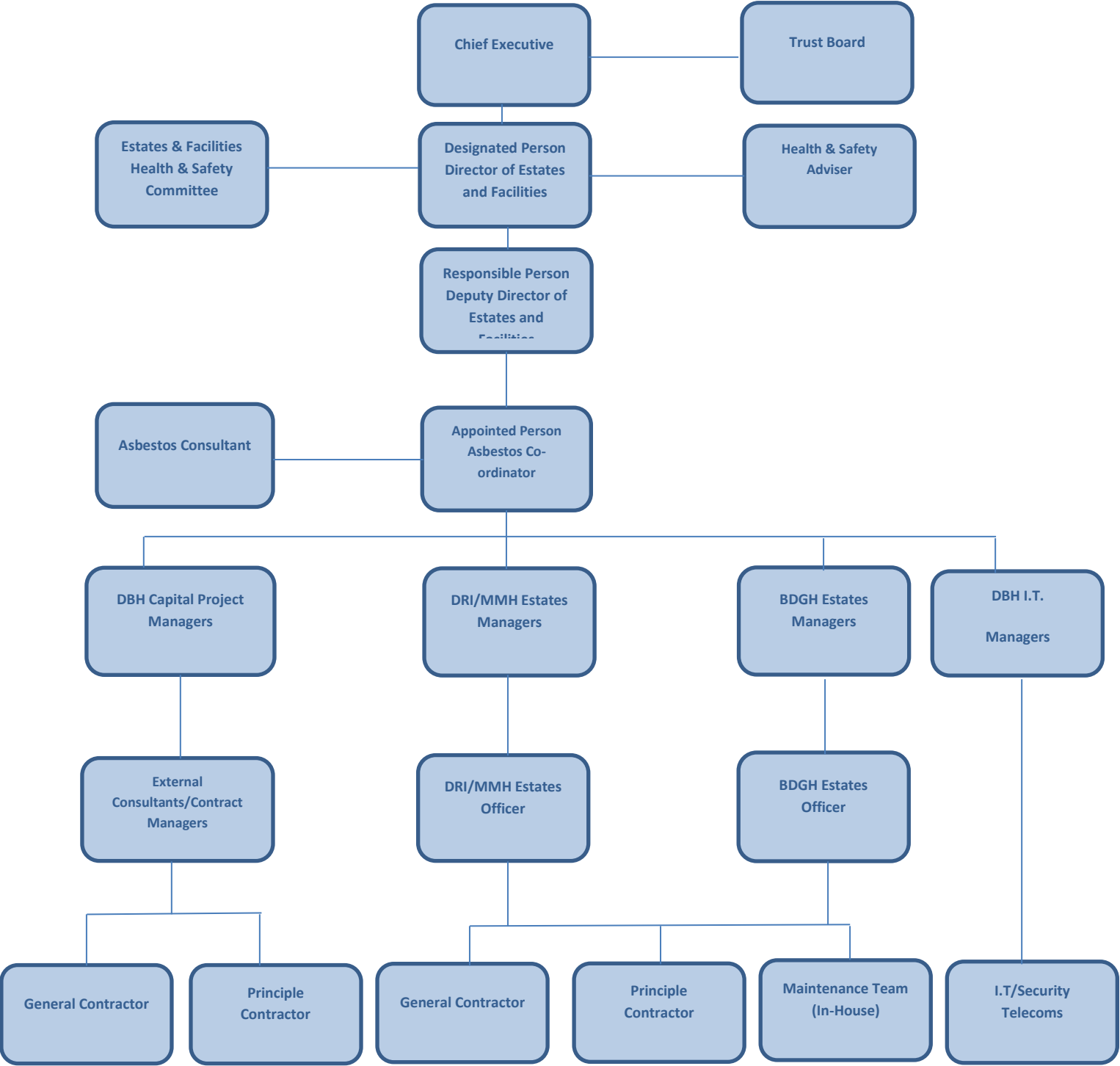
Where the term 'contractors' has been used in this policy document it should be taken to refer to all parties who undertake work for Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust on a short term, limited contract basis. This would include tradespersons brought in for a specific task or time period, but not those who have an ongoing supply agreement with the Trust.

