



**Doncaster and Bassetlaw
Teaching Hospitals**
NHS Foundation Trust

Asbestos Management Plan

This procedural document supersedes: CORP/HSFS 10 (B) v.10



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Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 11	November 2022	<ul style="list-style-type: none"> Updated to reflect new APD format. Updated Future Provision. Updates Training, Induction and Support. Updated Action Plan. 	S Tyler
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1 IMPORTANT INFORMATION

This Asbestos Management Plan is a document with legal status.

A copy of the Asbestos Management Plan can be found on the MICAD IPR database.

If you need help understanding the requirements of this document, contact:

Asbestos Coordinator:

Number: Ext: 644103

In the absence of the above:

Acting Director of Estates and Facilities

Number: Ext: 644104

In the absence of the above:

Health and Safety Adviser

Number: Ext: 642060

2 INTRODUCTION

This Asbestos Management Plan has been designed with the sole purpose of managing the risk from Asbestos Containing Materials (ACMs) identified on throughout the Trust so that as far as reasonably practicable no one can come to any harm from ACMs on the premises. It is an integral part of the Trust's strategy for compliance of all current Health and Safety legislation regarding asbestos.

2.1 Principles of Asbestos Management

The main principles of asbestos management are to Assess, Record, Inform and Monitor:

ASSESS: Asbestos in premises does not necessarily create an unacceptable risk. Asbestos is the hazard; the risk can only be defined when this hazard is assessed within the environment in which it is found. This assessment must consider the activities carried out near or on the asbestos for the assessment to be able to present viable recommendations. It may take the form of a desktop study, a full asbestos survey, or a combination of the two.

RECORD: All assessments and the location and condition of any known or presumed asbestos containing materials must be recorded, updated, and regularly reviewed. Similarly, any changes to the condition or location of any known or suspected ACMs, any



training, any controlled removal works, re-inspection, etc., must all be recorded. It is imperative that all asbestos documents are kept up to date, are coherent and are accessible.

INFORM: All asbestos records gathered must be made available to all relevant people at a suitable time. All staff, contracted workers, regular building users and maintenance staff, etc. may require access to asbestos records held for the site and so they must be made available to anyone who may require them. Additionally, a system of training, seminars, question, and answer sessions, as well as site inductions should be adopted where appropriate to ensure that everyone is kept informed about asbestos and that the information, they have access to be relevant, accurate and understandable.

MONITOR: All asbestos records, procedures, training, and safe systems of works must be regularly monitored and reviewed; this is an Approved Code of Practice (ACOP) requirement. The purpose of this on-going monitoring is to ensure that the aims of the asbestos management strategy are being met, that all systems are efficient and workable and that no one is being exposed to asbestos.

2.2 Asbestos Regulations

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 and 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 and Safety at Work Regulations 1999: (the Management Regulations) requires employers and self-employed people to assess 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 and 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 and Principal Contractor 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

Defective Premises Act 1972 in England and Wales or the Civic Government (Scotland) Act 1982 in Scotland: places duties on landlords to take reasonable care to see that tenants and other people are safe from personal injury or disease caused by a defect in the state of the premises. Any premises in such a state as to be prejudicial to health constitute a statutory nuisance under section 79 of the Environmental Protection Act 1990. An abatement notice can be served by the local authorities on the owner or occupier of premises requiring prevention or restriction of the nuisance.

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:

- a) Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
- b) Presume that materials contain asbestos unless there is strong evidence to suppose that they do not.
- c) Make a written record of the location and condition of asbestos and presumed asbestos containing materials (ACMs) and keep the record up to date.
- d) Assess the risk of the likelihood of anyone being exposed to these materials; and
- e) Prepare a plan to manage that risk and put it into effect to ensure that:
 - I. 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.
 - II. Information on the location and condition of the material is given to anyone potentially at risk.

3 PURPOSE

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

This Asbestos Management Plan sets out the strategy for compliance of all relevant Health and Safety legislation regarding asbestos throughout the Trust.

This document details what steps will be undertaken to ensure that the risk from known or suspected Asbestos Containing Materials (ACMs) identified 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 Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust, its employees, contractors, and regular building users. All procedures outlined are mandatory for all parties involved.

This document 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 Management Plan has been prepared especially for Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust who throughout this document will be referred to as the Trust. It is a working document and should be regularly updated and amended to ensure it remains valid and as accurate as possible.

4 DUTIES AND RESPONSIBILITIES

4.1 Asbestos Coordinator

- **The Asbestos Coordinator is responsible for the day-to-day management of asbestos throughout the Trust.**
- **All responsibilities can be delegated, unless otherwise stated, but it should remain the responsibility of the designated person to ensure they are completed satisfactorily.**
- **Training requirements: Asbestos awareness, asbestos management and BOHS P405 (Managing asbestos in buildings).**
- **On-going training requirements: Annual refresher training.**

Duties and Responsibilities:

1. **Oversee asbestos management provision across Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.**
2. **Inform all relevant parties of the asbestos management system and their responsibilities.**
3. **Oversee the implementation of all procedures and safe systems of work regarding asbestos throughout the Trust.**
4. **Review agreed roles and nominate as appropriate.**

5. Receive training on ACMs.
6. Ensure re-inspection surveys are undertaken at least annually.
7. Review the Asbestos Management Plan annually (minimum).
8. Ensure the asbestos records (MICAD) are updated following any asbestos works.
9. Ensure an assessment of the hazards and risks from asbestos containing materials is undertaken and recommended appropriate control measures defined.
10. Keep staff and managers informed about asbestos hazards and control measures that are relevant to their work, department, and staff.
11. Provide third party contractors commissioned with relevant asbestos information as part of the signing in procedure.
12. Commission and oversee asbestos survey and remedial works.
13. Ensure a Refurbishment and Demolition survey is undertaken ahead of refurbishment and demolition works.
14. Implement appropriate procedures to ensure appropriate management of asbestos remedial works and/or further survey etc. where day to day maintenance activities are affected by the presence of asbestos i.e., task-driven remedial works.
15. Identify persons requiring specific information and instruction in asbestos work and coordinate appropriate training to enable persons to fulfil their responsibilities with regards to asbestos management.
16. Ensure all records are maintained in accordance with the regulatory requirements and codes of practice for asbestos work.
17. Ensure all work carried out on asbestos containing materials complies with current regulations and best practice.
18. Ensure that a suitable assessment is undertaken to determine whether works will affect or be affected by asbestos.
19. Ascertain that approved contractors have undertaken asbestos awareness training.
20. Act as the main point of contact for all questions and queries relating to asbestos.

4.2 DRI/MMH/BDGH Estates/Capital Project Manager

- **Training requirements: Asbestos awareness and asbestos management.**
- **On-going training requirements: Annual refresher training.**
- **Roles and Responsibilities:**
 1. Ensure a Refurbishment and Demolition survey is undertaken ahead of refurbishment and demolition works.
 2. Coordinate asbestos remediation works in line with the asbestos removal procedure documented in this Asbestos Management Plan and Asbestos Procedures Manual.
 3. Ensure the asbestos records (MICAD) are updated following any asbestos works (surveys and remedial works).
 4. Act as the main point of contact for any contracted works commissioned and ensure that they are provided with all asbestos information.
 5. Ensure works are undertaken with due care and attention following asbestos safe working practices.
 6. Ensure satisfied with the asbestos records held, how to interrogate and understand the information held within them.

7. Inform the Asbestos Coordinator if they find any damaged asbestos or if they know that the condition of any ACM has changed in anyway.
8. Fully comply with the Asbestos Coordinator in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.
9. Direct any questions or queries regarding asbestos to the Asbestos Coordinator.

4.3 DRI/BDGH Estates Officers

- **Training requirements: Asbestos awareness, asbestos management, and non-licensed asbestos training.**
- **On-going training requirements: Annual refresher training.**
- **Roles and Responsibilities:**
 1. Undertake asbestos training with annual refresher training thereafter.
 2. Act as the main point of contact for any contracted works commissioned and ensure that they are provided with all asbestos information.
 3. Ensure that a suitable assessment is undertaken to determine whether planned works will affect or be affected by asbestos prior to commencing works.
 4. Oversee non-licensed asbestos works undertaken by the maintenance team.
 5. Ensure the asbestos records (MICAD) are updated following any asbestos works (surveys and remedial works).
 6. Undertake works with due care and attention following asbestos safe working procedures.
 7. Ensure satisfied with the asbestos records held, how to interrogate and understand the information held within them.
 8. Inform the Asbestos Coordinator if they find any damaged asbestos or if they know that the condition of any ACM has changed in anyway.
 9. Fully comply with the Asbestos Coordinator in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.
 10. Direct any questions or queries regarding asbestos to the Asbestos Coordinator.

4.4 Maintenance Team (In-House)

- **Training requirements: Asbestos awareness. Selected individuals to have non-licensed asbestos training.**
- **On-going training requirements: Annual refresher training.**
- **Roles and Responsibilities:**
 1. Undertake asbestos training with annual refresher training thereafter.
 2. Ensure that a suitable assessment is undertaken to determine whether planned works will affect or be affected by asbestos prior to commencing works.
 3. Undertake works with due care and attention following asbestos safe working procedures.

