Doncaster and Bassetlaw Teaching Hospitals
NHS Foundation Trust

Operational Asbestos Safety Information Manual

This procedural document supersedes: CORP/HSFS 10 (C) v.1

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Target audience:	Estates and Facilities Staff, IT Services, Contractors

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 2	March 2024	• Amended the Micad Asbestos Portal Information appendix. • Added NexGen Asbestos Information - QR code system appendix. • Updated Asbestos Risk Assessment with revised version appendix 1. • Updated flowcharts throughout the manual. • Added Action Card – Asbestos Contamination after ACM Breach – DRI – appendix 11. • Added appendix 12 - Sundström SR500 powered air pack visor & helmet information.	Sean Tyler
Version 1	July 2022	• New Trust Approved Document as part of the Asbestos management suite of Documents that link to the Asbestos Policy A & B. • Updated and re-designed; previously and internal Estates Department Asbestos Safety Information document. • Change of contact details • Changed if Asbestos Portal Information	Sean Tyler

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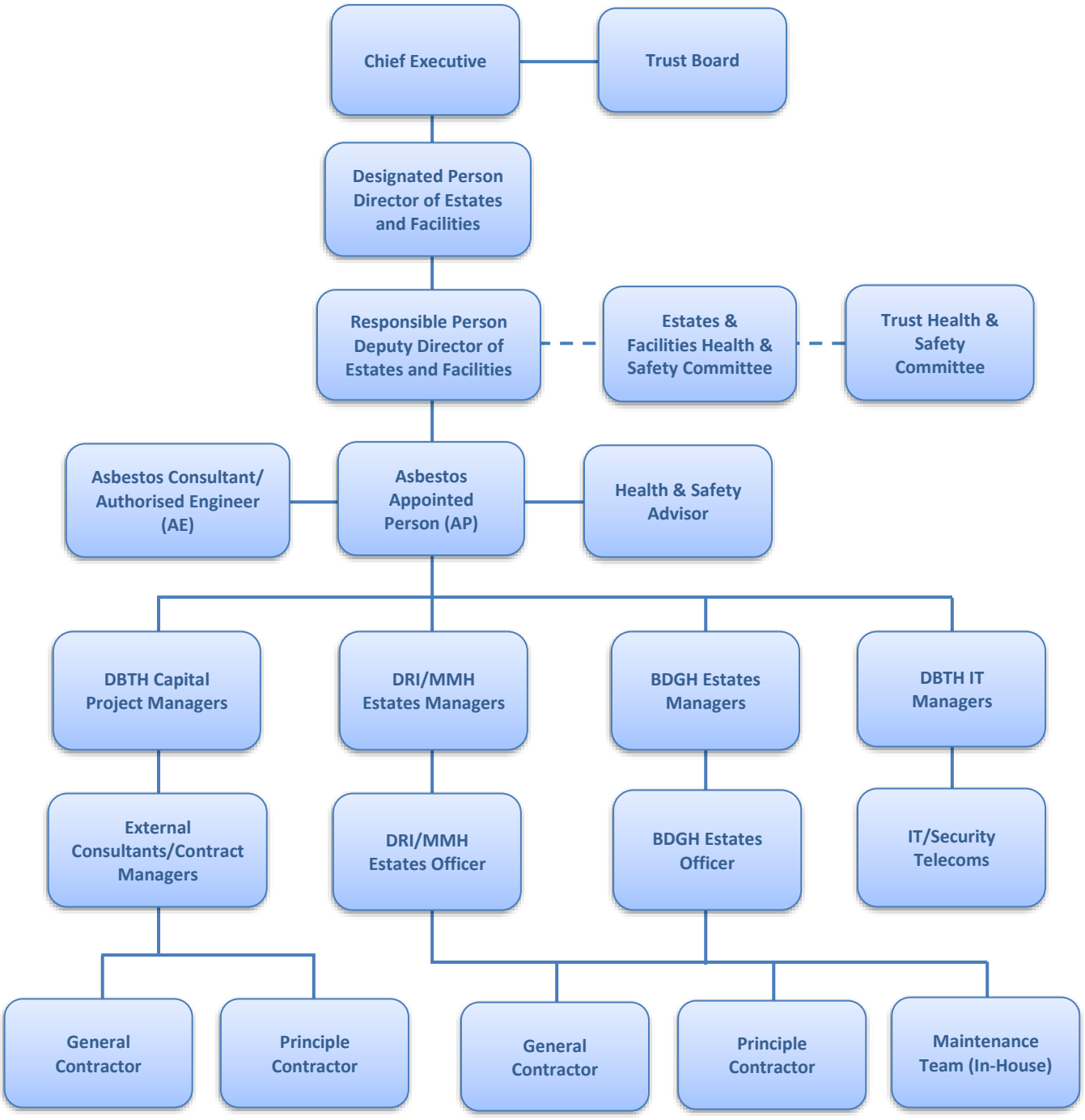
ASBESTOS MANAGEMENT - STRUCTURE



1 INTRODUCTION

Doncaster and Bassetlaw Teaching Hospitals (DBTH) NHS Foundation Trust has a proactive approach to the management of asbestos within its property portfolio in accordance with the requirements of the Control of Asbestos Regulations (CAR) 2012.

The Trust has an approved Asbestos Policy Reference CORP/HSFS 10A and an approved Asbestos Management Plan Reference CORP/HSFS 10 B incorporating a Policy Statement, Compliance Strategy, Purpose, Roles & Responsibilities, Asbestos Record Dissemination, Ongoing Assessment of Asbestos, Training and Induction, Safe Systems of Works, Monitor and Review of Plan for Compliance, Action Plan and Emergency Procedures.

These Approved Procedural Documents (APD's) addresses the Trusts approach to the management of asbestos in non-domestic premises as required by Regulation 4 of CAR 2012 and Approved Code of Practice (ACOP) L143 Managing and Working with Asbestos Containing Materials.

In addition to the Policy and Management Plan this document has been developed as an Operational Safety Information manual for the Estates and Facilities Maintenance Team, to implement the requirements of the Management Plan and assist in the compliance with CAR 2012 whilst undertaking any works on Asbestos Containing Materials (ACMs).

1.1 Contact Details

If you need help understanding the requirements of this document or have any queries regarding asbestos, then please contact: -

Head of Compliance - Asbestos Appointed Person:
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2 ASBESTOS AND WHY IT IS DANGEROUS

- Asbestos still kills around 5000 workers each year, this is more than the number of people killed on the road.
- Around 20 tradesmen die each week as a result of past exposure.
- Asbestos is not just a problem of the past. It can be present today in any building built or refurbished before the year 2000.

When materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled, they can cause serious diseases. These diseases will not affect you immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything. This is why it is important that you protect yourself now.

Asbestos can cause the following fatal and serious diseases:

Mesothelioma
Mesothelioma is a cancer which affects the lining of the lungs (pleura) and the lining surrounding the lower digestive tract (peritoneum). It is almost exclusively related to asbestos exposure and by the time it is diagnosed, it is almost always fatal.

Asbestos-Related Lung Cancer
Asbestos-related lung cancer is the same as (looks the same as) lung cancer caused by smoking and other causes. It is estimated that there is around one lung cancer for every mesothelioma death.

Asbestosis
Asbestosis is a serious scarring condition of the lung that normally occurs after heavy exposure to asbestos over many years. This condition can cause progressive shortness of breath, and in severe cases can be fatal.

Pleural Thickening

Pleural thickening is generally a problem that happens after heavy asbestos exposure. The lining of the lung (pleura) thickens and swells. If this gets worse, the lung itself can be squeezed, and can cause shortness of breath and discomfort in the chest.

Note: It is also important to remember that people who smoke, and are also exposed to asbestos fibres, are at a much greater risk of developing lung cancer.

2.1 Who is at Risk?

Workers involved in refurbishment, maintenance, and other similar trades, could be at risk of exposure to asbestos during their work. This includes: -

- Heating and ventilation engineers
- Demolition workers
- Carpenters and joiners
- Plumbers
- Roofing contractors
- Painters and decorators
- Plasterers
- Construction workers
- Fire and burglar alarm installers
- Shop fitters
- Gas fitters
- Computer and data installers
- General maintenance staff e.g., caretakers
- Telecommunications engineers
- Architects, building surveyors, and other such professionals.
- Cable layers
- Electricians

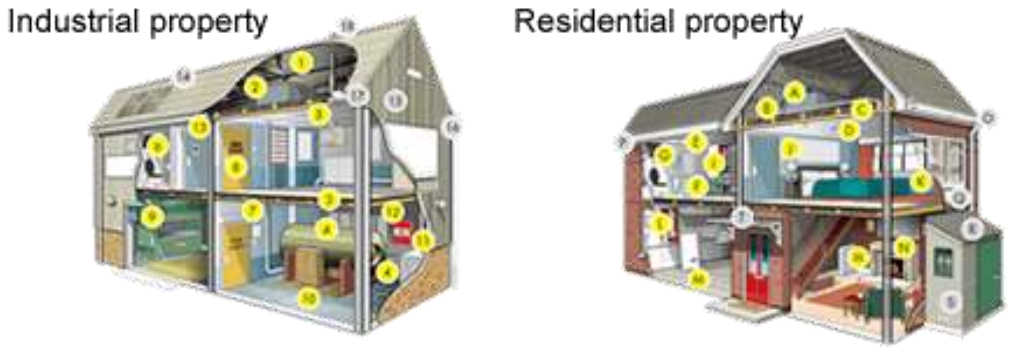
This list does not include all occupations at risk from potential exposure to asbestos.

When am I most at risk?

You are most at risk when:

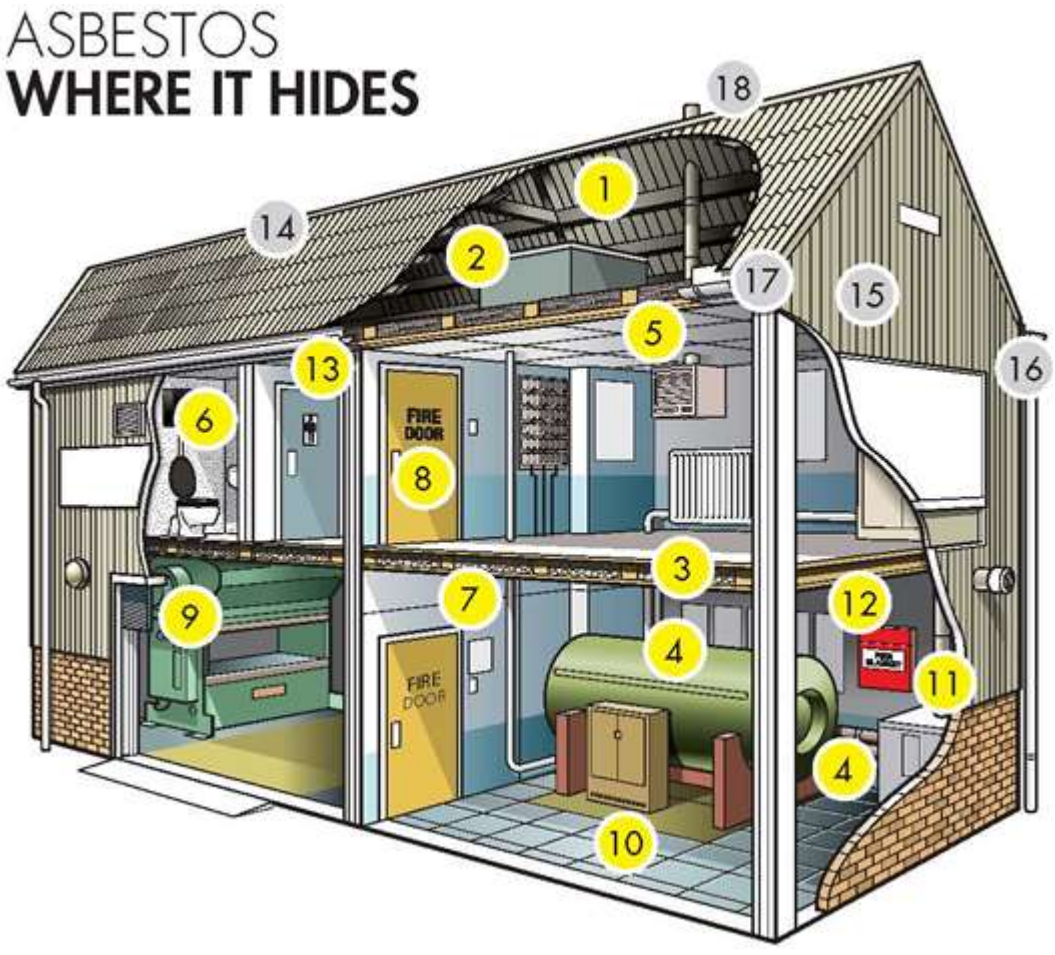
- The building you are working on was built before the year 2000.
- You are working on an unfamiliar site.
- Asbestos-containing materials were not identified before the job was started.
- Asbestos-containing materials were identified but this information was not passed on by the people in charge to the people doing the work.
- You haven't done a risk assessment.
- You don't know how to recognise and work safely with asbestos.
- You have not had appropriate information, instruction, and training.
- You know how to work safely with asbestos, but you choose to put yourself at risk by not following proper precautions, perhaps to save time or because no one else is following proper procedures.