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust

- Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust will provide all resources deemed necessary to manage the risk posed by asbestos, including the appointment of an Asbestos Co-ordinator.
- The Trust will take reasonable steps to undertake an assessment of all its owned/controlled buildings, (and work together with any other Duty Holder(s)) with regard to asbestos, taking all relevant information into account.
- The Trust will expect the cooperation of all employees, regular building users and contracted third parties in undertaking this assessment.
- The Trust will implement systematic and regular asbestos surveys to find and record the location and condition of known or suspected ACMs.
- The Trust will 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.
- 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.
- The Trust will undertake all necessary steps to ensure asbestos information is made available to all parties who may be affected by the presence of ACMs.
- The Trust will 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.
- The Trust will 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.
- The Trust will undertake regular training of managers, staff and regular building users and inform third party contractors where necessary to ensure that information is effectively disseminated.
- The Trust will develop, implement and monitor safe systems of work to protect the safety, health and welfare of employees, building users and third party contractors.

3 DUTIES AND RESPONSIBILITIES

ASBESTOS MANAGEMENT - STRUCTURE



3.1 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. Overall accountability is held for all aspects of the Management of Asbestos, including allocation of resources and appointment of personnel, undertaking the role of Duty holder for Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust as defined in Regulation 4 of the Control of asbestos regulations 2012.

3.2 Designated Person

Responsible for implementing general policy under Health and Safety at Work Act 1974, Control of Asbestos Regulations 2012 and associated ACOP's.

3.3 Responsible Person

The Responsible Person has overall responsibility for the control and management of asbestos throughout the Trust. In his absence this responsibility will pass to the Deputy Responsible Person.

3.4 Asbestos Coordinator

The Asbestos Coordinator is responsible for the day-to-day management of asbestos throughout the Trust, to oversee asbestos management provision and inform all relevant parties of the asbestos management system and their responsibilities. Oversee the implementation of all procedures and safe systems of work regarding asbestos throughout the Trust and review agreed roles and nominate as appropriate. Ensure the asbestos records (MICAD) are updated following any asbestos works (surveys and remedial work). Act as the main point of contact for any contracted works commissioned and ensure that they are provided with all asbestos information.

3.5 Asbestos Consultant

Responsible for the Asbestos Policy and Asbestos Management Plan. The management of the Re-inspection schedules, management surveys and refurbishment and demolition surveys required and associated analytical works and provide advice to the Trust as required.

3.6 Health & Safety Adviser

To provide technical expertise and assist with the writing and review of Health and Safety information and guidance in relation to compliance with current H&S requirements.

3.7 DRI/MMH/BDGH Estates/Capital Project Managers

Ensure a Refurbishment & Demolition survey is undertaken ahead of refurbishment and demolition works. Coordinate asbestos remediation works in line with the asbestos removal procedure documented in the Asbestos management Plan. Ensure the asbestos records (MICAD) are updated following any asbestos works (surveys and remedial work). Act as the main point of contact for any contracted works commissioned and ensure that they are provided with all asbestos information. Ensure works are undertaken with due care and attention following asbestos safe working practices.

3.8 DBH IT Managers

Responsible for the management of staff undertaking associated I.T. works and ensure staff Liaise with Estates Department prior to any project works, cable laying or works which have the potential to disturb asbestos or access previously inaccessible areas. Inform the Asbestos Coordinator if they find any damaged asbestos or if they know that the condition of ant ACM has changed in anyway. Fully comply with the Asbestos Coordinator in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.

3.9 DRI/BDGH Estates Officers

Undertake Asbestos training with annual refresher thereafter. Act as the main point of contact for any contracted works commissioned and ensure that they are provided with all asbestos information. Ensure that suitable assessment is undertaken to determine whether works will affect or be affected by asbestos prior to commencing works. Ensure the asbestos records (MICAD) are updated following any asbestos works (surveys and remedial work).