4. Ensure satisfied with the asbestos records held, how to interrogate and understand the information held within them.
5. Inform the Asbestos Coordinator if they find any damaged asbestos or if they know that the condition of any ACM has changed in anyway.
6. Fully comply with the Asbestos Coordinator in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.
7. Direct any questions or queries regarding asbestos to the Asbestos Coordinator.

4.5 IT/Security/Telecoms

- **Training requirements: Asbestos awareness and asbestos management.**
- **On-going training requirements: Annual refresher training.**
- **Roles and Responsibilities:**
 1. Liaise with the Estates Department prior to any planned project works, cable laying or works which have the potential to disturb asbestos or access previously inaccessible areas.
 2. Act as the main point of contact for any contracted works commissioned and ensure that they are provided with all asbestos information.
 3. Ensure works are undertaken with due care and attention following asbestos safe working practices.
 4. Ensure satisfied with the asbestos records held, how to interrogate and understand the information held within them.
 5. Inform the Asbestos Coordinator if they find any damaged asbestos or if they know that the condition of any ACM has changed in anyway.
 6. Fully comply with the Asbestos Coordinator in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.
 7. Direct any questions or queries regarding asbestos to the Asbestos Coordinator.

4.6 Principal Contractor

- **Training requirements: Asbestos awareness.**
- **On-going training requirements: Annual refresher training.**
- **Roles and Responsibilities:**
 1. Provide the Trust with verification that all operatives have undertaken asbestos awareness training.
 2. Act as the main point of contact for any subcontracted works commissioned and ensure that they are provided with all asbestos information.
 3. Ensure that a suitable assessment is undertaken to determine whether planned works will affect or be affected by asbestos prior to commencing works.
 4. Ensure works are undertaken with due care and attention following asbestos safe working practices.

5. Ensure satisfied with the asbestos records held, how to interrogate and understand the information held within them.
6. Stop works IMMEDIATELY and inform the Asbestos Coordinator if they find any previously unidentified asbestos, damaged asbestos or if they know that the condition of any ACM has changed in anyway.
7. Fully comply with the Asbestos Coordinator in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.
8. Direct any questions or queries regarding asbestos to the Asbestos Coordinator.

4.7 General Contractor

- **Training requirements: Asbestos awareness.**
- **On-going training requirements: Annual refresher training.**
- **Roles and Responsibilities:**
 1. Provide the Trust with verification that all operatives have undertaken asbestos awareness training.
 2. Ensure works are undertaken with due care and attention following asbestos safe working practices.
 3. Ensure satisfied with asbestos safe working procedures within the Trust and operate within these procedures.
 4. Stop works IMMEDIATELY and inform the Asbestos Coordinator and Trust Health and Safety Adviser if they find any previously unidentified asbestos, damaged asbestos or if they know that the condition of any ACM has changed in anyway.
 5. Fully comply with the Asbestos Coordinator in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.
 6. Direct any questions or queries regarding asbestos to the Asbestos Coordinator and Trust Health and Safety Lead.

Roles and Responsibilities training requirements summary:

Role	Asbestos Awareness Annual	Non-licensed Asbestos Work Annual <i>(selected individuals)</i>	Asbestos Management	BOHS P405
Asbestos Coordinator	✓	✗	✓	✓
Health and Safety Advisor	✓	✗	✓	✗
Capital Project Managers /Estates Managers	✓	✗	✓	✗
Estates Officers	✓	✗	✓	✗
Maintenance Team	✓	✗	✗	✗
IT/Security/Telecoms	✓	✗	✗	✗
Principle Contractor	✓	✗	✗	✗
General Contractor	✓	✗	✗	✗

([See Section 8 - Training, Induction and Support](#))

5 STRATEGY FOR COMPLIANCE

This Asbestos Management Plan outlines how the Trust is managing the risk from known or suspected asbestos throughout the Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust site.

5.1 Current Provision

Historically, a number of asbestos surveys and remedial works have been undertaken throughout the Trust. Copies of these asbestos records can be accessed through the MICAD database or through the Estates Department.

The MICAD asbestos portal will eventually become the primary means in which asbestos information is shared throughout the Trust.

A re-inspection programme has been undertaken throughout Doncaster Bassetlaw and Mexborough Montagu sites which included attempted access of previously inaccessible areas.

The results of these surveys have been uploaded to the MICAD asbestos database.

Asbestos awareness and management training courses have recently been undertaken. Further courses are to be undertaken in the near future to capture any personnel who missed the initial training courses.

5.2 Future Provision

The Trust aims to have the following aspects of its provision for asbestos management completed: -

1. Review existing asbestos information held on the MICAD database for inconsistencies (e.g., inconsistencies known to be present for areas where no access has been gained).
2. Identify personnel who have not undertaken asbestos training and provide appropriate training.
3. Devise an action plan for removal or encapsulation of high-risk asbestos materials identified throughout the Trust, linked to the Capital Programme For FY22/23 and 23/24.
4. Implement a safe system of work procedure for IT, Security and Telecoms works and ensure they are fully informed of the requirements of the asbestos management system put in place.
5. Undertake a review of the Planet work order to implement a number of warning notes to remind operatives of the need to consult the asbestos register and to gain permits to work as required.

6. Provide access to the MICAD asbestos portal to all those who undertake or manage works which have the potential to disturb known asbestos or access previously inaccessible areas.
7. Provide adequate instruction and training to all users of the MICAD asbestos portal.
8. Request verification from Trust approved contractors that operatives have received asbestos awareness training and that the training is in date. To be policed through a stop at the gate system delivered through the Reset Electronic Contractor Management scheme.
9. Inform all relevant parties of their responsibilities (and provide adequate training where appropriate) with regards to asbestos management provision. Personnel to be made aware of the asbestos records and how to assess planned works accurately considering areas of no access and areas outside the scope of survey information available.
10. Undertake implementation of new Asbestos QR code System linked directly to the Trust Asbestos register for all Trust plant rooms, under crofts, ducts, and services risers, across all Trust premises.
11. Ensure Provision of 2 yearly face fit test for all estates staff including the Estates Management Team.
12. Undertake an annual review of the Asbestos Management Plan and Asbestos Operational Procedures Document.

6 ASBESTOS RECORDS AND DISSEMINATION

6.1 Current Asbestos Records

The following summarises what information is held and how it is disseminated:

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 Doncaster and Bassetlaw Teaching Hospitals NHS Foundation 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 held electronically on the MICAD database. Access can be gained through the Estates Office.

ASBESTOS REGISTERS: Information regarding the location and condition of asbestos throughout the Trust has been recorded in the asbestos surveys undertaken. This information has been uploaded to the MICAD database.

Any persons accessing the asbestos registers should be aware of limitations, scope and any areas not accessed during any survey works. If they are unsure as to how to interpret the data within the reports, then further information should be sought from the Asbestos Coordinator before commencing works.

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

ASBESTOS POLICY: The Trust asbestos policy sets out the Trusts statement of intent with regards to compliance with the Control of Asbestos Regulations 2012. This Asbestos Management Plan should be read alongside the asbestos policy.

MICAD DATABASE: As asbestos information is acquired it is recorded onto the MICAD database. This process is already up and running within the Trust and is updated each time new asbestos information is available either through surveys, bulk sampling, or asbestos remediation programmes.

The MICAD database is the primary way in which asbestos information is shared within the Trust. The Asbestos Coordinator is responsible for overseeing the MICAD database. All persons who commission asbestos surveys, bulk samples or remediation works are responsible for ensuring that the MICAD database is updated following the completion of works in line with this Asbestos Management Plan.

The MICAD database can be accessed through the Estates Department.

ASBESTOS REMEDIATION: All details of asbestos removal or remedial works undertaken to date have been recorded.

Remediation records are held electronically on the MICAD database. The Asbestos Coordinator will ensure that all persons who commission any future remediation works are aware of the requirement to ensure that the MICAD database is updated.

REINSPECTION'S: Regulation 4(9) of the Control of Asbestos Regulations 2012 states that:

‘(9) The measures to be specified in the plan for managing the risk shall include adequate measures for –

(a) Monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos’

Any ACMs identified or suspected are re-inspected at least annually to check that it has not changed condition, deteriorated, or been damaged in any way. Re-inspections are undertaken in accordance with the Approved Code of Practice, L143 second edition (Managing and working with asbestos).

TRAINING RECORDS: The maintenance team and all those who plan and manage works which may affect or be affected by asbestos will be given an appropriate level of training and help to understand their responsibilities and any information regarding asbestos. All training will be an on-going process and will be organised by the Asbestos Coordinator.

Training records are collated as training is undertaken and will detail the training given to each employee.

Any training certificates received are held centrally as a full record of who has received what training and when. These records are treated as confidential to each member of staff and are kept in a controlled location. Each employee will, however, have access to their own records upon request.

Refresher training will be undertaken annually. 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.

6.2 Further Asbestos Records

The following summarises what information should be collated and maintained:

RECORDS OF EXPOSURE/INCIDENTS: These records will be collated if necessary to detail the exact nature and known extent of any exposure to asbestos that has occurred in any part of the Trust or to a Trust employee: contractors, including asbestos removal contractors will be expected to control the records 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 will be treated as confidential to each member of staff and be kept in a controlled location by the Asbestos Coordinator. Each employee will have access to their own records upon request.