Where can you find Asbestos?



Asbestos can be found in any industrial or residential building built or refurbished before the year 2000. It is in many of the common materials used in the building trade that you may come across during your work.

Industrial Property



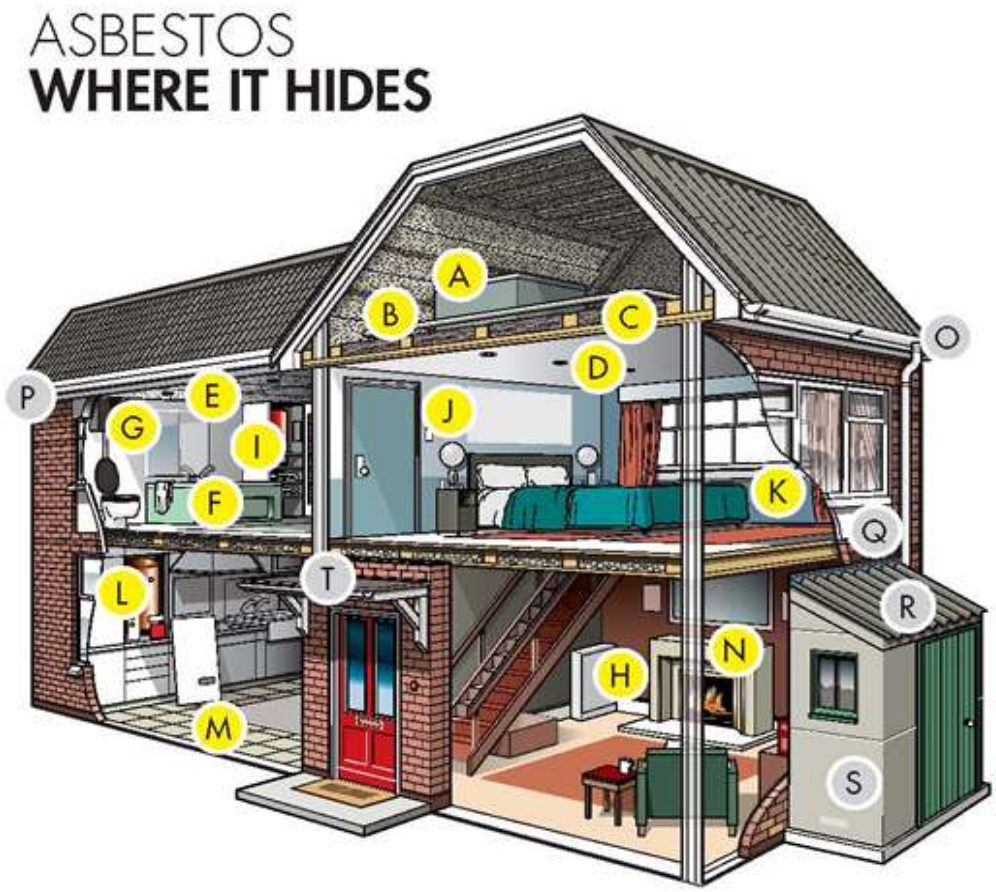
Inside

1. Sprayed coatings on ceilings, walls, beams, and columns
2. Asbestos cement water tank
3. Loose fill insulation
4. Lagging on boilers and pipes
5. AIB ceiling tiles
6. Toilet seat and cistern
7. AIB partition walls
8. AIB panels in fire doors
9. Asbestos rope seals, gaskets and paper
10. Vinyl floor tiles
11. AIB around boilers
12. Textiles e.g., fire blankets
13. Textured decorating coatings on walls and ceilings e.g., artex

Outside

14. Asbestos cement roof
15. Asbestos cement panels
16. Asbestos cement gutters and downpipes
17. Soffits – AIB or asbestos cement
18. Asbestos cement flue

Residential Property



Inside

A. Asbestos cement Water tank
B. Pipe lagging
C. Loose fill insulation
D. Textured decorative coating e.g., artex.
E. AIB ceiling tiles
F. AIB bath panel
G. Toilet seat and cistern
H. AIB behind fuse box
I. AIB airing cupboard and/or sprayed insu
J. AIB partition wall
K. AIB interior window panel
L. AIB around boiler
M. Vinyl floor tiles
N. AIB behind fire

Outside

O. Gutters and Asbestos cement downpipes
P. Soffits – AIB or asbestos cement
Q. AIB exterior window panel
R. Asbestos cement roof
S. Asbestos cement panels
T. Roofing felt

2.2 Common Materials That May Contain Asbestos

Asbestos can be found in a many of the common materials used in the building trade. Some of these materials should only be worked on by a licensed contractor: -

- Loose asbestos in ceiling or floor cavity
- Lagging
- Sprayed coatings on ceilings, walls, and beams/columns
- Asbestos insulating board
- Floor tiles, textiles, and composites
- Textured coatings
- Asbestos cement products
- Roofing felt
- Rope seals and gaskets

Loose Fill Asbestos – Where do you find this?

This was used to insulate industrial and domestic premises so can be found in between cavity walls, under floorboards and in loft spaces.

What does this look like?

This is a loose, fluffy insulation material (similar to candyfloss), which may be blue-grey or whitish in colour.

Fig 1: Loose fill asbestos fibres


Fig 2: Release of loose fill asbestos fibres

How dangerous is this? Probably the most dangerous asbestos-containing material. Loose fill is made up of pure asbestos and if disturbed can release large amounts of fibres into the air, where they can be breathed in.

Do not attempt to work on this material under any circumstances unless you are a HSE-licensed contractor

Lagging and Insulation – Where do you find this?

Mostly found in or on heating systems such as around boilers or calorifiers and around pipework.

What does this look like?

This type of asbestos has many different appearances but is mostly a fibrous material which flakes and powders easily. When applied to pipes it is often covered in a protective coating (or painted) which can be any colour and may make it more difficult to identify.


Fig 1: Damaged asbestos pipe lagging.


Fig 2: Lagged pipe in cavity wall.


Fig 3: Amosite pipe lagging in very poor condition.


Fig 4: Asbestos lagging on hot water pipes.

How dangerous is this?

This is one of the most dangerous materials containing asbestos. You are more at risk from breathing in asbestos fibres because disturbance of the lagging or insulation releases fibres very easily into the air that you breathe.

Do not attempt to work on this material under any circumstances unless you are an HSE-licensed contractor.

Sprayed Coatings – Where do you find this?

Insulation on the underside of roofs and sometimes sides of buildings and warehouses. Also used as fire protection on steel and reinforced concrete beams/columns and on underside of floors.
It was very easy to overspray or get a 'splash back' from the equipment used to apply this so there is likely to be debris around the sprayed area.

What does this look like?

Usually white or grey in colour with a rough surface, although they may have been painted.


Fig 1: Spray coating panelling.


Fig 2: Spray coating roofing sheets.


Fig 3: Under roof spray coating.


Fig 4: Spray coating as a filler.

How dangerous is this?

This contains up to 85% asbestos and breaks up very easily. It is one of the most dangerous materials containing asbestos. Even minor disturbance of sprayed coatings can release large quantities of asbestos fibres into the air where they can be breathed in.

Do not attempt to work on this material under any circumstances unless you are a HSE-licensed contractor

Asbestos Insulating Board (AIB) – Where do you find this?

Asbestos Insulating Board was commonly used as fireproofing material, but it had many other uses such as: -

- Partition walls
- Fireproofing panels in fire doors
- Lift shaft linings
- Ceiling tiles
- Soffits
- Panels below windows

What does it look like?

Normal building items such as wall panels boards, ceiling tiles and plasterboard. It is difficult to tell the difference between asbestos insulating board items and non-asbestos materials.


Fig 1: AIB ceiling tile


Fig 2: AIB soffit under roof


Fig 3: AIB cabinet


Fig 4: Damaged perforated ceiling tile

How dangerous is this?

Work on any type of asbestos can be dangerous. However, some short duration work (less than 1 hour for 1 person in a 7-day period, not to exceed 2 hours spent by all workers) for small or minor tasks on AIB can be carried out by non-licensed workers who are appropriately trained.
Short duration work to remove AIB as part of demolition or major refurbishment would be notifiable.
Any work lasting more than 1 hour for 1 person in a 7 day period, or more than 2 hours by all workers would require a licensed contractor.

Floor Tiles, Textiles and Composites – Where do you find these?

Asbestos floor tiles were once a popular choice for flooring, and you will often find old asbestos floor tiles hidden under carpets.
Textiles can be found in fuse boxes behind the actual fuse. Old fire blankets and heat resistant gloves can also be made out of asbestos textiles.
Asbestos composites can be toilet cisterns and seats, windowsills, and bath panels.
Asbestos paper was used for lining under tiles and inside metal cladding.

What does these look like?

These asbestos-containing materials are not very distinctive from what is used now. To make sure we recommend you ask the owners about how long they've had certain things or look for a trade name. You should be able to look up this trade name on the internet to find out more about it.


Fig 1: Asbestos fire blanket.


Fig 2: Asbestos flash guards in fuse box.


Fig 3: Asbestos containing vinyl floor tiles.


Fig 4: Toilet cistern containing reinforced asbestos materials.

How dangerous are these?

Work on any type of asbestos can be dangerous. However, tasks on these particular materials can be carried out by non-licensed workers who are appropriately. Work on these materials would not normally be notifiable provided that the material is in good condition.

If the work is likely to cause significant break up and deterioration of the material then notification would be required.

Textured Coatings – Where do you find these?

Textured coatings were used to produce decorative finishes on ceilings and walls. In the past, they have had various trade names such as 'Artex'.

What do these look like?

This is dependent on the particular decorative finish required i.e., peaks or patterns. They are hard and were originally white in colour but have often been painted over.


Fig 1: Asbestos textured coating on wall.


Fig 2: Damaged asbestos coating around pipework.


Fig 3: Asbestos textured coating (artex) on ceiling.

How dangerous are these?

Work on any type of asbestos can be dangerous. However, work on textured coatings can be carried out by non-licensed workers who are appropriately trained. This work would generally not need to be notified.

If the work is likely to cause significant break up and deterioration of the material such as large-scale removal using steaming or gelling methods, then notification would be required.

Asbestos Cement – Where do you find asbestos cement?

Asbestos cement is mainly a mixture of chrysotile (white asbestos) and cement, moulded and compressed to produce a range of asbestos cement products. You can find asbestos cement in many places inside and outside buildings such as:

- Asbestos cement roofs: These are mainly made up of large sheets of corrugated asbestos cement; they are often found on industrial or farmyard buildings but can also be found as roofs on garages and sheds. They are often covered in moss and other growths as they've been there for many years.
- Asbestos wall cladding: This has a shape and structure similar to roof sheeting and is often found on walls/as walls of buildings with asbestos cement roofs.
- Asbestos downpipes and gutters: These are often attached at the end of cement roofs in warehouse type buildings.
- Asbestos cement flues: These may be found in boiler systems (including domestic) air conditioning and ventilation systems.

What does it look like?

Asbestos cement is just ordinary cement mixed with asbestos, in some cases asbestos can make up over a third of the cement. It is a hard, grey material which was moulded and compressed to produce some of the materials listed above.


Fig 1: Asbestos cement downpipe, hopper, and profile sheet.


Fig 2: Asbestos cement flue from ventilation unit.


Fig 3: Asbestos cement roof panelling.


Fig 4: Asbestos cement wall panelling on warehouse.

How dangerous is this?