3.10 External Consultants/Contract Managers

Responsible for the management of staff undertaking all associated construction and engineering works for the Trust. Ensure the Trust is provided with verification that all operatives have undertaken asbestos awareness training. Ensure works are undertaken with due care and attention following asbestos safe working practices. Ensure they are satisfied with asbestos safe working procedures within the Trust and operate within these procedures.

3.11 IT/Security/Telecoms

Liaise with Estates Department prior to any project works, cable laying or works which have the potential to disturb asbestos or access previously inaccessible areas. Inform the Asbestos Coordinator if they find any damaged asbestos or if they know that the condition of ant ACM has changed in anyway. Fully comply with the Asbestos Coordinator in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.

3.12 Maintenance Team (In-House)

Undertake Asbestos training with annual refresher thereafter. Ensure that suitable assessment is undertaken to determine whether works will affect or be affected by asbestos prior to commencing works. Undertake works with due care and attention following safe work procedures. Inform the Asbestos Coordinator if they find any damaged asbestos or if they know that the condition of any ACM has changed in anyway. Fully comply with the Asbestos Coordinator in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.

3.13 General Contractor

Provide the Trust with verification that all operatives have undertaken asbestos awareness training. Ensure works are undertaken with due care and attention following asbestos safe working practices. Ensure they are satisfied with asbestos safe working procedures within the Trust and operate within these procedures.

3.14 Principle Contractor

Provide the Trust with verification that all operatives and sub-contractors undertaken asbestos awareness training. Act as the main point of contact for any subcontracted works commissioned and ensure that they are provided with all asbestos information. Ensure that a suitable assessment is undertaken to determine whether planned works will affect or be affected by asbestos prior to commencing works. Ensure they are satisfied with the asbestos records held, how to interrogate and understand the information held within them.

4 PROCEDURE

4.1 Compliance Strategy

In order to ensure compliance with all relevant Health and Safety legislation regarding asbestos, Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust has undertaken the following:

- Appointed an Asbestos Coordinator and ensured that this person is fully trained and made aware of their new responsibilities.
- Prepared and implementing a comprehensive, written Asbestos Management Plan.
- Undertaken a programme of management surveys including areas not previously accessed in earlier surveys undertaken at the various premises occupied by the Doncaster Royal Infirmary.
- Regularly reviewing existing asbestos information held for errors and inconsistencies.

- Ensuring that all relevant parties are informed of their responsibilities (including the provision of adequate training where appropriate) with regards to asbestos management provision. Personnel have and continue to be made aware of the asbestos records and how to assess works accurately taking into account areas of no access and areas outside the scope of survey information available.
- Ensuring that where appropriate that all personnel have undertaken asbestos training. Refresher training to be undertaken thereafter.
- Ensure that site induction procedure for third party contractors are undertaken and relevant asbestos information is made available.
- All Trust approved contractors operatives must have received asbestos awareness training and that the training is in date, the **RESET** Contractor Logging In System can be utilised to verify.
- Request verification from measured term contractors that they have access to the asbestos records and will assess their planned works against the asbestos register prior to commencing works.
- Develop and Implement an action plan for removal or encapsulation of high risk asbestos materials identified throughout the Trust.
- Safe system of work procedure have been implemented for IT, Security and Telecoms works and ensure that they are fully informed of the requirements of the asbestos management system put in place.
- Maintain and update an electronic asbestos database (**MICAD**).
- Providing access to the MICAD asbestos portal to all those who undertake or manage works in areas where asbestos may be present or presumed to be present or access previously inaccessible areas.
- Provision of adequate instruction and training to all users of the MICAD asbestos portal.
- Systems have been put in place to inform all Trust staff and contractors who might need to work in areas where there are asbestos containing materials or presumed items identifying the location and conditions.
- Ensuring that an assessment of works is undertaken against the asbestos prior to undertaking any works in areas where ACMs are present or presumed ACMs or are in areas outside the scope of the asbestos information held.