6.3 Updating Information

It is imperative that all asbestos records are regularly updated with any new information that becomes available. Asbestos records will be updated covering the following:

Action	Timescale	Responsible Party
Remedial/removal works	Upon completion of works	Person commissioning the works/ Asbestos Coordinator
Re-inspections, bulk sampling, further surveys works (including refurbishment and demolition surveys)	Upon completion of works	Person commissioning the works/ Asbestos Coordinator
Training	Upon completion of training	Asbestos Coordinator
Site inductions	Upon completion of site induction	Person commissioning the works/ Asbestos Coordinator
Accidental disturbance of known or suspected ACMs	Upon accidental disturbance of asbestos	Person commissioning the works/ Asbestos Coordinator

Action	Timescale	Responsible Party
Task assessments	Upon completion of task assessments	All persons undertaking works/ Asbestos Coordinator
Any changes made to the contact details for the Asbestos Coordinator and/or emergency contacts	If/when contact details are amended	Asbestos Coordinator
Any changes to the organisational structure of The Trust which may affect asbestos management facilities	If/when organisational changes are made	Asbestos Coordinator
Any new procedures adopted	If/when new procedures are adopted	Asbestos Coordinator

7 ONGOING ASSESSMENT OF ASBESTOS

On-Going Assessment

On-going assessment of known or suspected ACMs will take the form of annual 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.

Similarly, any management procedures, permit-to-work systems, etc., will be audited and regularly assessed to ensure that they are achieving the goal of effective asbestos management. If any procedures are proved to be inadequate or any accidental or unknown disturbance of asbestos materials has occurred, then the necessary action can be taken.

RE-INSPECTION: All items that have been positively identified will undergo regular, on-going re-inspections at 12 monthly intervals (minimum) from the date of the last inspection/survey.

The purpose of undertaking the re-inspection is to ensure that Material and Priority Assessments are still current. i.e., that the material has not deteriorated in any way and that the use of the building has not changed. Any change to either criterion will result in the overall Risk Assessment being invalid and therefore a new assessment will be required. This will in turn be recorded.

Re-inspections are a requirement of ACOP L143 second edition, (Managing and working with asbestos).

The Asbestos Coordinator is responsible for ensuring that re-inspections are undertaken annually and that the MICAD database is updated following completion of the works.

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

More information regarding how the Asbestos Management Plan will be monitored and reviewed [see section 10](#).

8 TRAINING/INDUCTION/SUPPORT

Different training and induction will be provided for different building users; the purpose being to provide all relevant personnel with the skills and knowledge necessary to understand the hazards and risks involved when working in or near an area where asbestos has been identified.

Training will be provided for all relevant Trust employees. Site inductions will be undertaken for all third-party contractors. This training/induction will be provided prior to any persons commencing work to enable persons to work safely.

Within the Trust three main user groups have been identified as requiring training:

1. **MAINTENANCE TEAM:** Any staff directly employed by the Trust whose work could foreseeably expose them to asbestos will be provided with asbestos awareness training.
2. **THIRD PARTY CONTRACTORS:** Any contractors whose work may affect or be affected by asbestos present will be provided with a site induction.
3. **THOSE WHO PLAN AND MANAGE WORKS:** Anyone who is involved in planning or supervising works which may affect or be affected by ACMs will be provided with asbestos management training.

P405: Those responsible for managing asbestos within the Trust (the Asbestos Coordinator) should undertake the BOHS proficiency module, P405 Managing asbestos in buildings. It is not envisaged that any training or site induction is required for administration or general staff within The Trust or for any general visitors to the site where their works will not be affected by any asbestos present.

8.1 Maintenance Team

As in accordance with the ACOP L143 second edition, Managing and working with asbestos, employees whose work could foreseeably expose them to asbestos will be provided with compulsory asbestos awareness training.

This includes all those who carry out routine maintenance, or regularly access voids or risers, or regularly disturb the fabric of the building.

Training will cover the following topics:

1. The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke.
2. The types, uses and likely occurrence of asbestos and ACMs in buildings and plant.
3. The general procedures to be followed to deal with an emergency; and
4. How to avoid the risks from asbestos.

Asbestos awareness annual refresher training will be provided. Any persons identified as not being incorporated onto the initial training course will be provided with asbestos awareness training at the next available opportunity.

The Asbestos Coordinator is responsible for organising training and for ensuring that annual refresher training is undertaken.

8.2 Third Party Contractors

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 a site induction. Contractors appointed to work on the Trust premises are expected to have undertaken asbestos awareness training as in accordance with Regulation 10 of CAR 2012.

Those commissioning third party contracted works are responsible for checking the asbestos records prior to commissioning works and for relaying any relevant asbestos information to contractors as part of the signing in procedures.

The information provided during the site induction should cover:

1. A brief summary of the location of any known or suspected ACMs which may affect, or are local to, the planned works.
2. The types of activities which are prohibited, areas which are controlled access, etc.
3. What to do should they suspect ACMs have been accidentally disturbed along with a contact number.

In addition, it is also important to emphasise that any damage to an ACM – no matter how minor - MUST be reported to their site contact who is responsible for informing the Asbestos Coordinator as soon as possible.

Persons who have direct involvement in emergency procedures, such as the Fire Brigade, etc, will also be included here, but they will be best served by a copy of the Asbestos Register being made available to them, and liaising with them as to what further information they need.

8.3 Those Who Plan Work and Manage Work

All those who order, plan, or supervise works should be provided with asbestos management training. This includes representatives from IT, security, and telecoms. Training should cover:

1. A brief introduction explaining what asbestos is, and the hazards associated with it, etc.
2. A brief summary of the information held by The Trust and how to gain access to it.
3. A brief summary of products likely to contain asbestos and where they are likely to be found.
4. The types of activities which are prohibited, areas which are controlled access, etc.
5. The limitations of a survey and certificates of reoccupation.
6. Air monitoring and selecting an analyst.
7. Asbestos surveys and selecting a surveyor.
8. The main legislative requirements, in particular Regulation 4, of the Control of Asbestos Regulations 2012.

All training provided will be recorded and a certificate of attendance issued.

8.4 Management of Asbestos in Buildings (including Asbestos Removal) P405

In order to ensure that the Asbestos Coordinator has sufficient asbestos knowledge and training to understand the requirements of CAR 2012 and their responsibilities it is recommended that the Trust consider the BOHS (British Occupational Hygiene Society) proficiency certificate in the 'Management of Asbestos in Buildings' (P405) for the Asbestos Coordinator.

The P405 course is designed to provide delegates with the practical knowledge and the skills to be able to manage asbestos in buildings and to provide a basic knowledge of asbestos removal procedures. The course syllabus covers:

1. Legislation
 - a. Health and Safety at Work Etc. Act 1974
 - b. Asbestos Regulations
 - c. Approved Codes of Practice
 - d. Health Effects of Asbestos
2. Management of Asbestos in Buildings
 - a. Types and Uses of Asbestos in Buildings
3. Asbestos Remediation
 - a. Preparation

- b. Enclosures
 - c. Remediation Measures
 - d. Removal Procedures
 - e. Waste Removal
- 4. Role of the Laboratory/Analyst
 - a. Role of Analyst
 - b. Air Monitoring and Other Techniques
 - c. Four Stage Clearance Procedure and Testing of Enclosures
- 5. Practical Work
 - a. Pre-start Inspections
 - b. Role Playing

The above will ensure that the Trust have an appropriately trained, competent, and knowledgeable person to act as an onsite representative for the Trust enabling them to deal with queries and oversee the asbestos management provisions put in place.

8.5 Future Training

The Trust will proactively seek to identify any persons who need to receive asbestos training in the future; for example, the IT department or any other people where it is deemed that asbestos training would be beneficial to them. They will be incorporated into the appropriate level of asbestos training as soon as can be accommodated.

This may include anyone who has particularly requested more information regarding asbestos; or anyone else deemed in a position that will benefit from asbestos training. It is possible that these sessions can be 'open-invite' to a certain extent, and will be done in a short presentation, and maybe a question-and-answer session.

Additionally, asbestos refresher training of an appropriate level will be carried out throughout the Trust to ensure that up to date and accurate asbestos knowledge best compliments the management strategies put in place.

9 SAFE SYSTEMS OF WORK

A safe system of work is a procedure or adopted policy which should always be followed to ensure that the relevant precautions are taken and that no-one is exposed to asbestos during the course of their work.

Any planned maintenance activities, refurbishment, demolition works or works which may impact upon known or suspected asbestos will not take place until an assessment of the task has been carried out by a competent person. This assessment will be undertaken prior

to any works being undertaken and will be documented. In this section six main processes are described: -

1. EVERYDAY MAINTENANCE WORKS: A safe systems of work procedure involving Site Services maintenance personnel who work within the site on a day-to-day basis.
2. THIRD PARTY CONTRACTORS: A safe systems of work procedure for works involving third party contractors who complete work within the site as a one-off for a defined period of time.
3. PROJECT WORKS: A safe systems of work procedure for all project / capital works.
4. IT / TELECOMS / SECURITY WORKS: A safe systems of work procedure for all IT, telecoms, and security works.
5. ASBESTOS REMOVAL WORKS: A safe systems of work procedure for all asbestos removal and / or remedial works.
6. UNPLANNED INCIDENTS: A safe systems of work procedure for accidental disturbance of asbestos.