Work on any type of asbestos can be dangerous. Work with asbestos cement can be carried out by non-licensed workers who are appropriately trained. This work would generally not need to be notified.
If the work is likely to cause significant break up and deterioration of the material e.g. 'dropping an asbestos cement roof' then notification would be required.
There may be very exceptional circumstances where the asbestos cement has been so badly damaged that there is significant risk of exposure to asbestos fibres. In these rare cases a risk assessment will help to determine if licensed required.
If there is uncertainty to whether a material is asbestos cement, then a competent asbestos analyst will be able to carry out a water absorption test. This will determine if the material is asbestos cement or if it is another asbestos material that may require a licensed contractor to carry out the work.

3 PURPOSE

The Trust recognise their duties under the Health and Safety at Work Act 1974, CAR 2012 and all associated ACOP's and is committed to the effective management of asbestos. DBTH recognise their responsibilities to contractors and others involved in building and maintenance projects established through the Construction (Design and Management) Regulations (CDM) 2015 and its duties as the 'Duty Holder' of Trust owned buildings as defined by Regulation 4 of CAR 2012.

This Asbestos Management Procedures sets out the strategy to assist with 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 presumed 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 the 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 always maintained.

3.1 Legislative Requirements

Asbestos falls under the Health and Safety Regulations, Environmental Regulations and European Union Physical Agents Directive.

Health & Safety Regulations

Health & Safety at Work Regulations 1974
Control of Asbestos Regulations 2012
Approve Code of Practice L143 Managing and Working with Asbestos 2013
Guidance Documentation
HSG 210 Asbestos Essentials A Task Manual
HSG 213 Introduction to Asbestos Essentials Manuals
HSG 227 Managing of Asbestos in Non-Domestic Premises
HSG 247 Asbestos the License Contractor
HSG 248 Asbestos the Analyst Guide
HSG 264 Asbestos the Survey Guide

Categories of Works

Non-Licensed Works
Notifiable Non-Licensed Works
Licensed Works

Training Categories

Asbestos Awareness (Formerly Category A)
Non-Licensed Works (Formerly Category B)
Licensed Works (Formerly Category C)

Environmental Regulations

Environmental Protect Act 1990
The Waste (England and Wales) (Amendment) Regulations 2014
Hazardous Waste Generator Regulations 2012

4 DUTIES AND RESPONSIBILITIES

4.1 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 DBTH as defined in Regulation 4 of the Control of asbestos regulations 2012.

4.2 Designated Person

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

4.3 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.

4.4 Deputy Responsible Person

In the absence of the Responsible Person, the Deputy Responsible Person will take full responsibility for the control and management of asbestos throughout the trust.

4.5 Asbestos Appointed Person (AP)

The Asbestos AP 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. As part of the Trust Asbestos management working group, 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 held on the MICAD Asbestos Register are updated following any asbestos works (surveys and remedial work).

4.6 Asbestos Consultant – Authorised Engineer (AE)

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 as part of the AE role.

4.7 Health & Safety Advisor

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.

4.8 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 held on the MICAD Asbestos Register 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.

4.9 DBTH IT Managers

Responsible for the management of staff undertaking associated IT works and ensure staff Liaise with the 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 Estates Officers/Managers or Asbestos AP's if they find any damaged asbestos or if they know that the condition of ant ACM has changed in anyway. Fully comply with the Trust Asbestos management Plan in conjunction with the Asbestos AP's and Asbestos Management Working group in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.

4.10 DRI/BDGH Estates Officers

Undertake Asbestos training with regular refreshers 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 held on the MICAD Asbestos Register are updated following any asbestos works (surveys and remedial work).

4.11 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.

4.12 IT/Security/Telecoms

Liaise with Estates Department prior to any project works, cable laying or works which may have the potential to disturb asbestos or access previously inaccessible areas. Inform the Estates Officers/Managers or Asbestos AP's if they find any damaged asbestos or if they know that the condition of ant ACM has changed in anyway. Fully comply with the Trust Asbestos management Plan in conjunction with the Asbestos AP's and Asbestos Management Working group in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.

4.13 Maintenance Team (In-House)

Undertake Asbestos training with regular refreshers 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 and asbestos risk assessments. Inform the Estates Officers/Managers or Asbestos AP's if they find any damaged asbestos or if they know that the condition of any ACM has changed in anyway. Fully comply with the Trust Asbestos management Plan in conjunction with the Asbestos AP's and Asbestos Management Working group to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.

4.14 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.

4.15 Principal 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 on the Micad system and how to interrogate and understand the information provided.

Duties and Responsibilities Training Requirements Summary

Role	Asbestos Awareness	Non-licensed Asbestos Work	Asbestos Management	BOHS P405
Asbestos Appointed Person (AP)	✓	×	✓	✓
Health and Safety Advisor	✓	×	✓	×
Capital Project Managers /Estates Managers	✓	×	✓	×
Estates Officers	✓	×	✓	×
Maintenance Team	✓	×	×	×
IT/Security/Telecoms	✓	×	✓	×
Principle Contractor	✓	×	×	×
General Contractor	✓	×	×	×

5 ASBESTOS RE-INSPECTION SURVEYS

On-going assessment of known or presumed ACMs takes the form of annual re-inspection surveys as in accordance with the CAR 2012. It is imperative that both known and presumed ACMs are effectively monitored, and that all asbestos information is as up to date and accurate. 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.

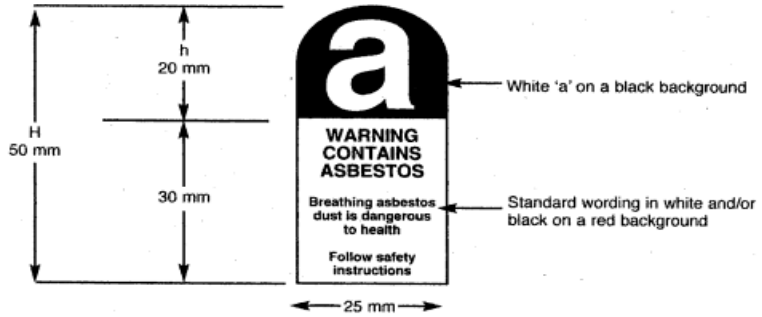
The purpose of undertaking the re-inspection is to ensure that Material and Priority Assessments are still current. i.e., that the material has not deteriorated in any way and that the use of the building has not changed. Any change to either criterion will require a review of the current Risk Assessment.

Re-inspections are a requirement of ACOP L143 second edition, (Managing and working with asbestos). The Asbestos APs are responsible for ensuring that re-inspections are undertaken annually and that the Trust Asbestos Register held on the electronic MICAD system is updated following completion of the works.

6 LABELLING OF ASBESTOS CONTAINING MATERIALS

The placing of warning signs and labels on ACM's maybe beneficial in decreasing the chance of inadvertent damage and exposure. However, labelling may not be appropriate in certain environments due to vandalism or because it would cause concern in public areas. Therefore, in discrete or high-risk areas such as, loft spaces and boiler rooms labelling is utilised.

An example of the labelling used:



In environments where it is believed that labelling is unsuitable, the Asbestos Coordinator must ensure that relevant staff are aware of:

- The presence of ACM's
- The procedure for responding to changes in condition, or damage to such materials.
- The records containing such information must be available to those involved in maintenance or building works, i.e., the asbestos register/ asbestos schematic drawing.

NexGen QR Code System

To further improve the risk management of work undertaken across the Trust including work in plant rooms, voids, under crofts, riser cupboards and ceiling voids a new system has been adopted across the Trust. The NexGen QR code system enables the Trust asbestos register to be accessed at source via a mobile device (tablet/mobile phone etc.) providing current information of all known ACMs within the identified area.

Prior to accessing or working in the area, controls must be followed from the point of work risk assessment, 'accessing an asbestos area' risk assessment or 'working in an asbestos area' risk assessment. For further information on the NexGen system (See Appendix 6).

7 SAFE SYSTEMS OF WORK

7.1 General

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 presumed 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 four main processes are described (See Appendix 3, 4, 5 and 6 for safe system of works flow charts): -

1. EVERYDAY MAINTENANCE WORKS:
   A safe system 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 system 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 system of work procedure for all project / capital works.
4. IT / TELECOMS / SECURITY WORKS:
   A safe system of work procedure for all IT, telecoms, and security works.

7.2 Everyday & 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 (See Appendix 7 for more details) and the NexGen QR code system for information.

Several prompts are 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 point of work 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 Estates Officers/Managers or Asbestos AP's have 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.

7.3 Third Party Contractor 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 will 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 undertake the Trust contractor site induction and assessment prior to logging onto the Reset system upon arrival prior to commencing works.

It is the responsibility of the person commissioning the works to assess the planned/reactive works against the asbestos records held on the electronic Micad system and if further information is required for any intrusive works, they are responsible for the commissioning of additional surveys (including Refurbishment and Demolition surveys) and arranging remedial works ahead of the planned/reactive works. The Estates Officer/Manager is also responsible for ensuring that Lucion Services update the Trust Asbestos register held on the electronic Micad system following the completion of any works.

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 Estates Officers/Managers, Asbestos AP's 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.

7.4 Project Works/Capital Works

This group consists of all projects driven 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 Lucion Services update the Trust Asbestos register held on the electronic MICAD system 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 Estates/Capital Officers/Managers Asbestos APs 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.

7.5 IT/Telecoms/Security

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 request asbestos information from the Estates Department prior to undertaking works. The newly appointed IT project Managers are included as part of the Trust asbestos training programme and the Trust process and procedure for Managing Asbestos in line with the AMP and Trust Asbestos Policy which forms part of the new procurement process for I.T installation contracts currently in progress. IT Project Managers have access to the Micad portal and have been provided with information instruction and training on how to access data both from the portal and NexGen QR code system.

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 including the Asbestos AP's must be contacted in all instances so that the planned works are checked against the Trust Asbestos register held on the electronic Micad system.

All IT and security contractors are also expected to report to whoever has commissioned the works upon arrival to site where they are required to undertake the Trust contractor site induction and assessment prior to logging onto the Reset system upon arrival prior to commencing works.

Contractors will also be informed that should they discover any ACMs during the course of their work, that they must notify Estates Officers/Managers, Asbestos AP's or Health and Safety Advisor 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.

8 RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

All Estates and Facilities and Capital Project staff who may access or work in areas that contain ACMs are required to undertake a face fit test for the current disposable FFP3 filter face mask utilised in all wards/departments within the Trust.

It is a requirement to undertake a face fit test for all RPE prior to issuing to an operative. The test must be carried out to confirm that the model and size of mask can provide an adequate seal to the face.

A satisfactory fit test result means that the operative may use any of the disposable masks procured and used within the Trust that the face fit test included provided there have been no significant facial changes since the test (e.g., weight loss, scarring or dental work).

Further details on face fit testing can be obtained from the HSE. Records are kept on individuals' personal files and logged on the internal NHS Employer Services Reporting (ESR) system to evidence which employees have been successfully tested on each model/size.

Staff members who have beards/facial hair are required to wear the Sundström SR500 powered air pack visor & helmet. Available from Estates Offices BDGH, Estates Stores DRI, Estates Workshop MMH (See Appendix 12).

Prior to use, each user must, as a requirement, receive adequate instruction in the use and fitting procedures for the RPE that he/she will use.

9 UNRECORDED AND ACCIDENTAL DISTURBANCE/DAMAGE OF ASBESTOS

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 under croft adjacent to the estate's 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 Officers/managers or Asbestos AP's 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 AP's and Health and Safety Lead informed thereafter.

The incident will be logged on the Trust incident reporting system Datix and investigated by the Estates AP's 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 Officers/Managers or Asbestos AP's will liaise with the nominated asbestos analytical consultant and the area will be remediated as required. The procedure to be followed is shown in the associated Action Card (See Appendix 11).

Including: -

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

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 Officers/Managers and Asbestos AP's.

If the suspect material is, in the view of the Estates Officers/Managers and Asbestos AP's, 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.