- **PLANET** provides a warning note on each individual work docket to remind operatives of the need to consult the asbestos register prior to undertaking works in areas where asbestos containing materials are present.
- Ensuring emergency procedures are communicated to all those responsible for responding in the event of the accidental disturbance of materials known or suspected of containing asbestos and ensuring that all staff and contractors are aware of these procedures.
- Ensuring works that impact on the fabric of the building a suitable Refurbishment and Demolition asbestos survey is undertaken prior to the commencement of any works.
- Reviewing the Asbestos Management Plan annually and updating when necessary.
- Undertaking Re-inspection surveys of all positively identified asbestos and presumed asbestos containing materials at least annually.

4.2 Asbestos Records

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust utilises the MICAD Asbestos Management database (MAR) to assist in the management of asbestos containing materials at all of its locations. The system is managed by the asbestos co-ordinator to maintain up to date records of Asbestos Containing Materials, Presumed Asbestos Items and areas of no access. The system enables the Trust to actively implement the Duty to manage as required by Regulation 4 of the Control of Asbestos 2012 Regulations. Ensuring that information on the location and condition of ACMs or presumed items is available to all those requiring it.

Asbestos Policy

This document sets out the policy to be adopted within Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust's premises in order to protect employees, contractors, visitors and patients from the hazards posed by asbestos, and to ensure that no-one is exposed to asbestos. It is designed to be of use/for the reference of all employees, building users, visitors and contractors to the Trust whilst on the premises. It lays out what employees and building users should expect from Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.

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. This document details what steps should be taken to effectively manage all items of asbestos; it is specifically written for a site or building and cannot be transferred. It will also detail all assessments made of ACMs, and will give recommendations, priorities and deadlines for action.

Asbestos Register

This document is produced after an asbestos survey or a re-inspection survey. It details the location, condition and extent of all identified and presumed asbestos containing materials (ACMs), as well as any Priority or Material Assessments carried out. This document will require updating should the condition or location of any identified ACMs change, and all items should be re-inspected every 12 months to ensure their condition has not deteriorated.

List of Approved Contractors

This is a central list of Trust approved, licensed contractors drawn up over time and managed by the Asbestos Coordinator. The list should also contain 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. Although it is envisaged that all asbestos works will be arranged through the Asbestos Coordinator, a list should be kept to ensure continuity and high standards are maintained. Guidance from an asbestos consultancy may be needed/used here.

Records of Exposure/Incidents

These records will detail the exact nature and known extent of any exposure to asbestos that has occurred in a Trust controlled premises to a Trust employee: contractors, asbestos removal contractors will be expected to control the record of their own staff unless previously arranged. Whilst every step has been taken to ensure exposure to asbestos does not occur, it is vital good record keeping is maintained. These records should 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. These records should be treated as confidential to each member of staff and be kept in a controlled location.

Training Records

These records will detail the training given to each employee, and should be signed or verified by the employee themselves. Generally, training sessions should be given by specialists and certification of attendance issued. Contractors and non-Trust employees have also been given training where necessary and records kept accordingly. These records should 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.

5 TRAINING/SUPPORT

The training requirement of staff and contractors has been identified through training needs analysis undertaken to comply with the Control of Asbestos Regulations 2012; see role specific training table below.

Role	Asbestos Awareness (A)	Non-licensed asbestos work (selected individuals) (B)	Asbestos Management (C)	BOHS P405 (D)
Asbestos Coordinator	✓	✗	✓	✓
Estates/Capital Managers	✓	✗	✓	✗
Estates Officer	✓	✓	✓	✗
Maintenance Team	✓	✓	✗	✗
IT/Security/Telecoms	✓	✗	✗	✗
General Contractor	✓	✗	✗	✗

Annual Refresher training will be arranged by the Asbestos coordinator for all staff. Any new starters or others identified as benefitting from training and / or additional training will be provided with suitable training at the earliest available opportunity.

6 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

The key objective of the Asbestos Policy is to reduce the risk of exposure. If it can be demonstrated that the risk from asbestos containing materials throughout The Trust is under control, this Asbestos Policy will be fulfilling its intended purpose.