9.1 Every Day and Maintenance Works

Works which are carried out by Maintenance Operatives have been grouped here.

All maintenance works are currently logged into the Estates Labour Management System. Works are then passed to the Estates Officers who in turn allocate to the maintenance team. It is the responsibility of the operative undertaking the works to assess the planned works against the electronic copy of the asbestos records held on site. The maintenance team will have access to the MICAD portal which includes both building plans and access to the asbestos portal.

A number of prompts will be placed on the Planet work orders issued to remind operatives of the need to check the planned works against the asbestos records prior to commencing works. It is essential that an assessment is undertaken to determine whether planned works are taking place in area where asbestos is known or presumed to be present, in areas of no access etc. If asbestos is found to be present, then works should not proceed until the Asbestos Coordinator has been consulted and a safe system of work put in place.

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.

9.2 Third Party Contracted Works

This group consists of works which are carried out by third party contractors excluding IT/ Telecoms and Security contractors.

It is expected that contractors employed to undertake maintenance on behalf of the Trust which may disturb the fabric of the building or known, or presumed ACMs have undertaken asbestos awareness training as in accordance with Regulation 10 of CAR 2012. The Trust is not responsible for providing third party contractors commissioned with asbestos awareness training, they will however provide them with all relevant asbestos information to the planned works before they attend site and also during the signing in procedure before works commence.

Copies of risk assessments and method statements are requested from contractors ahead of their planned works onsite and are uploaded onto the Reset contractor management system scheme with the appropriate work description. In return all relevant asbestos information for the planned works is shared with the contractor. All Estates commissioned contractors are required to log onto the Reset system upon arrival prior to commencing works. The Trust are currently developing and looking into various site induction options and currently no formal site induction is undertaken for contractors.

It is the responsibility of the person commissioning the works to assess the planned works against the asbestos records held or to contact the Asbestos Coordinator ahead of planned works to avoid unnecessary expense or delays.

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 works must stop and the Asbestos Coordinator or Health and Safety Adviser notified immediately.

It is important to note that whoever commissions the works from third party contractors is responsible for ensuring that they report to the Estates Department upon arrival to sign in.

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.

9.3 Project Works/Capital Works

This group consists of all project tasks and any tasks which are not carried out by the Trust's own staff.

All project/capital works undertaken within the Trust are procured through the Capital Team. The Project Manager for the works 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 Project Manager is also responsible for ensuring that the MICAD asbestos database is updated following the completion of any 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 and Management) the Trust will ensure that the Principal Designer and Principal Contractor is provided with all asbestos information in their 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 hidden ACMs during the course of their work, that they must notify the Asbestos Coordinator IMMEDIATELY.

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.

9.4 IT/Telecom/Security Works

This group consists of all IT, telecoms and security works that have the potential to disturb known or presumed asbestos or access areas previously inaccessible (such as cable laying, making penetrations to ceilings/walls, CCTV installation) undertake additional project specific refurbishment and demolition surveys when required.

Historically, IT and security have both been known to request asbestos information from the Estates Department; however, there is no documented procedure for IT/security related works. Prior to any works that have the potential to disturb the fabric of the building, access

previously inaccessible areas (such as ceiling voids) or disturb known or presumed asbestos the Estates Department must be contacted in all instances so that the planned works are checked against all available asbestos records held on MICAD.

All IT and security contractors are also expected to report to whoever has commissioned the works upon arrival to site where they are asked to sign in.

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

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.

This written procedure ensures that the correct steps are undertaken to avoid the disturbance of asbestos during any works.

9.5 Asbestos Removal

This group consists of all maintenance and project driven asbestos removal works. Currently the Asbestos Coordinator, Estates/Project Managers and Estates Officers can commission asbestos remedial/removal works. This procedure is designed to ensure that there is a consistent approach for all asbestos removal works.

It should be noted that only Trust approved removal contractors and analytical companies will be employed to undertake asbestos removal and analytical works on any Trust owned or controlled property.

Prior to any asbestos removal works the person managing the works 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.

Approved tendering companies for asbestos works will be asked to demonstrate knowledge of relevant current legislation pertaining to the safe removal of asbestos and awareness of other Health and Safety legislation and hazards that may be encountered on site. DBTH will provide tendering companies with an asbestos survey report with fully annotated plans, full scope of works, information regarding any non-asbestos hazards relevant to the work area and any working practices required for working on the site. Prior to the commencement of any removal works the licensed asbestos removal contractor appointed 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 analyst/consultant will be expected to prepare, review and comment on asbestos removal works specifications and prior to commencement of the works the contractors' method statement on behalf of the Trust.

Within the Trust only laboratory's accredited by the United Kingdom Accreditation Service (UKAS) who are the sole national accreditation body recognised by the British government to assess the competence of organisations that provide certification, testing, inspection, and calibration services, and who are on the approved list will be commissioned to undertake survey works or analytical work. For survey works the company should be accredited to British Standard (BS) ISO 17020 and for analytical works to BS ISO 17025.

Air monitoring during any removal works should be undertaken by an independent UKAS accredited laboratory.

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

An approved analytical company will be employed by the Trust to 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 analytical company 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 project manager for the works will ensure a completion document includes the following:

- Air monitoring certificates.
- Waste consignment notes.
- Removal contractors method statement.
- Updated plans illustrating all asbestos items that have been removed and all asbestos that has been retained.

The project manager for the works is responsible for ensuring the asbestos records are updated following any survey or remedial works.

9.6 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 Asbestos Coordinator as soon as possible. An incident report 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 Emergency Procedure. ([See section 12](#))

10 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

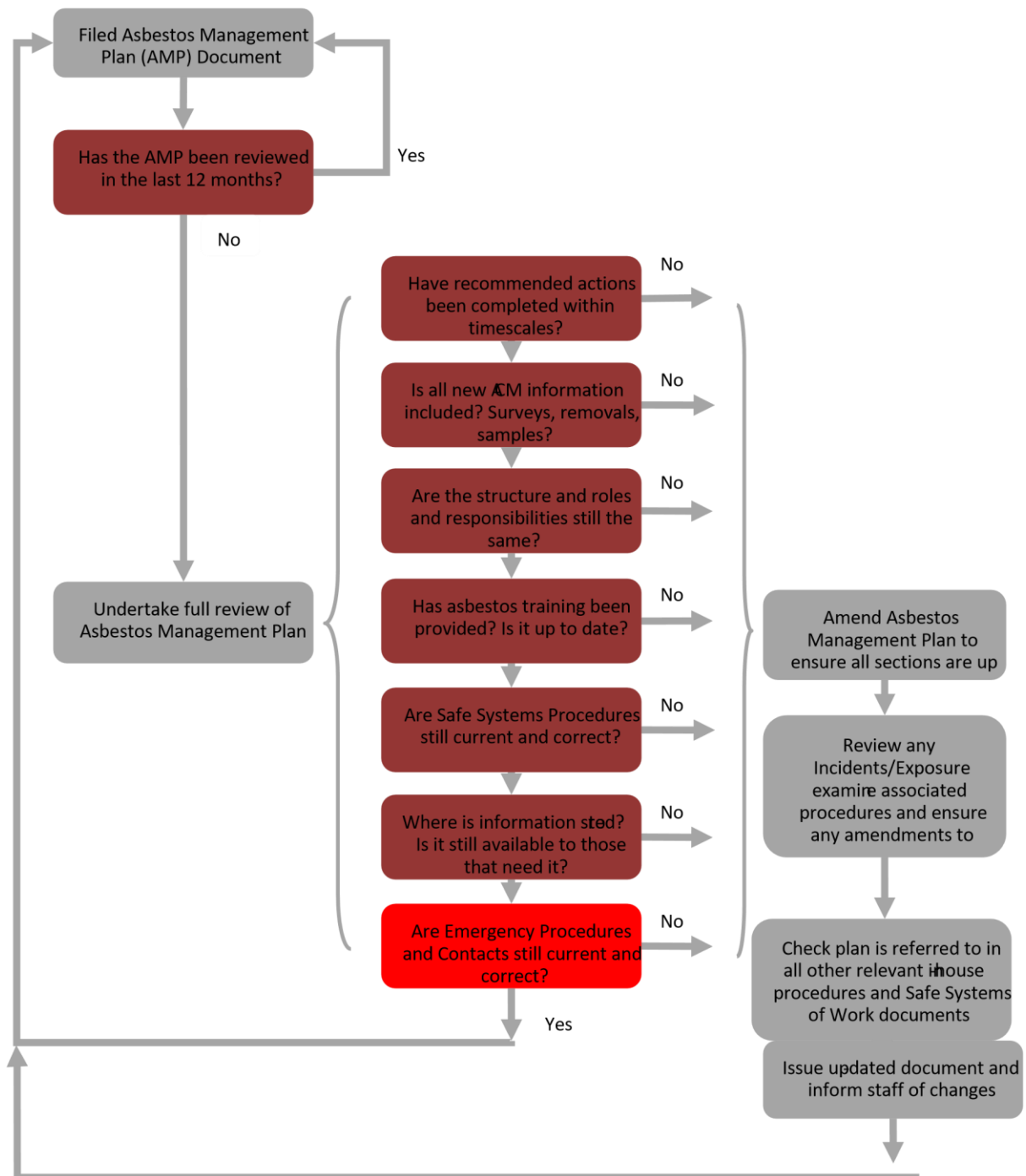
The key objective of the Asbestos Management Plan is to reduce the risk of exposure. If it can be demonstrated that the risk from asbestos containing materials throughout The Trust is under control, this Asbestos Management Plan will be fulfilling its intended purpose.