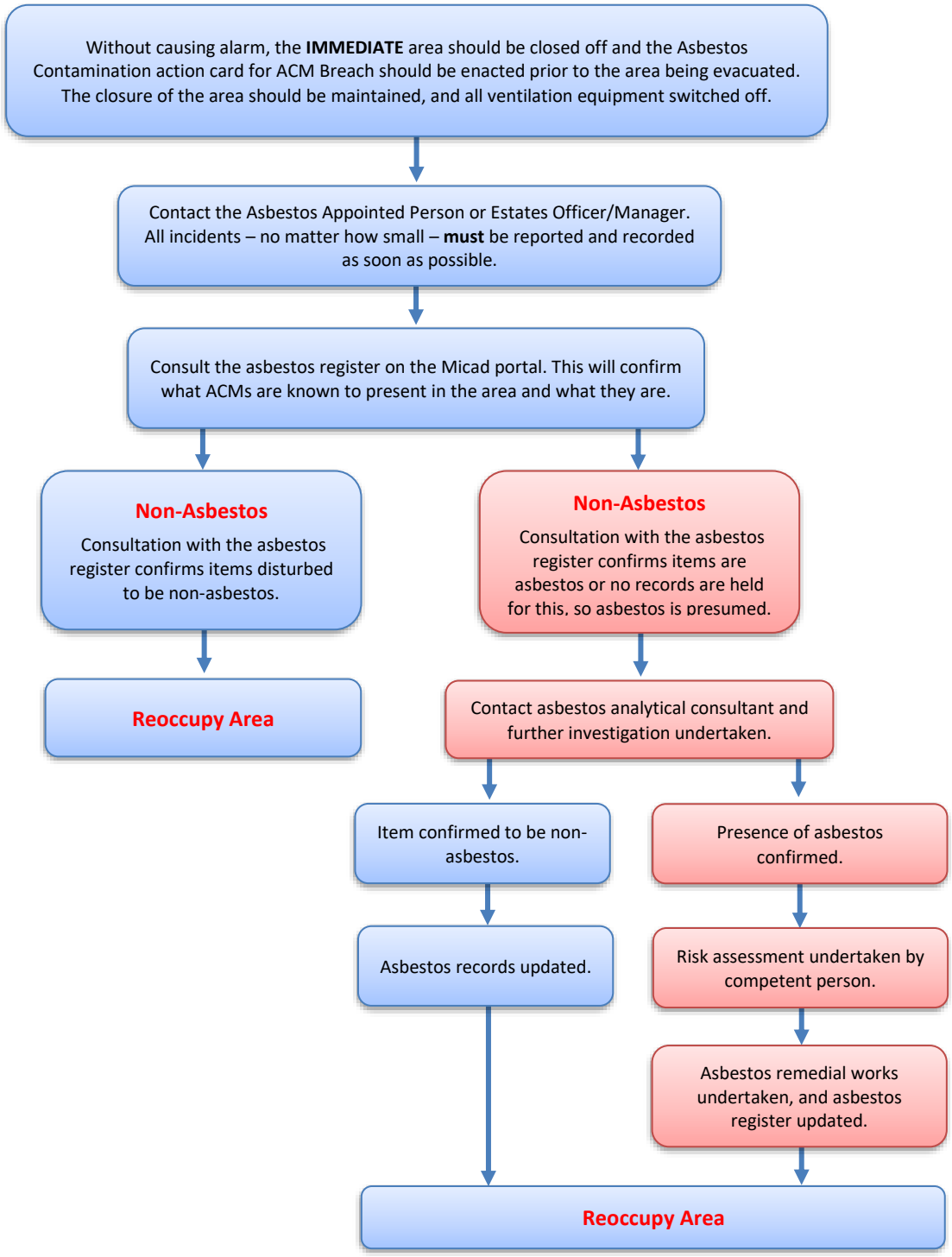
On receiving notification of suspected asbestos, the nominated asbestos consultant will: -

- Inspect the areas as soon as possible.
- If he/she considers it necessary, the Estates Asbestos AP's 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 AP's.
- Provide advice on any measures considered necessary to minimise the risk to health in the interim period.
- The Trust 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 Trust 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 Trust 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 AP's will with the assistance of the nominated asbestos consultant estimate the exposure level and duration. A record of this will be sent to the trust Occupational health department and 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 nominated asbestos consultant must be contacted, and information relating to the area, emergency and the presence of any asbestos materials communicated.

Emergency Procedures Flow Chart



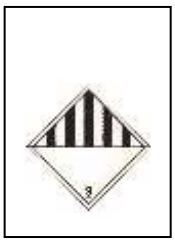
EMERGENCY CONTACTS	
On Call Estates: Contact Switchboard for On Call Estates Managers: Building and Engineering	Nominated Asbestos Consultant: Lucion Environmental Ltd: Office: T: 01482 644632, Richard Marshall: 07458088255 Chris Wilson: 07876748826
Emergency Asbestos Contractor: Rhodar Ltd: Darren Jones: 0786637342, Dave Hart: 07831254530	

10 DISPOSAL OF ASBESTOS (REGULATION 24)

Any asbestos material needing disposal from the Trust premises, must only be removed by a licensed asbestos disposal company who have the correct EA waste carriers license and safe procedures in place to dispose of the waste in a safe and compliant manner.

Under **NO** circumstances must any employee of the Trust dispose of any asbestos material via an alternative waste stream used by the Trust.

Inspections shall be carried out and recorded to ensure that waste asbestos materials or items contaminated with asbestos are: -



- properly identified.
- bags are properly sealed when moved around the Trust premises.
- stored properly in sealed and lockable container whilst waiting to be moved from site with correct sign displayed.
- Any areas are clearly segregated from other operational areas and this area is secure.

Waste areas on site are to be pre-agreed with the 'Responsible/Appointed Person' and when under the control of the removal maintained to a high standard and all the waste they generate must be disposed of correctly and are not permitted to use any Trust bins or skips.
Asbestos waste must only be transported by a registered waste carrier in vehicles with the correct UN Class 9 dangerous goods signage and taken to an appropriate site for safe disposal.

Copies of all the consignment notes for each load are to be copied to the Trust Estates/Capital Project Officer/Manager responsible for the individual works.

11 TRAINING/SUPPORT

Please note: The training requirements of staff will be identified through a learning needs analysis (LNA). Role specific education will be co-ordinated/ delivered by the topic lead. Alternatively, training may be accessed via an approved e-learning platform where available.

12 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

To ensure compliance with CAR 2012 all asbestos records including the Trust asbestos register are required to be regularly updated with any new information that becomes available or any changes that occur. Asbestos records will be updated covering the following: -

Action	Timescale	Responsible Party
Remedial/removal works	Upon completion of works	Person commissioning the works/ Lucion Services
Re-inspections, bulk sampling, further surveys work (including refurbishment and demolition surveys)	Upon completion of works	Person commissioning the works/ Lucion Services
Training	Upon completion of training	Asbestos Appointed Person
Site inductions	Upon completion of site induction	Person commissioning the works/ Asbestos Appointed Person
Accidental disturbance of known or suspected ACMs	Upon accidental disturbance of asbestos	Person commissioning the works/ Asbestos Appointed Person
Any changes made to the contact details for the Asbestos Coordinator and/or emergency contacts.	If/when contact details are amended	Asbestos Appointed Person
Any changes to the organisational structure of The Trust which may affect asbestos management facilities.	If/when organisational changes are made	Asbestos Appointed Person
Any new procedures adopted	If/when new procedures are adopted	Asbestos Appointed Person

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 remises) 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 13)

15 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/HSFS 1 - Health and Safety Policy **plus** H&SRAF -Health and Safety Risk Assessment Form

CORP/HSFS 30 – Management of Contractors Policy and Procedures

CORP/HSFS 31 – Permit to Work Policy and Procedures

CORP/HSFS 10 A - Asbestos Policy

CORP/HSFS 10 B - Asbestos Management Plan

CORP/HSFS 7 - Control of Substances Hazardous to Health (COSHH) Guidance

CORP/HSFS 14 - Fire Safety Policy (**Note:** to be read in conjunction with CORP/COMM 2 - Smoke Free Acute Services Policy) **PLUS** Protocol 1 - Fire Prevention; Protocol 2 - Fire Risk Assessment; Protocol 3 - Fire Stopping; Protocol 4 - Fire Doors and Fire Door Assemblies

CORP/HSFS 27 - Electrical Safety Policy

CORP/HSFS 28 - Window Management Policy

PAT/IC - Hand Hygiene

PAT/IC 19 - Standard Infection Prevention and Control Precautions 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 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/

17 REFERENCES

HSE.GOV. (2014). Construction (Design and Management) Regulations (CDM) 2015. [ONLINE]Available at: http://www.hse.gov.uk/construction/cdm.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

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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/contents/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 – ASBESTOS RISK ASSESSMENT

NHS
Doncaster and Bassetlaw Teaching Hospitals
NHS Foundation Trust

Asbestos Risk Assessment

Task:	Task/operation and location (including tools and equipment in use) **General Maintenance Work activity undertaken in an area where Asbestos Containing Materials (ACM's) are identified**, for example; moving or dismantling of plant, climbing over duct or pipework, drilling and bracketing to under croft and plant room walls and ceilings. The use of power tools pulling in cables and cable installation to tray work, repairs and upgrade work to water/steam/gas pipes.	**Site:**	All Sites
Department:	All Trust Property	**Other (clinic etc.) specify:**	
Area/s Effected:	Areas as listed above	**Assessment Type:**	Specific
Risk Assessor:	To be completed by the assessor	**Date of Assessment:**	08-Feb-24
Department Manager:	To be completed by the assessor	**Review Date of Assessment:**	08-Feb-25
People/ Service affected by the risk: Select all that apply	Trust Staff (including volunteers)		
Other (e.g. service) specify:	Contractors		

Likelihood		Severity	
1. Rare -	Not expected to occur for years.	1. Insignificant -	Minimal injury requiring no/minimal intervention or treatment.
2. Unlikely -	Expected to occur at least annually.	2. Minor -	Minor injury or illness, requiring minor intervention. < 3 days absence.
3. Possible -	Expected to occur at least monthly.	3. Moderate -	Moderate injury requiring professional intervention 4-14 days absence.
4. Likely -	Expected to occur at least weekly.	4. Major -	Major injury leading to long-term incapacity /disability. >14 days absence.
5. Almost Certain -	Expected to occur at least daily.	5. Catastrophic -	Incident leading to death or irreversible health effects/injuries.

Likelihood	Risk Rating = Likelihood x Severity e.g., 3 (Possible) x 4 (Major) = 12				
Almost Certain – 5	5	10	15	20	25
Likely – 4	4	8	12	16	20
Possible – 3	3	6	9	12	15
Unlikely – 2	2	4	6	8	10
Rare – 1	1	2	3	4	5
	Insignificant – 1	Minor – 2	Moderate – 3	Major – 4	Catastrophic – 5
	Severity				
Key: -	Low Risk	Moderate Risk	High Risk	Extreme Risk	

Note:

All risk assessments resulting in a risk rating of less than 8 (low - moderate) must be retained and monitored at ward/department level.

Risk ratings of 8 or above must be entered on to the CSU/Directorate risk register, and an action plan agreed to mitigate the risk. This action plan must be attached to the risk assessment and monitored by the CSU/Directorate Governance arrangements.

Any risk of 15 or above (Extreme) must be entered onto the CSU/Directorate risk register and the action plan must be discussed at the management team meeting. If the risk cannot be reduced to below 15, or cannot be controlled within the Division/Directorate, it is to be forwarded to the Head of Corporate Affairs for inclusion on the agenda of the Management Board, where it will be considered for entry onto the Corporate Risk Register.

Hazards	Risk from the Hazard/How the Hazard can cause harm	Current Controls in Place	Likelihood of Harm (L)	Severity of Harm (S)	Risk Rating (L x S) Automatic Calculation	Priority for action	Additional Controls	Residual Risk (after additional controls completed) (L x S)
Asbestos fibres	Inhalation possibly causing asbestosis, cancer of the bronchus, linings of the chest, respiratory tract, digestive tract, abdominal cavities, mesothelioma (cancer of the pleura and peritoneum) or other respiratory disease.	A Trust wide survey was commissioned in November 1999 to establish the type, location, condition and exposure potential of any ACM's forming the Trust Asbestos Register. The Trust Asbestos Register is held electronically on the Trust CAFM system, the Micad Internet Property Register (IPR) and is accessed through the Micad Portal (PC and Mobile Device), or NexGen QR code system locally at source.	1	5	**5**		Complete removal of asbestos in all areas across the Trust through continual Capital Programme and asbestos management working group process.	1
		Trust Asbestos Policy, Asbestos Management Plan, Asbestos Operational Procedures and Asbestos Standard Operating Procedures (SOP's).						
		Asbestos re-inspection surveys undertaken annually of all identified Asbestos Containing Materials (ACM's) in accordance with CAR 2012 including continual update of the Asbestos register.						
		Areas containing ACM's are identified with a QR code either on the access door or wall/ceiling tile adjacent to area where ACM is present.						
		Asbestos refurbishment and demolition surveys undertaken when required in accordance with CAR 2012 with updates entered onto the Trust Asbestos Register.						
		The Trust has undertaken remedial works in the highest risk areas and is proactively acting to remove ACM's when possible' as part of the ongoing Capital programme and asbestos working group.						
		Reassurance Air Monitoring has been undertaken in areas where asbestos is known to be present, all results were below the detection limit, and therefore there is no evidence of exposure to asbestos fibres through normal access within these areas.						
		Asbestos prompts included on Planet work orders (possibility of ACM's in locality of work task).						
		Review asbestos register on the Micad portal or NexGen QR code system prior to entering the work area.						
		All personnel involved in the work task should be sufficiently trained to ensure they perform their duties with due regard to the health and safety of themselves and others.						