This Asbestos Policy will be reviewed annually by the Asbestos Coordinator to ensure that it remains effective. This may not mean that any changes are necessary, but rather that all current provisions are appraised, checked and audited and that any changes which may make them more efficient are discussed and implemented where necessary.

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Compliance with the Asbestos Policy for DBH NHS Trust	The Asbestos Coordinator	The Policy will be reviewed periodically in accordance with any asbestos work being undertaken.	The Policy will be reviewed tri-annually by the asbestos coordinator and externally audited by the third party consultant. The Policy will then be passed to the Deputy Director of Estates and Facilities, the Estates and Facilities Health and Safety Committee and the Trust Health and Safety Committee for verification.

7. DEFINITIONS

ACM - Asbestos Containing Material

CAR 2012 – Control of Asbestos Regulations 2102

MAR – Micad Asbestos Register

Micad – Computer Aided Facilities Management system (internet property Register)

Planet - Computer Aided Facilities Management system (labour management system)

Reset – Electronic Contractor Management system

7 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment for All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. (See Appendix 1)

8 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/HSFS 10 (B) - Asbestos Management Plan

CORP/HSFS 1 - Health & Safety Policy

CORP/RISK 30 - Risk Identification, Assessment and Management Policy

CORP/RISK 15 - Serious Incidents (SI) Policy

EFAD 1 - Operational Asbestos Safety Information Manual

CORP/EMP 4 – Fair Treatment for All policy

CORP/EMP 27 – Equality Analysis policy

9 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) 2021.

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/information-governance/>

10 REFERENCES

HSE.GOV. (2014). Construction Design and Management (CDM) 2015. [ONLINE]Available at:
<http://www.hse.gov.uk/pubns/books/l153.htm>

HSE.GOV. (2014). Control of Asbestos Regulations 2012. [ONLINE]Available at:
<http://www.hse.gov.uk/asbestos/regulations.htm>

HSE.GOV. (2014). HEALTH AND Safety at Work Act 1974. [ONLINE]Available at:
<http://www.hse.gov.uk/legislation/hswa.htm>

HSE.GOV. (2014). Managing and working with asbestos: Control of Asbestos Regulations 2012.

Approved Code of Practice and guidance. [ONLINE]Available at:
<http://www.hse.gov.uk/pubns/books/l143.htm>

Legislation .GOV. (2014) Defective Premises Act 1972.[ONLINE]Available at:
<http://www.legislation.gov.uk/ukpga/1972/35/section/4>

Legislation .GOV. (2014). Management of Health and Safety at Work Regulations 1999.
 [ONLINE]Available at: <http://www.legislation.gov.uk/uksi/1999/3242/made>

Legislation .GOV. (2014). The Workplace (Health, Safety and Welfare) Regulations 1992.
 [ONLINE]Available at: <http://www.legislation.gov.uk/uksi/1992/3004/contents/made>

APPENDIX 1 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project /Strategy	Division	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Asbestos Policy CORP/HSFS 10 (A) v.7	Estates and Facilities	Mr S Tyler	Existing Policy Updated	04/02/2022
1) Who is responsible for this policy? Estates and Facilities				
2) Describe the purpose of the service / function / policy / project/ strategy? Who is it intended to benefit? What are the intended outcomes? To ensure compliance with CAR (Control of Asbestos Regulations) 2012, ACOP L143, HSG227, HSG247 and HSG248. Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Construction (Design and Management) Regulations 2015.				
3) Are there any associated objectives? Legislation, targets national expectation, standards Trust Wide Staff . Specific objectives to comply with CAR (Control of Asbestos Regulations) 2012, ACOP L143, HSG227, HSG247 and HSG248.				
4) What factors contribute or detract from achieving intended outcomes? – Trust Staff Awareness.				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] - No.				
• If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] – N/A.				
6) Is there any scope for new measures which would promote equality? [any actions to be taken] N/A.				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
Date for next review: February 2025				
Checked by: Gary Hewit			Date: February 2022	