This Asbestos Management Plan 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
The Asbestos Management Plan for DBTH NHS Trust	The Asbestos Coordinator	The Plan will be reviewed annually or earlier if required	The Plan will be reviewed annually by the asbestos coordinator, the Trust Asbestos Working Group and externally audited by a third-party consultant (Authorised Engineer Position) AE. The plan 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

The procedure in the following flow chart will be undertaken to ensure this remains a valid document and that the risks from asbestos are being adequately assessed:

MONITOR AND REVIEW PLAN: This flow chart summarises steps which should be taken to ensure the management plan is reviewed and remains a valid document.



11 ACTION PLAN

This section details what steps should be undertaken to achieve the goal of effective asbestos management. The detail given here is further to the comments and recommendations given within the Asbestos Registers held.

ACTIONS

Actions which should be undertaken on an on-going basis and up to and including six to twelve Months:

Action	Timescale	Responsible
1. Review and update of the Asbestos Management Plan.	Tri-Annual	Asbestos Coordinator
2. Re-inspection surveys.	Annual	Asbestos Coordinator
3. Refresher training for maintenance operatives and those who plan and manage works.	Annual	Asbestos Coordinator
4. Ensure Provision of 2 yearly Face Fit test for all estates staff including Estates Management Team.	2 yearly	Asbestos Coordinator
5. Update of asbestos records following any survey and or remediation works.	Continual Process	Asbestos Coordinator / those commissioning the works/ External Consultant/ Estates/Capital Projects
6. Update Trust Asbestos removal plan including identification high risk asbestos materials to be included within the annual capital project programme.	Continual Process	Asbestos Coordinator /Deputy Director of Estates and Facilities
7. Implement safe systems of work procedure for IT/ security / telecoms works.	February 2022	Estates/Capital Projects
8. Undertake implementation of new Asbestos QR code System linked directly to the Trust Asbestos register for all Trust plant rooms, under crofts, ducts, and services risers, across all Trust premises.	Continual Process	Asbestos Coordinator

12 EMERGENCY PROCEDURES

Where a material is found to be damaged and is known or suspected to contain asbestos then any work must cease, the area must be isolated and access of other persons prevented by the application of signage and either physically locking the door (Existing door lock/ or fitting padlock and chain) if practicable and safe to do so, or by locking down the door swipe card access.

If the material has been damaged during works and the person has dust on their clothing or skin, he/she would call for (e.g., using mobile phone) assistance in the first instance (i.e., for someone to bring PPE and bags) and move away from the immediate area. Contaminated outer clothing should be removed and placed in a bag for disposal as hazardous waste in the Trust asbestos waste bins ensuring all relevant documentation is completed. Where necessary (Depending on remaining clothing) the operative would don Type 5 or 6 paper overalls with hood and over shoes and proceed to the wash/shower room within the undercroft adjacent to the estates boiler house allocated for emergency shower procedures. The operative would be required to thoroughly wash the affected area. Further access to the

wash/shower room would be prevented until the room was decontaminated by a nominated licensed asbestos removal contractor (LARC).

During normal hours, the Estates Asbestos Coordinator and Health and Safety Lead must be informed immediately. Where the incident occurs out of normal hours then the on-call Manager should be informed initially, and the Estates Asbestos Coordinator and Health and Safety Lead informed thereafter.

The incident will be logged on the Trust incident reporting system DATIX and investigated by the Estates Asbestos Coordinator following the accident, incident near miss procedures. Where applicable the incident will be reported as a dangerous occurrence by the Deputy Director of Estates and Facilities to the HSE Incident contact centre by the Health and Safety Advisor.

The Estates Asbestos Coordinator will liaise with the nominated asbestos analytical consultant and the area will be remediated as required. The procedure to be followed is shown in Figure 1.

Including: -

The contact numbers for the nominated Asbestos Analytical Consultants and out of hours contact numbers for the estates on call management team and Asbestos Coordinator.

Following any incident where asbestos or suspected asbestos is disturbed the asbestos management procedures will be reviewed considering the findings of the investigation.

Where a material is found that is suspected to contain asbestos it must be ascertained whether the material has been sampled and what the result was before any work which will disturb that material is undertaken. The discovery of a suspect asbestos bearing material shall be notified to the Estates Asbestos Coordinator.

If the suspect material is, in the view of the Estates Asbestos Coordinator, in poor condition and posing a risk, then the area containing the material should be closed off by:

- Closing all doors and windows in the immediate vicinity.
- Advising people not to enter the area unless they are appropriately trained and are wearing protective clothing and respiratory protective equipment in accordance with Category 2 procedures.
- Restrict access, lock off the swipe card access or fit a padlock.
- Affix a NO ACCESS warning notice to the area access/door.
- If external cordon off the area with barrier tape.
- No person shall interfere with any suspect material.

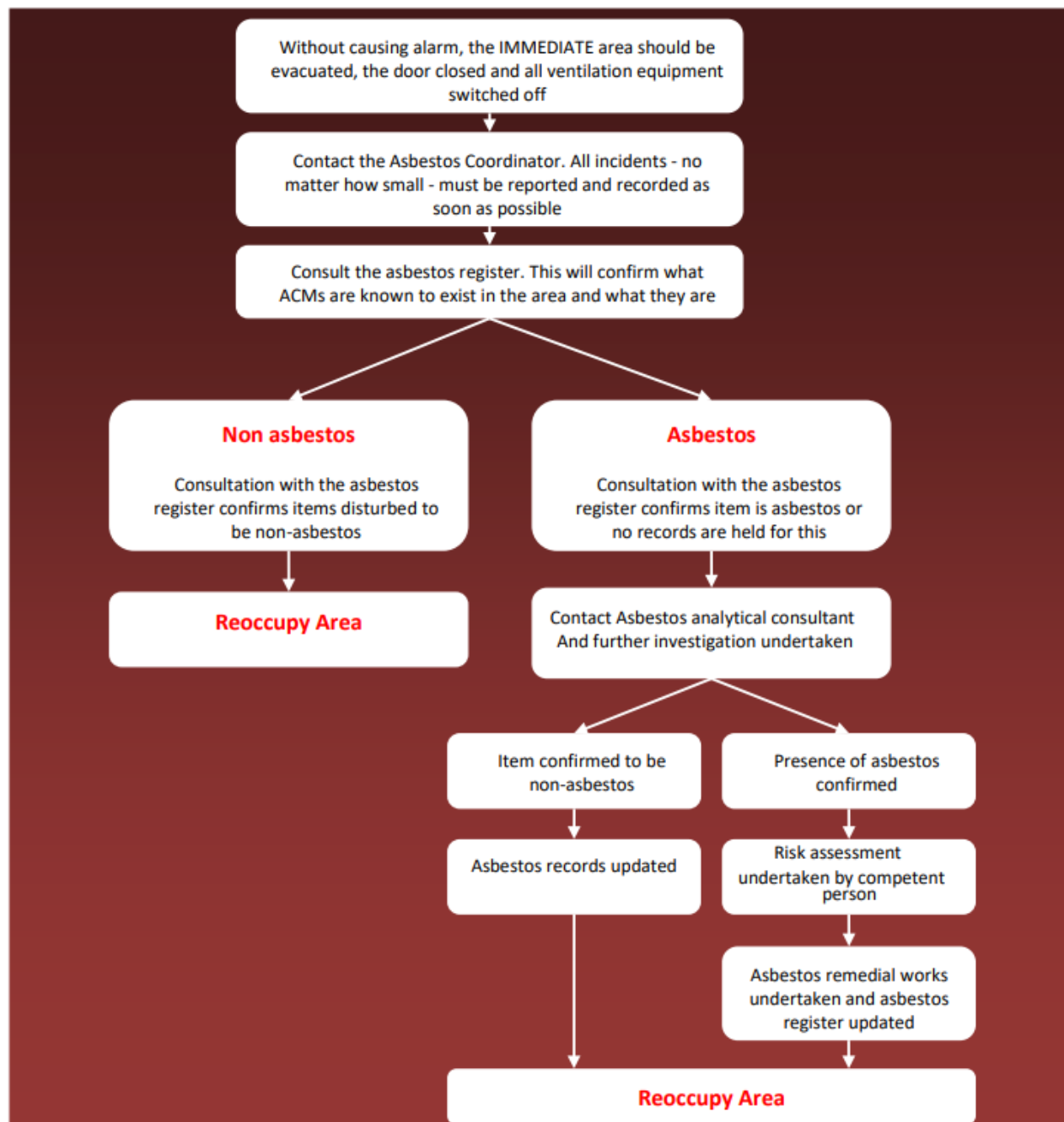
On receiving notification of suspected asbestos, the nominated asbestos consultant will: -

- Inspect the areas as soon as possible.