		Appropriate task specific PPE/RPE available in works stores at DRI and BDGH and Engineering workshop MMH. RPE is also available on all ward areas for use if required.					
		Ensure appropriate task specific PPE/RPE including FFP3 disposable face masks are worn during the undertaking of works.					
		Work activities should only be carried out that do not have the potential to disturb identified ACM's within the working area.					
		If there is a likelihood that the work task will directly disturb or require removal of any identified ACM's, or the scope of works change during undertaking the work task leading to potential disturbance. Stop work immediately and contact an Estates Officer, Estates Manager or Asbestos AP to engage with licensed asbestos removal contractor and analytical consultant.					
		If the condition of the ACM's within the area have been damaged, deteriorated from the condition logged on the Asbestos Register, or any previously unidentified ACM's are found exit the area and contact an Estates Officer, Estates Manager or Asbestos Appointed Person (AP) immediately.					
		If work activities are required additional to general access and monitoring tasks, follow the working in asbestos area risk assessment.					
		All persons are provided with Asbestos Awareness Training, in accordance with the Guidance in L143-CAR 2012, with refreshers curses managed through a continual process.					
		Workers must not eat, drink or smoke in designated work areas.					

Additional Information / Evidence:

Emergency Procedures

- Persons exposed to dust should remove work wear and shower.
- Any contaminated work wear should be sealed in a suitable container.
- The area should be sealed off.
- The area should be entered and cleaned by trained personnel wearing appropriate protective equipment.
- The area should only be reopened after Air Monitoring has proved it safe to do so.
- Refer to Emergency Procedures information in the Asbestos Management Plan.

Monitoring Procedures

- All Air monitoring that is undertaken must be undertaken by a laboratory that is accredited by UKAS to ISO17025.
- In areas designated as high risk periodic Air Monitoring is conducted.
- Retained ACM's are inspected periodically.
- Andy exposure records are maintained.
- Review of procedures should be undertaken as agreed, whenever the nature of the work or condition of the ACM's change, or when there is reason to believe that the procedures and assessments are no longer valid.

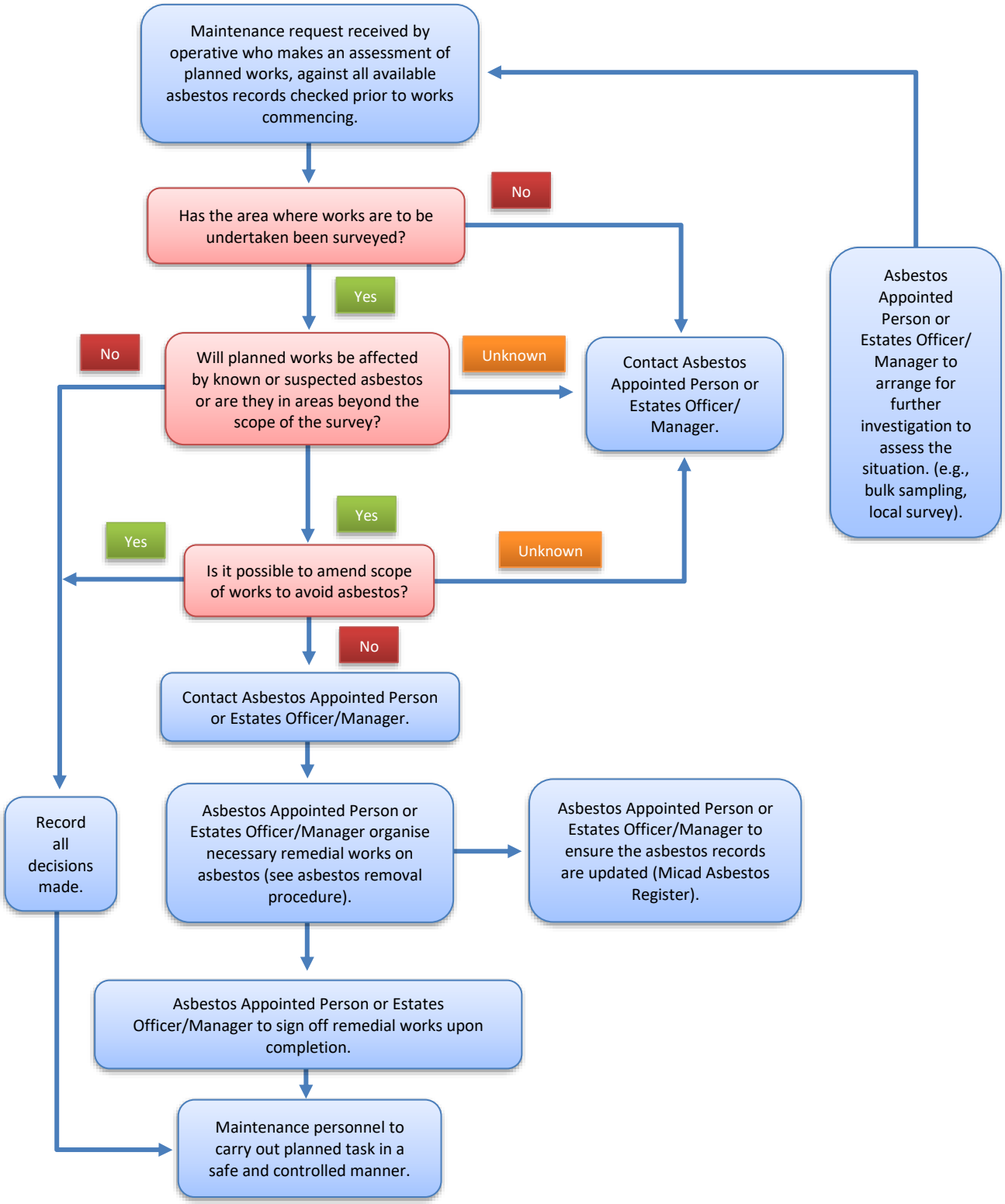
Ser No.	Action Plan	Date Completed
1	Undertake toolbox talks reviewing knowledge and use of the Micad Portal and NexGen QR codes to access the Trist Asbestos Register.	
2	Toolbox talk with Estates Managers and Officers to review knowledge and provide refresher training for the us of point of work Risk assessments and Asbestos Area Risk Assessments.	
3	Toolbox talk with Estates Managers and Officers to review knowledge and provide refresher training for the Asbestos Operational Safety Manual.	

Name of Manager:	Sean Tyler - Head of Compliance (Asbestos AP)
Date:	08-Feb-24
Review Date:	08-Feb-25

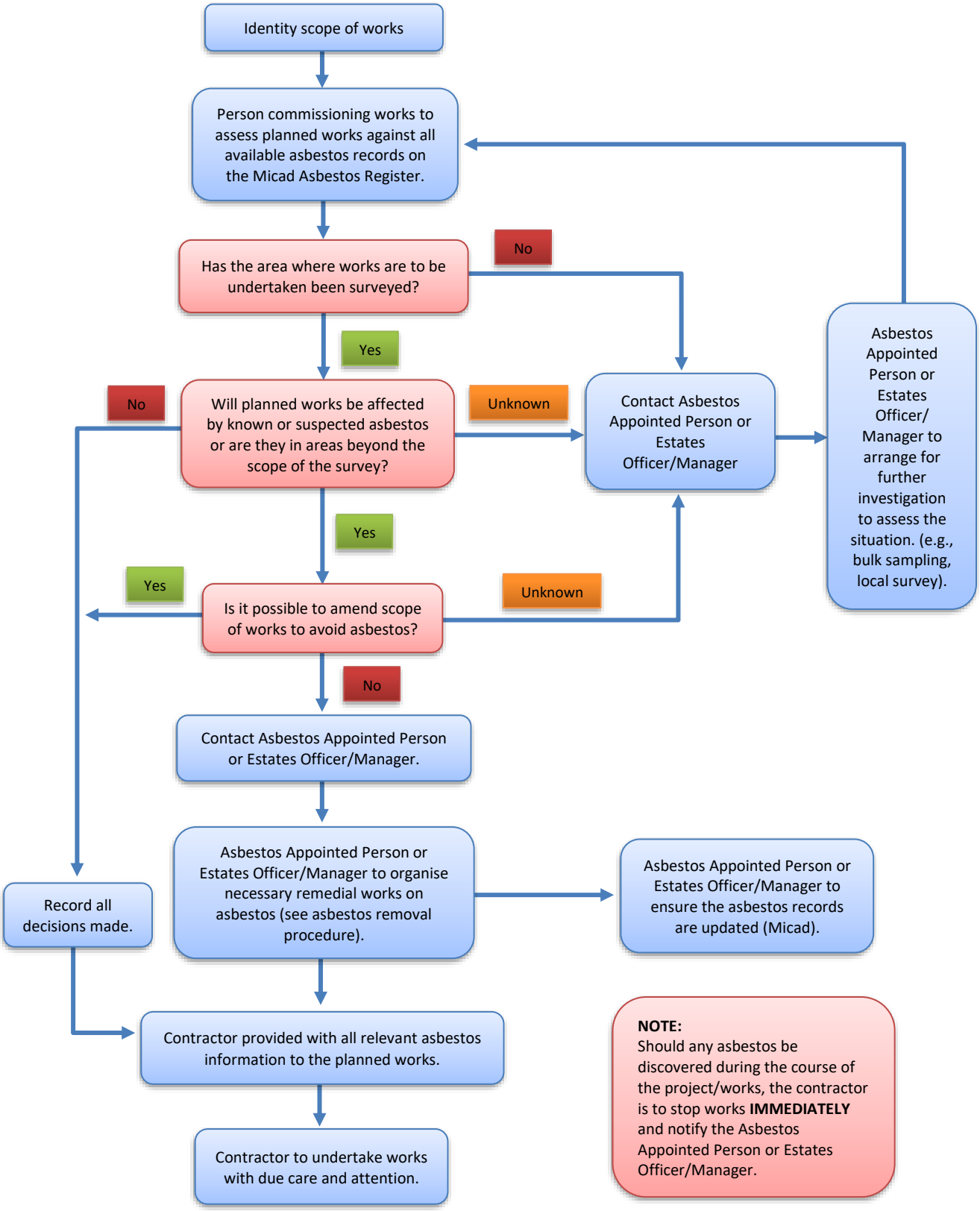
Additional Control Measure **Embed relevant documents such as safe systems of work.** **Insert any additional control measure as a document below:-**	**Embed a file** To insert a copy of your file into another, embed it. 1.Select Insert > Object. 2.Select Create from File. 3.Select Browse and go to the file you want to use. 4.Select Insert. 5.Select Display as icon and then select OK.
Emergency Procedures.pdf Action Card_After ACM Breach.pdf	

References	
Health & Safety at Work Etc. Act 1974	https://www.legislation.gov.uk/ukpga/1974/37/contents
Management of Health & Safety at Work Regulations 1999	https://www.legislation.gov.uk/uksi/1999/3242/contents/made
Health & Safety Executive (HSE)	https://www.hse.gov.uk/
Managing and Working With Asbestos Control of Asbestos Regulations CAR (2012)	https://www.legislation.gov.uk/uksi/2012/632/contents/made
HSG264 Asbestos: The Survey Guide	https://www.hse.gov.uk/pubns/books/hsg264.htm
HSG248 Asbestos: The Analysts guide for Sampling	https://www.hse.gov.uk/pubns/books/hsg248.htm
HSG53 Respiratory Protective Equipment at Work	https://www.hse.gov.uk/pubns/books/hsg53.htm
HSG210 Asbestos Essentials Task Manual	https://www.hse.gov.uk/pubns/books/hsg210.htm
HSG227 Comprehensive Guide to Managing Asbestos in Premises	https://www.hse.gov.uk/pubns/books/hsg227.htm
HSG247 Asbestos: The Licensed Contractors Guide	https://www.hse.gov.uk/pubns/books/hsg247.htm