- If he/she considers it necessary, the Estates Asbestos Coordinator will, following contact with the nominated asbestos consultant, arrange for a sample of the materials to be taken for analysis.
- Give a written report of the results of the investigation to the Estates Asbestos Coordinator.
- Provide advice on any measures considered necessary to minimise the risk to health in the interim period.
- DBTH will ensure, so far as is reasonably practicable, that all accidents (including disturbance of asbestos materials) and “near-miss” incidents (including discovery of suspected asbestos materials) are reported internally and, where appropriate, to the enforcing authority. In addition, all incidents will be investigated, and reasonable measures put in place to prevent recurrence.
- A competent person will be identified and appointed to undertake the investigation. Investigations will follow procedures within the DBTH Risk Identification, Assessment and Management Policy CORP/RISK 30 and Serious Incidents (SI) Policy (Reporting, Investigating and Learning from Serious Incidents) CORP/RISK Serious Incidents (SI) 15.
- The investigation will determine the root cause and any corrective actions required. Accidents, incidents, and near misses involving asbestos materials will automatically trigger a review of the DBTH Asbestos management system. The findings and recommendations of the investigation will be incorporated into the review.
- Where it is determined that person(s) been subject to an unprotected exposure to asbestos, the Estates Asbestos Coordinator will with the assistance of the nominated asbestos consultant estimate the exposure level and duration. A record of this will be kept on the individual’s personal file.
- Dependant on the exposure level and duration, where appropriate a RIDDOR notification will be submitted by the Trust Health and Safety Advisor.

In the event of an out of hour’s emergency such as a pipe burst, then the shift craftsman must contact the on-call manager. The asbestos register should initially be checked by the shift Maintenance Craftsman or on-call Maintenance Craftsman. Where the emergency involves damage to asbestos materials then the Estates Asbestos Coordinator or nominated asbestos consultant must be contacted, and information relating to the area, emergency and the presence of any asbestos materials communicated.

Figure 1: Emergency Procedures Flow Chart



EMERGENCY CONTACTS	
On Call Estates: Contact Switchboard for On Call Estates Managers: Building and Engineering	Nominated Asbestos Consultant: Lucion Environmental Ltd: Office: T: 01482 644632, Richard Marshall: 07858088255, Tim Lovewell: 07836252256, Chris Wilson: 07876748826
Asbestos Coordinator: Contact through Switchboard	Emergency Asbestos Contractor: Rhodar Ltd: Darren Jones: 0786637342, Dave Hart: 07831254530

13 DEFINITIONS

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. Two ACOPs, L127 (The management of asbestos in non-domestic premises) and L143 (Work with materials containing asbestos) have been consolidated into the single revised ACOP L143 (Managing and working with asbestos – second edition).

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.

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.

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.

Extent: Indicates the length, volume, or area of the asbestos containing material.

Hazard: Something that has the *potential* to harm a person or persons.

Identified Asbestos: Refers to a brief description of the material found to contain asbestos.

Location: The exact location of the asbestos – the original survey report should be consulted to give more detailed information.

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.

MMMF: Man Made Mineral Fibre. These products are often used as an asbestos alternative and include products such as fibreglass.

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.

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 adding together of the Material and Priority Assessments. It states the overall risk that the item of asbestos represents in terms of likelihood of exposure.

RPE – Respiratory Protective Equipment: refers to protective equipment worn to protect the respiratory system (for example, half mask, and full-face mask).

14 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 7](#))

15 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/HSFS 1 – Health & Safety Policy

CORP/HSFS 10 (A) – Asbestos Policy

CORP/RISK 30 - Risk Identification, Assessment and Management Policy
CORP/RISK 15 – Serious Incidents (SI) Policy

16 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 General Data Protection Regulation (GDPR) 2016).

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/uk-data-protection-legislation-eu-general-data-protection-regulation-gdpr/>

17 REFERENCES

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APPENDIX 1 – SURVEY TYPE SPECIFICATION

Management Survey

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e., it will depend on factors such as the type of building, the nature of construction, accessibility etc. A management survey should include an assessment of the condition of the various ACM's and their ability to release fibres into the air if they are disturbed in some way. The 'material assessment' will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed.

The survey will usually involve sampling and analysis to confirm the presence or absence of ACM's. However, a management survey can also involve presuming the presence or absence of asbestos.

By presuming the presence of asbestos, the need for sampling and analysis can be deferred until a later time (e.g., before any work is carried out). However, this approach has implications for the management arrangements. The duty holder bears potential additional costs of management for some non-ACMs. Any work carried out on 'presumed' materials would need to involve appropriate contractors and work methods in compliance with CAR 2012 irrespective of whether the material was actually an ACM or not. Alternatively, before any work starts, sampling and analysis can be undertaken to confirm or refute the presence of asbestos. The results will determine the work methods and contractors to be used. The 'presumption' approach has several disadvantages: it is less rigorous, it can lead to constant obstructions and delays before work can start, and it is more difficult to control, see A comprehensive guide to managing asbestos in premises. 'Default' presumptions may also lead to unnecessary removal of non-ACMs and their disposal as asbestos waste. Default presumptions may be suitable in some instances, e.g. 'small' or simple premises, as part of a client's management arrangements. All areas should be accessed and inspected as far as is reasonably practicable. Areas should include under floor coverings, above false ceilings, and inside risers, service ducts, lift shafts etc. **Surveying may also involve some minor intrusive work**, such as accessing behind fascia and panels and other surfaces or superficial materials. The extent of intrusion will depend on the degree of disturbance that is or will be necessary for foreseeable maintenance and related activities, including the installation of new equipment/cabling. Surveyors should come prepared to access such areas (i.e., with the

correct equipment etc.). Management surveys are only likely to involve the use of simple tools such as screwdrivers and chisels. Any areas not accessed must be presumed to contain asbestos. The areas not accessed and presumed to contain asbestos must be clearly stated in the survey report and will have to be managed on this basis, i.e., maintenance or other disturbance work should not be carried out in these areas until further checks are made.

Management surveys should cover routine and simple maintenance work. However, it has to be recognised that where 'more extensive' maintenance or repair work is involved, there may not be sufficient information in the management survey and a localized refurbishment survey will be needed. A refurbishment survey will be required for all work which disturbs the fabric of the building in areas where the management survey has not been intrusive. The decision on the need for a refurbishment survey should be made by the duty holder.

Refurbishment and demolition surveys

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g., when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

There is a specific requirement in CAR 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment situations which involve structural or layout changes to buildings (e.g., removal of partitions, walls, units etc.). Under CDM, the survey information should be used to help in the tendering process for removal of ACMs from the building before work starts. The survey report should be supplied by the client to designers and contractors who may be bidding for the work, so that the asbestos risks can be addressed. In this type of survey, where the asbestos is identified so that it can be removed (rather than to 'manage' it), the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present. However, where the asbestos removal may not take place for some time, the ACMs' condition will need to be assessed and the materials managed.

Refurbishment and demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos. Refurbishment and

demolition surveys should only be conducted in unoccupied areas to minimize risks to the public or employees on the premises. Ideally, the building should not be in service, and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g., full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting. The 'surveyed' area must be shown to be fit for reoccupation before people move back in. This will require a thorough visual inspection and, if appropriate (e.g., where there has been significant destruction), reassurance air sampling with disturbance. Under no circumstances should staff remain in rooms or areas of buildings when intrusive sampling is performed.

APPENDIX 2 – ASSESSMENT ALGORITHMS

Material Assessment

Sample Variable	Score	Examples
Product Type (or debris from product)	1	Etonite, cement, lino, paints, artex etc.
	2	AIB boarding, gaskets, ropes, textiles etc.
	3	Thermal insulation
Extent of damage / deterioration	0	No visible damage
	1	Low damage – e.g. scratches
	2	Medium damage – e.g. breakage of material revealing fibres
	3	High damage – visible debris
Surface Treatment	0	Composite materials – Etonite, vinyl's, painted AC
	1	Enclosed sprays and lagging, encap. AIB, unsealed AC
	2	Unsealed AIB, encap. Lagging and sprays
	3	Unsealed lagging and sprays/debris
Asbestos Type	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite
	3	Crocidolite
Total Score		

Priority Assessment

Assessment parameter	Score	Examples of score variables
Normal occupant activity		
Main type of activity in area	0	Rare disturbance activity (e.g. little used site room)
	1	Low disturbance activities (e.g. office type activity)
	2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs)
	3	High levels of disturbance, (e.g. Fire door with AIB sheet in constant use)
Score		
Likelihood of Disturbance		
Accessibility	0	Usually inaccessible
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Location	0	Outdoors
	1	Large Rooms
	2	Rooms up to 100m ²
	3	Confined spaces
Extent	0	Small amounts or items
	1	<10m ² or 10m
	2	>10 – 50m ² or 10 – 50m
	3	>50m ² or >50m
Average Score		
Human Exposure Potential:		
Number of occupants	0	None
	1	1 – 3
	2	4 – 10
	3	>10
Frequency of use	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average time each use	0	<1
	1	>1 - <3 hours
	2	>3 - <6 hours
	3	>6 hours
Average Score		
Maintenance Activity		
Type of maintenance activity	0	Minor disturbance (e.g. possibility of contact when gaining access)
	1	Low disturbance (e.g. changing light bulbs in AIB ceiling)
	2	Medium disturbance (e.g. lifting one or two AIB ceiling tiles to access a valve)
	3	High levels of disturbance (e.g. removing a number of AIB ceiling tiles to replace a valve or for recabling).
Frequency of maintenance activity	0	ACM unlikely to be disturbed for maintenance
	1	≤1 per year
	2	>1 per year
	3	> 1 per month
Average Score		

Category Codes - Material Assessment

Cumulative score	Action Required
10 - 12	This is allocated to those items requiring urgent attention as they currently, or in the foreseeable future, present an unacceptable risk. That is to say that fibre concentrations could rise above 0.01 fibres/ml.
7 - 9	These are items which as single entities have a high risk of being damaged/disturbed or where there is an accumulation of asbestos materials in a single location that when examined as a whole have a high risk of being damaged/disturbed. The main difference between Cat A and Cat B is that Cat A materials are currently in a state likely to expose people whereas Cat B items may show signs of historic damage but this damage has been made good and debris cleared up.
4 - 6	These are items that have no or very little, sign of historical damage and are usually board or panels, which are not easily accessed.
0 - 3	This covers asbestos cement, resins, artex, plastics, rubber etc. containing asbestos, which do not generally present a significant risk.

Category Codes - Priority Assessment

Cumulative score	Action Required
10 - 12	This is allocated to those items found in locations that present an unacceptable risk to occupiers etc.
7 - 9	These are items situated in high use, readily accessible positions, which may also be located in an area accessed on a routine basis for maintenance.
4 - 6	These are items that will very rarely be disturbed through normal occupation or maintenance, or are in locations or extents that if disturbed would lead to a minimal fibre release.
0 - 3	This covers items that are in locations not readily accessible and are unlikely to be disturbed.

Risk Assessment Summary

For each ACM:

MATERIAL ASSESSMENT + PRIORITY ASSESSMENT = RISK ASSESSMENT



High risk (Total score = 19- 24)

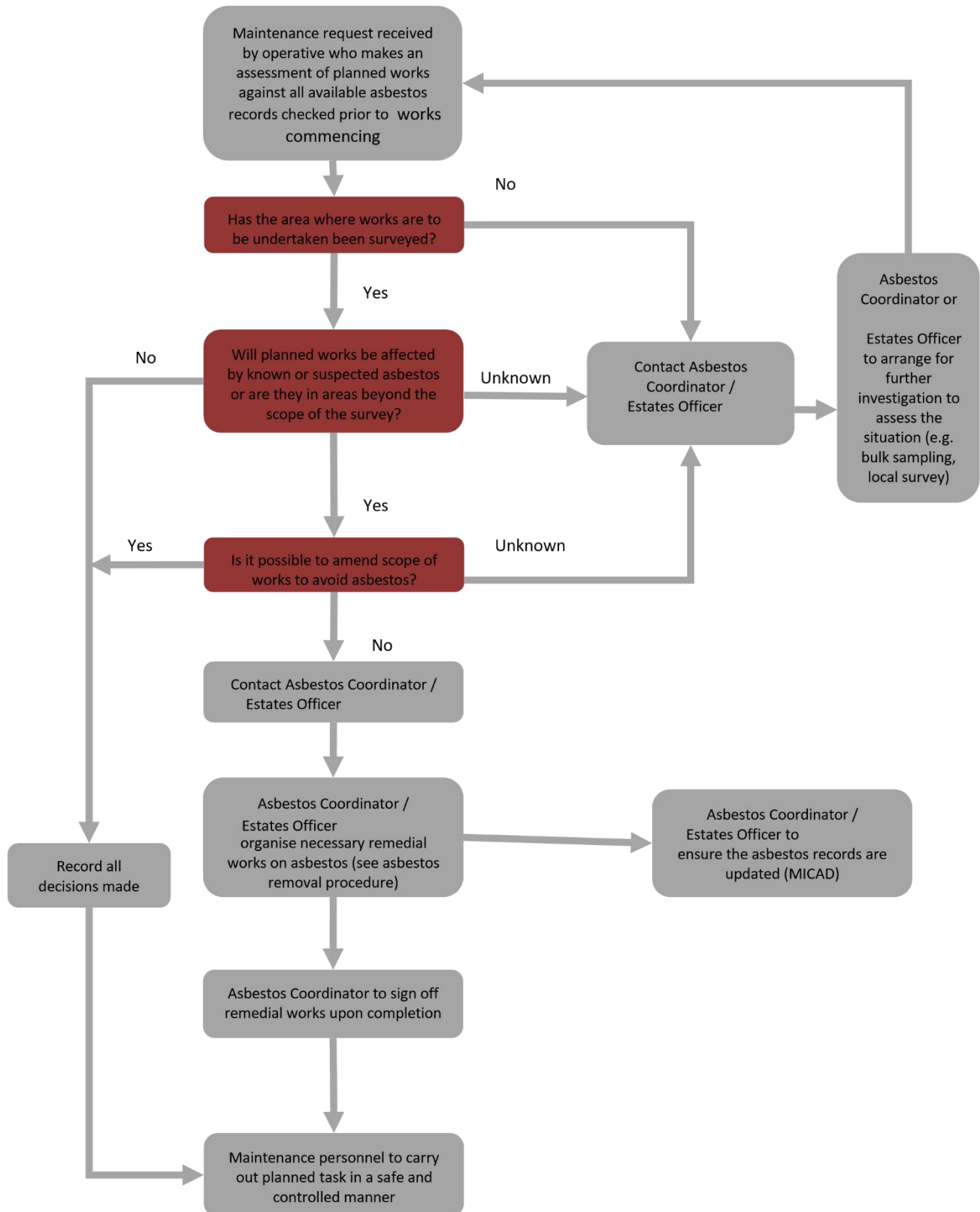
Medium risk (Total score = 13- 18)

Low risk (Total score = 8- 12)

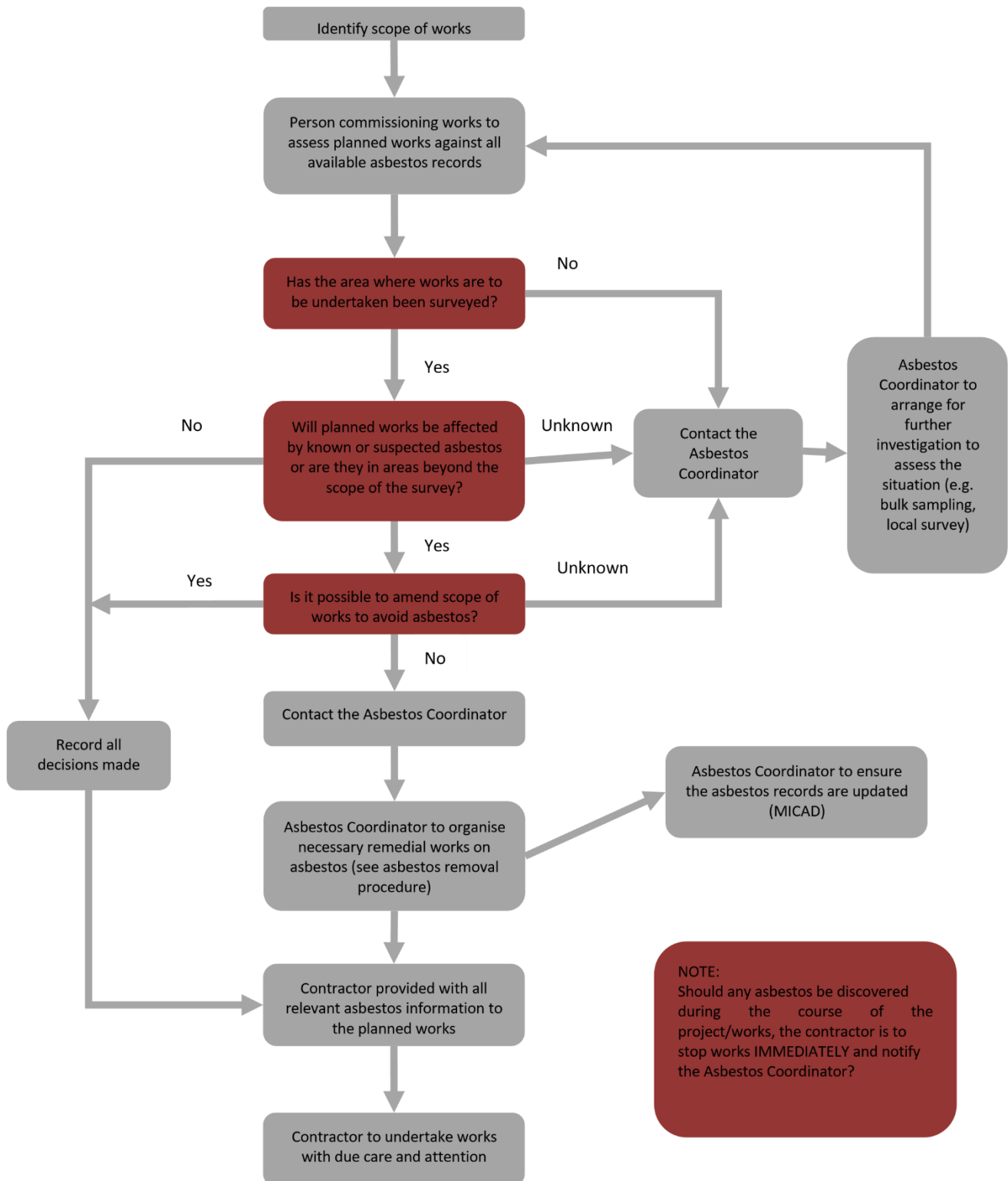
Very low risk (Total score = 0- 7)

N.B. The colours used on this chart should be used as an additional guide; the Risk Assessment score of a particular item of asbestos should be the basis for assessing possible asbestos management options.