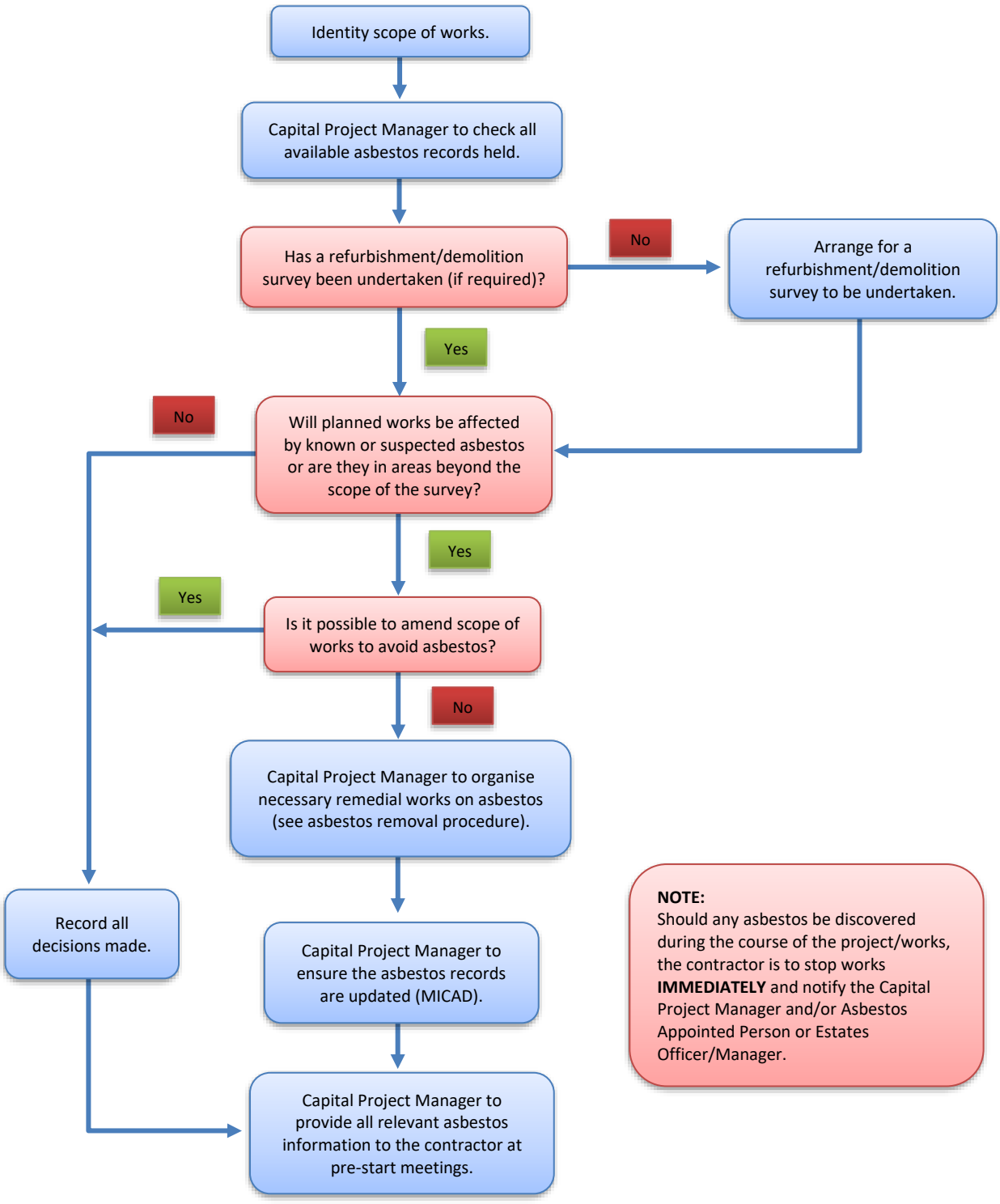
APPENDIX 2 – SAFE SYSTEM OF WORKING EVERY DAY AND MAINTENANCE



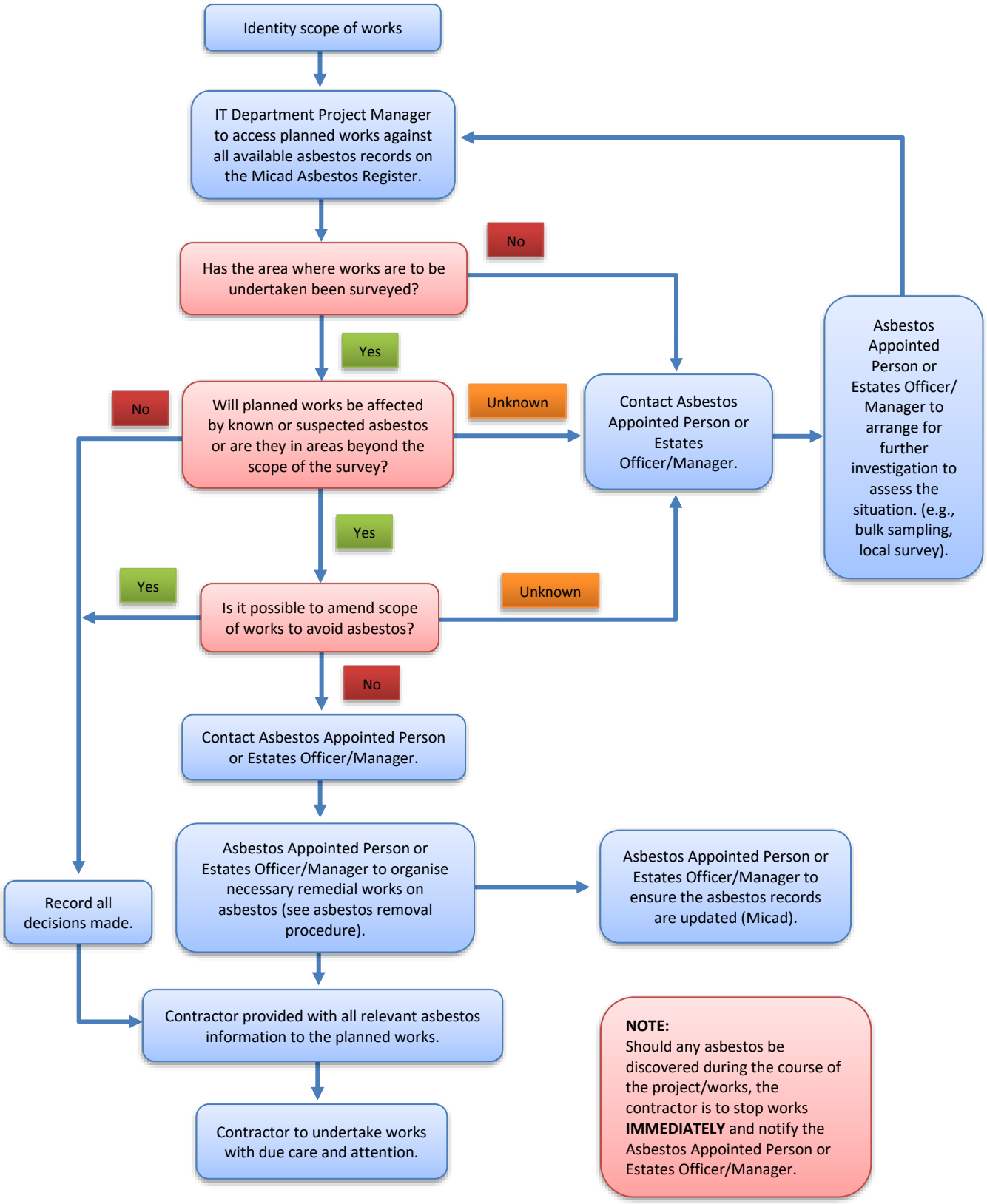
APPENDIX 3 – SAFE SYSTEM OF WORKING THIRD PARTY CONTRACTED WORKS



APPENDIX 4 – SAFE SYSTEMS OF WORKING PROJECT/CAPITAL WORKS



APPENDIX 5 – SAFE SYSTEM OF WORKING IT/SECURITY WORKS



APPENDIX 6 – NEXGEN

To be able to view the Trust Asbestos Survey Information at source, you are required to register on the 'NexGen' online asbestos information portal. Please follow this guide to access the asbestos survey information via the QR codes present within Doncaster and Bassetlaw Teaching Hospitals properties.

This guide is for either Android or iOS (iPhone users).

Use the app store on your phone (Android - Play Store, iOS - Appstore) and find a suitable QR code reader, many free apps are available when searching 'QR Code Reader'.
However, most iOS devices and android devices now include QR code scanning as part of the standard camera application.

Once installed, run the app you have chosen and scan the QR code (these QR code labels will be present on the entrance of rooms (that contain asbestos) adjacent to the room number – see example >>>>>


Asbestos Room/Area QR Code

To view the information held on the asbestos portal, you will need to create a login for your first time using it. This can be a personal e-mail and password of your choosing, neither Scotmid or Lucion will have access to this password information and the system is fully secure.

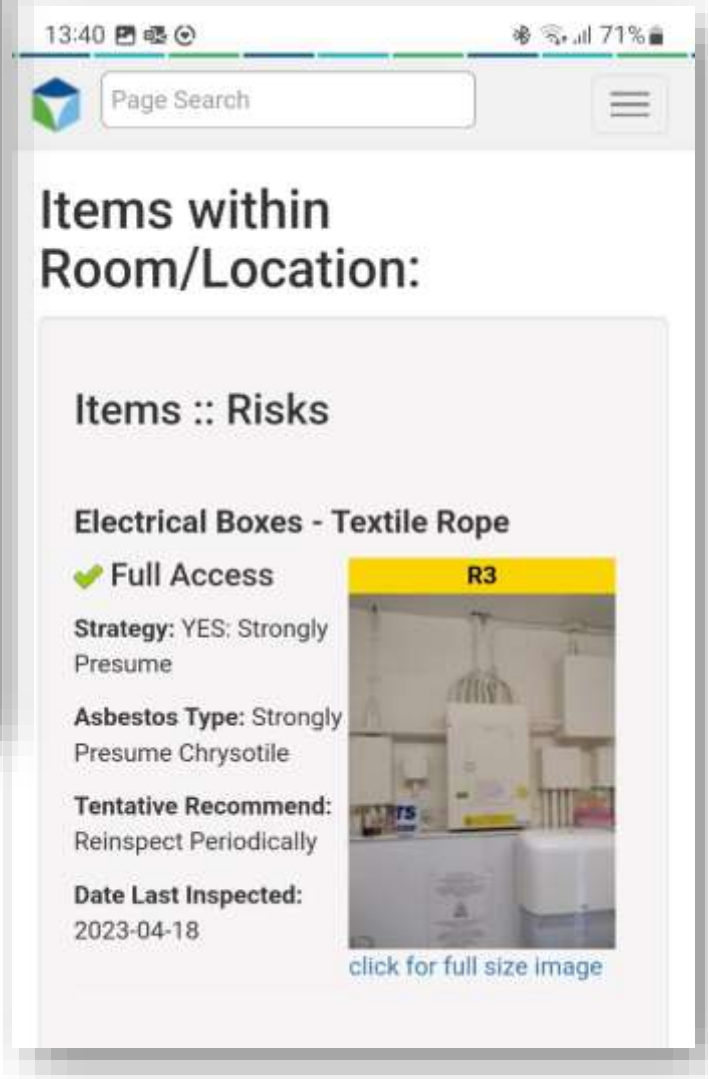
To register on the 'NexGen' online asbestos information portal…

You can scan this QR code, and this will then give you the link to the asbestos survey information portal >>>>>

Alternatively, you can click on this hyperlink to register….https://web.lucion.co.uk/login#register

Once the registration is complete, the room QR codes will be fully accessible.

Please see examples of the information that the portal provides…….