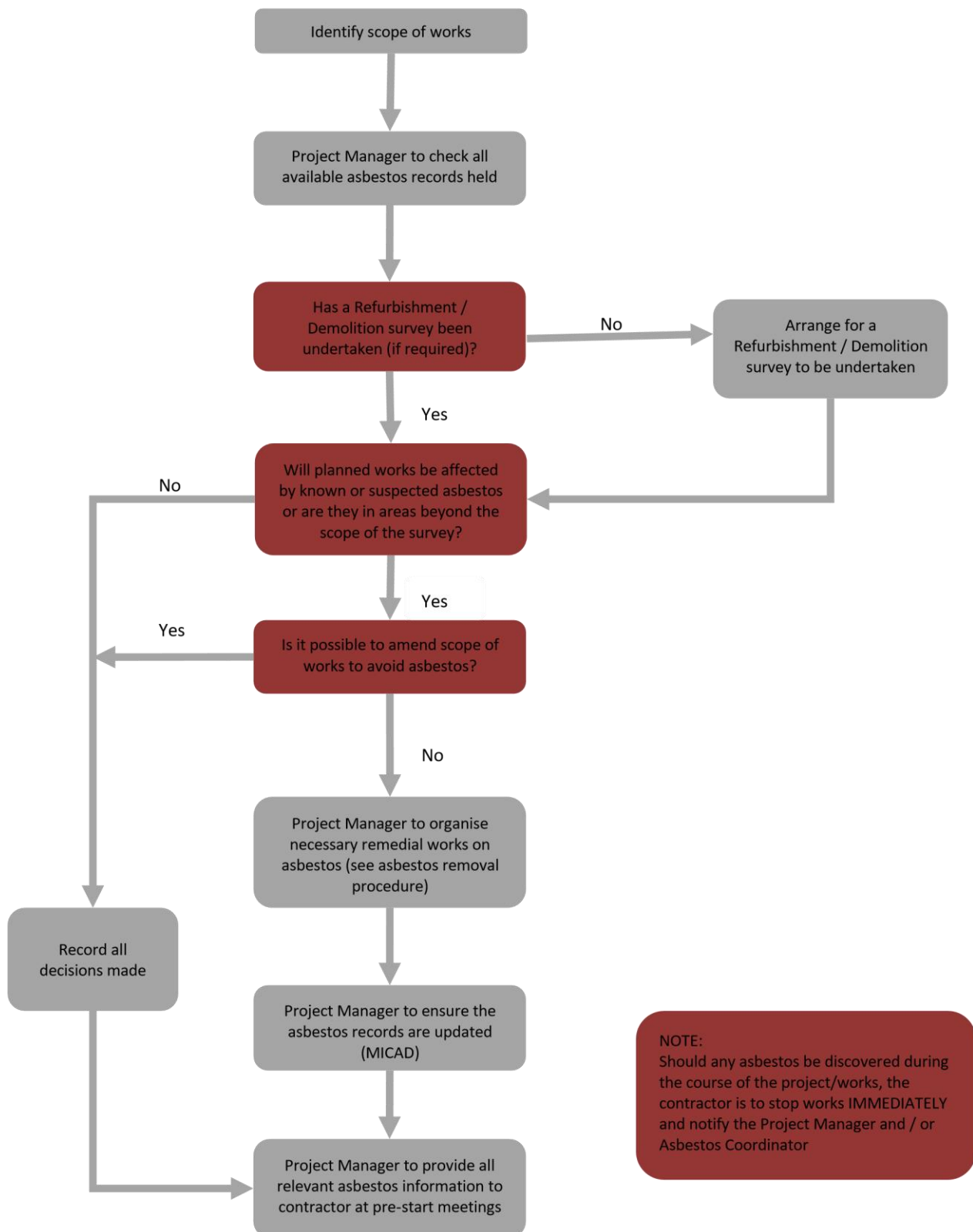
APPENDIX 3 – SAFE SYSTEMS OF WORKING EVERY DAY AND MAINTENANCE WORKS



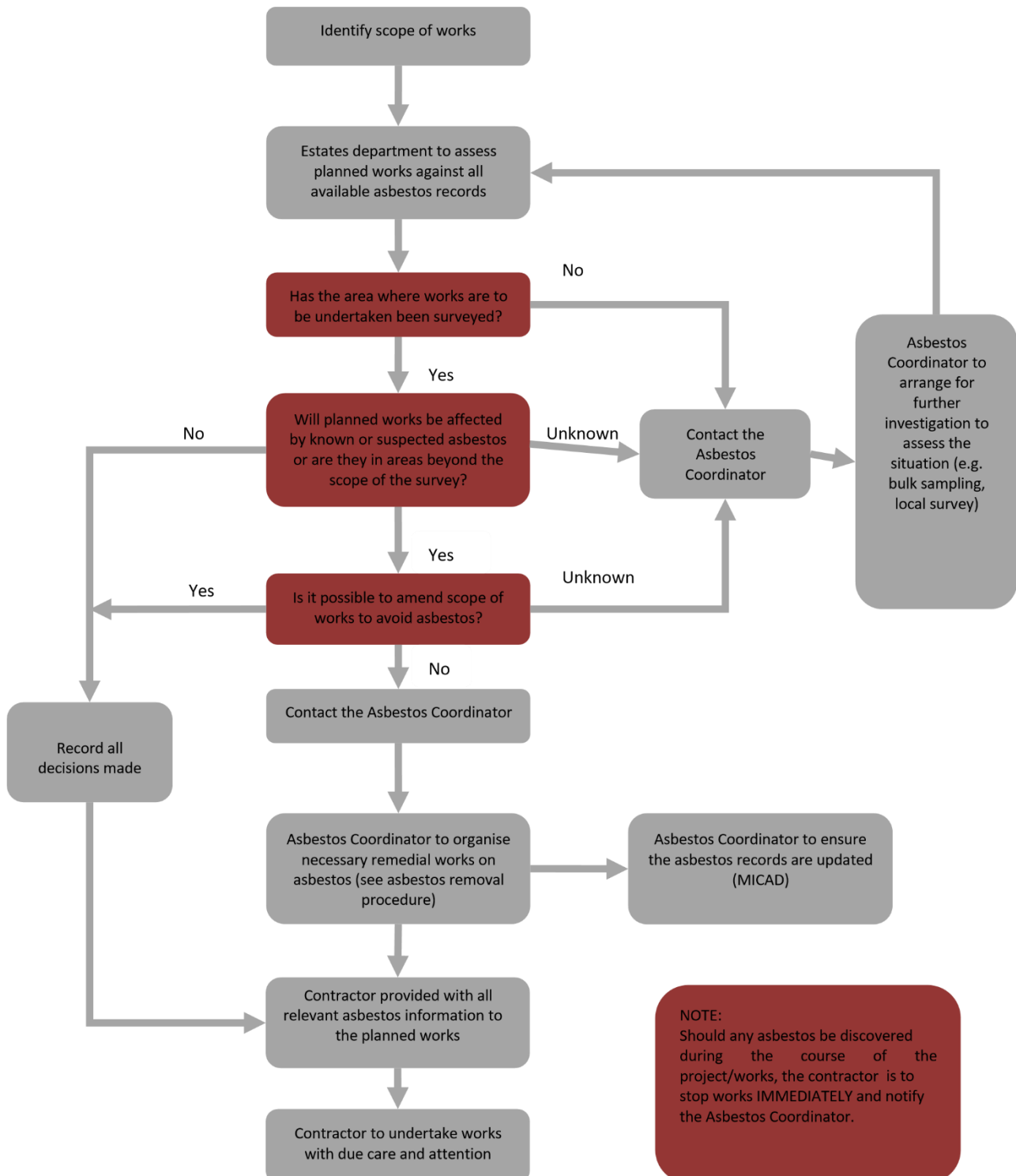
APPENDIX 4 – SAFE SYSTEMS OF WORKING THIRD PARTY CONTRACTED WORKS




APPENDIX 5 – SAFE SYSTEMS OF WORKING PROJECT/CAPITAL WORKS



APPENDIX 6 – SAFE SYSTEMS OF WORKING IT/SECURITY WORKS



APPENDIX 7 - 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 Management Plan	Estates and Facilities	Sean Tyler	Existing	3 November 2022
1) Who is responsible for this policy? Name of Division/Directorate: 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? Trust staff awareness. To ensure compliance with CAR (Control of Asbestos Regulations) 2012, ACOP L143, HSG227, HSG247 and HSG248. Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999, Construction (Design and Management) Regulations 2007.				
3) Are there any associated objectives? Legislation, targets national expectation, standards: 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? – Lack of adherence to this plan				
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	
*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.				
Date for next review: Nov 2025				
<div style="display: flex; justify-content: space-between;"> <div> Checked by: Gary Hewit – Health & Safety Advisor </div> <div>  </div> <div> Date: 7 November 2022 </div> </div>				