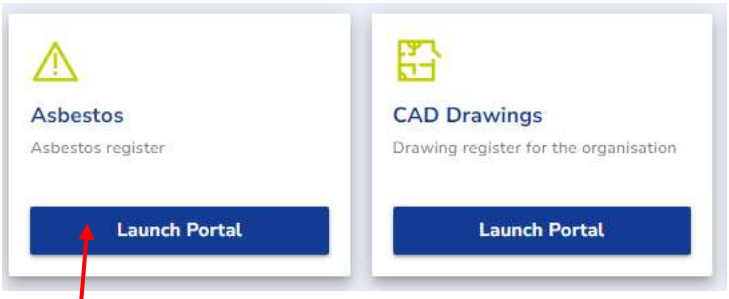


APPENDIX 7 – MICAD ASBESTOS PORTAL INFORMATION

The Micad Asbestos Portal can be accessed from a desktop computer or a mobile device - tablet, or mobile phone.

Desktop Computer Access - Asbestos Portal **Hyperlink** : - https://portals.micadipr.net/?cid=dbhtrust

You will then be prompted to enter your NHS.net email and then NHS email.



You will then be logged into the portal...access to the **'Asbestos'** area and 'CAD Drawings' only. Click 'Launch Portal'.....

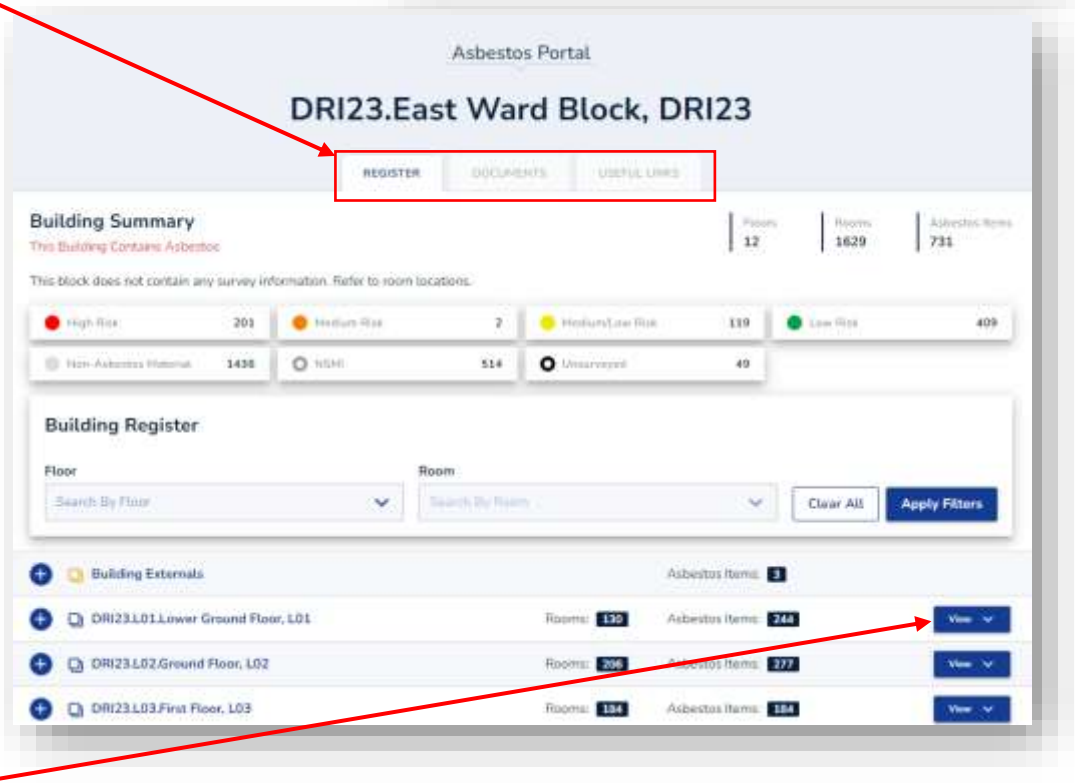
Enter building name/number....
DRI23 for example.....
Click bottom option hyperlink...

There are 3 tabs...

You will be able to view: -

1. Asbestos Register
2. Relevant Documents
3. Useful Links

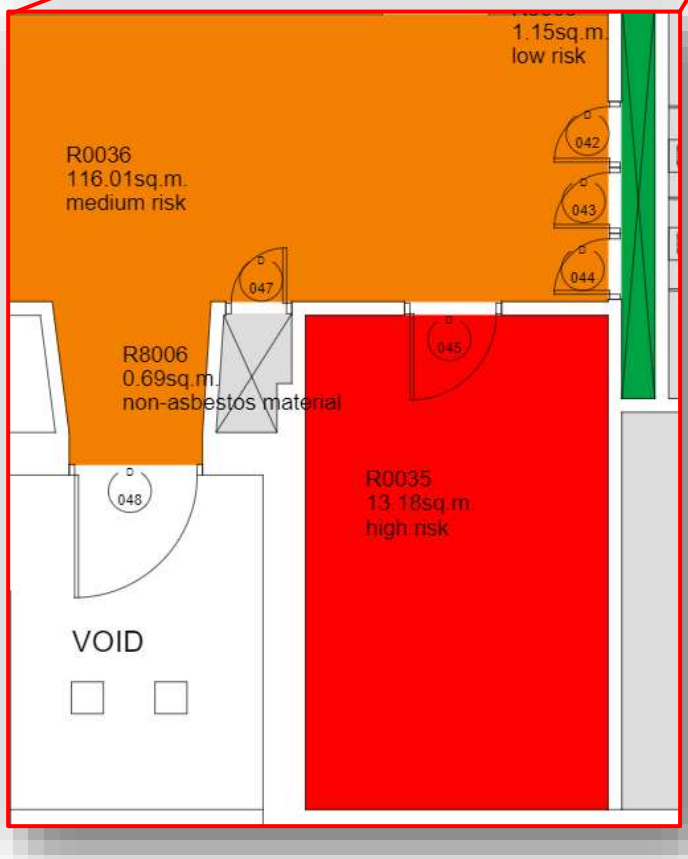
You will be able to view all ACMs and history within the building. Useful links provide access to the latest Trust Asbestos Policy, Management Plan and Operational Procedures as well as all the associated Asbestos Legislation Guidance and ACOPs.



Click on 'View' to access the Asbestos Risk CAD Drawing...

Click on 'View Asbestos Risk CAD Drawing'

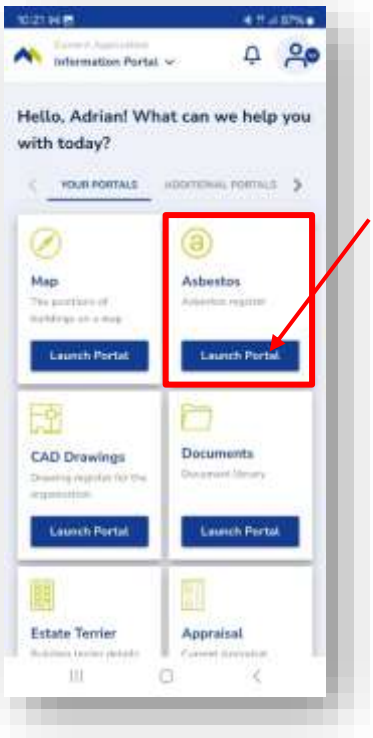
Zoom in to view risk areas…



Mobile Phone Access - Asbestos Portal

Same principle as the desktop view, to access the Micad asbestos portal on the mobile phone….

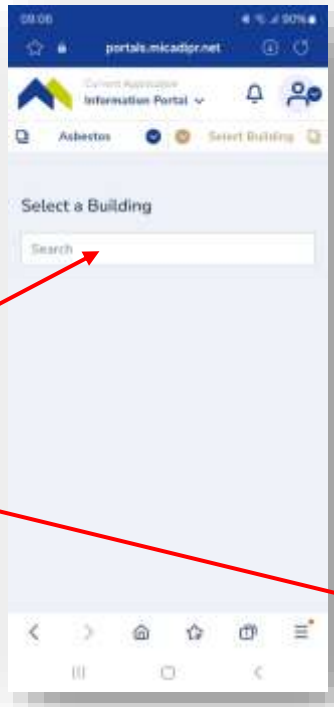
Scan the QR code from a mobile device by using your camera….

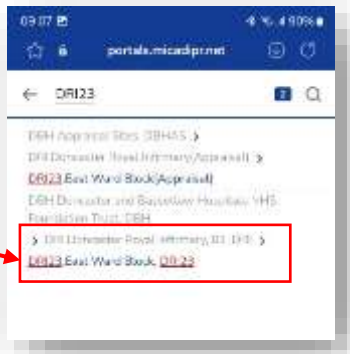


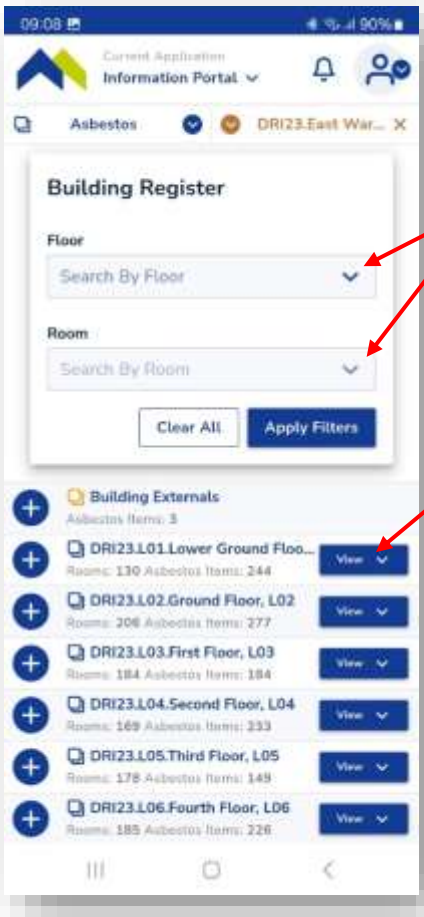
Access to the **'Asbestos'** area… Click 'Launch Portal'…

Enter building name/ number…. DRI23 for example….

Click bottom option hyperlink…



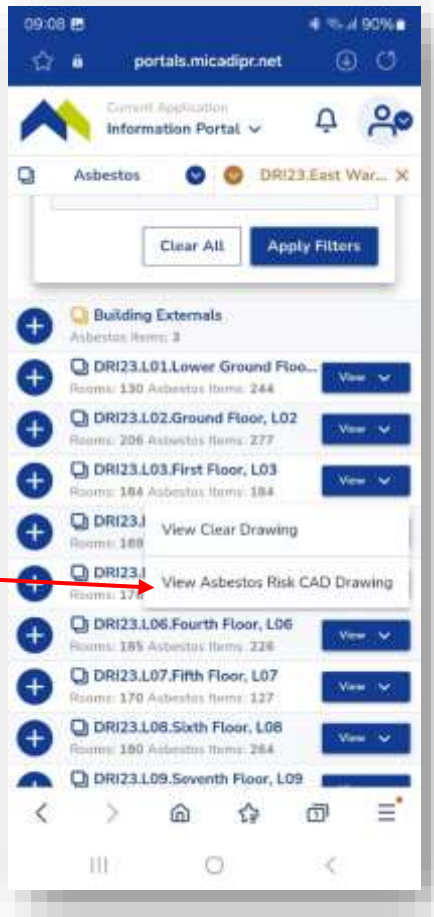


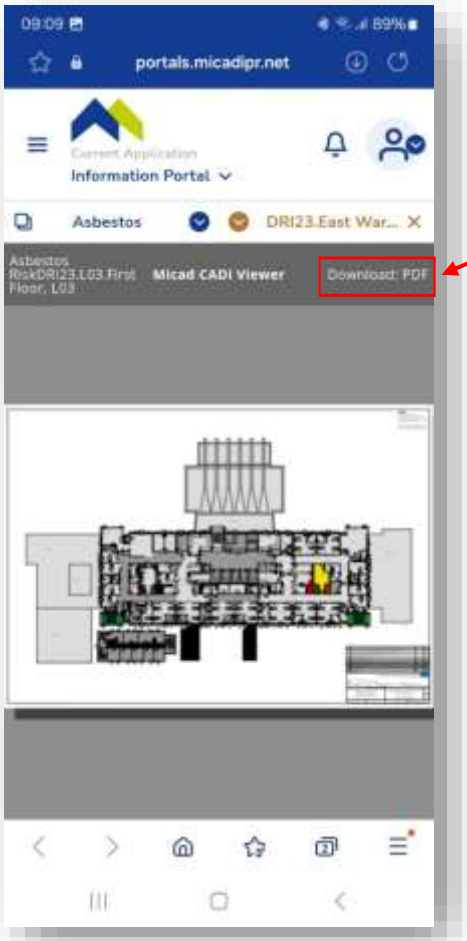


Either search by floor or room on these drop-down menus…

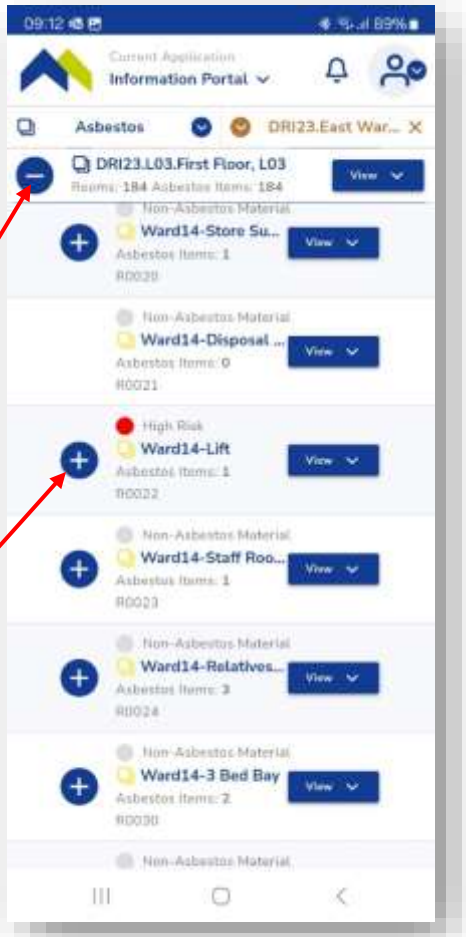
or click 'View' button on the required floor…

Click 'View Asbestos Risk CAD Drawing'….



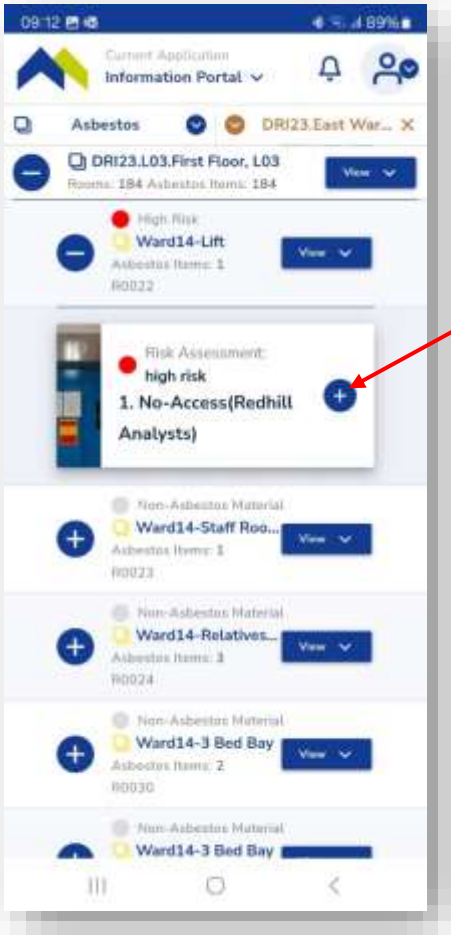


To see the drawing in more detail… Click 'Download PDF' then zoom in on the drawing as required…



Click here … to view the room options … …

Click here to view the details…



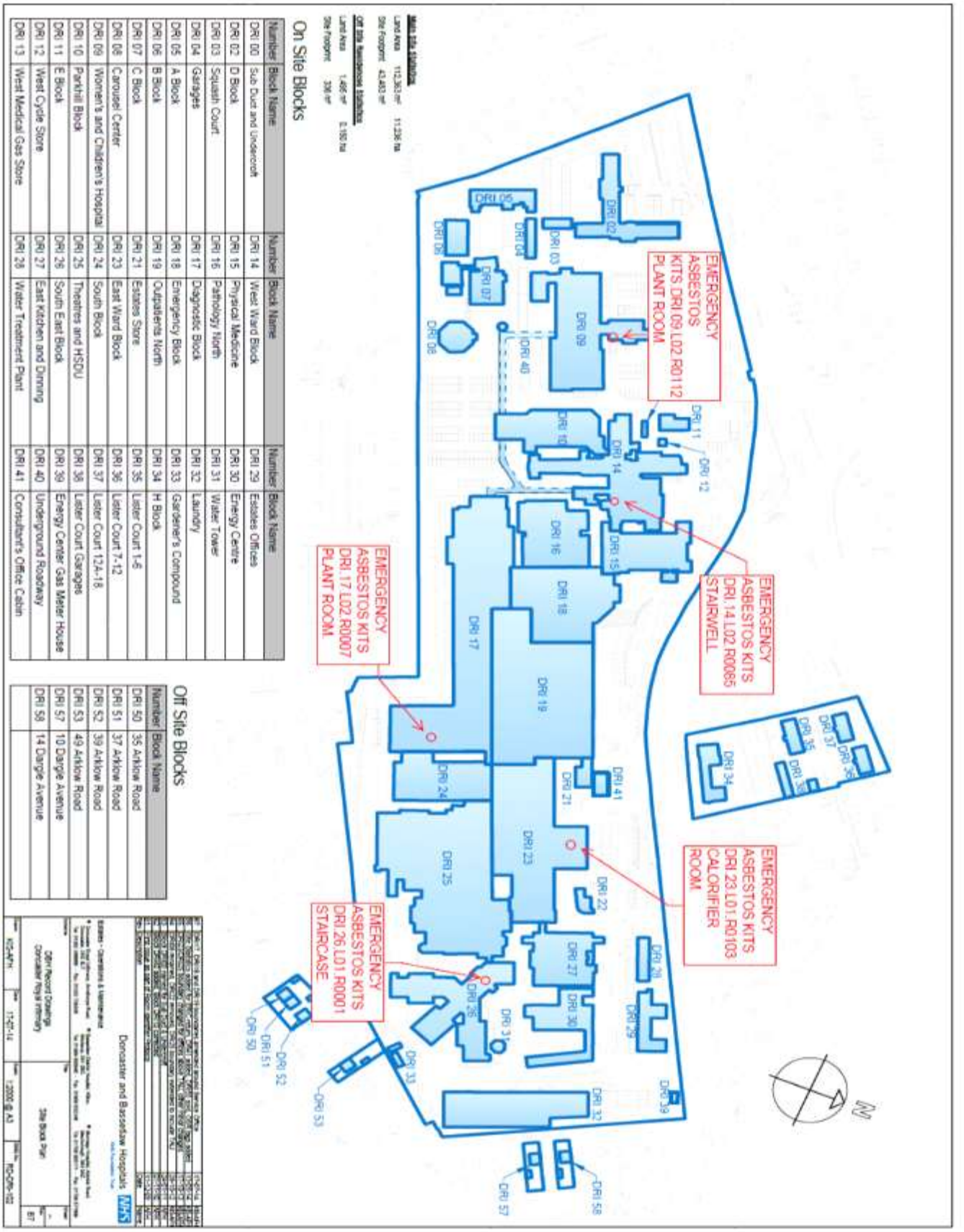
To view the room risk assessment and illustration….

…Click here…

Scroll up to see all information…

Click on photo to zoom in, if required…

APPENDIX 8 – EMERGENCY ASBESTOS KIT LOCATIONS - DRI



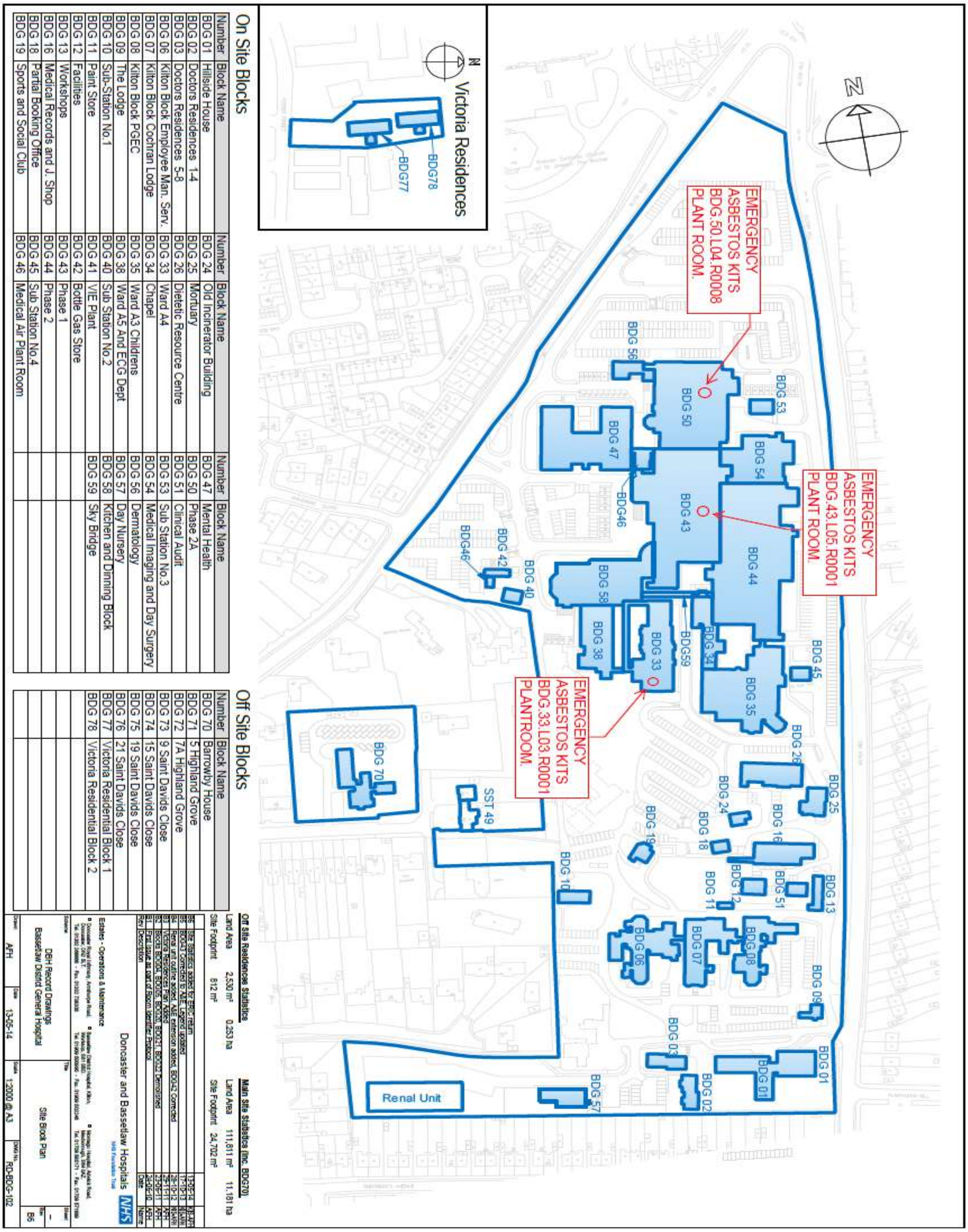
On Site Blocks

Number	Block Name	Number	Block Name	Number	Block Name
DRI 00	Sub Dust and Undercroft	DRI 14	West Ward Block	DRI 29	Estates Offices
DRI 02	D Block	DRI 15	Physical Medicine	DRI 30	Energy Centre
DRI 03	Squash Court	DRI 16	Pathology North	DRI 31	Water Tower
DRI 04	Garages	DRI 17	Diagnostic Block	DRI 32	Laundry
DRI 05	A Block	DRI 18	Emergency Block	DRI 33	Gardener's Compound
DRI 06	B Block	DRI 19	Outpatients North	DRI 34	H Block
DRI 07	C Block	DRI 21	Estates Store	DRI 35	Lister Court 1-6
DRI 08	Carousel Center	DRI 23	East Ward Block	DRI 36	Lister Court 7-12
DRI 09	Women's and Children's Hospital	DRI 24	South Block	DRI 37	Lister Court 124-18
DRI 10	Parkhill Block	DRI 25	Theatres and HSDU	DRI 38	Lister Court Garages
DRI 11	E Block	DRI 26	South East Block	DRI 39	Energy Center Gas Meter House
DRI 12	West Cycle Store	DRI 27	East Kitchen and Dinning	DRI 40	Underground Roadway
DRI 13	West Medical Gas Store	DRI 28	Water Treatment Plant	DRI 41	Consultant's Office Cabin

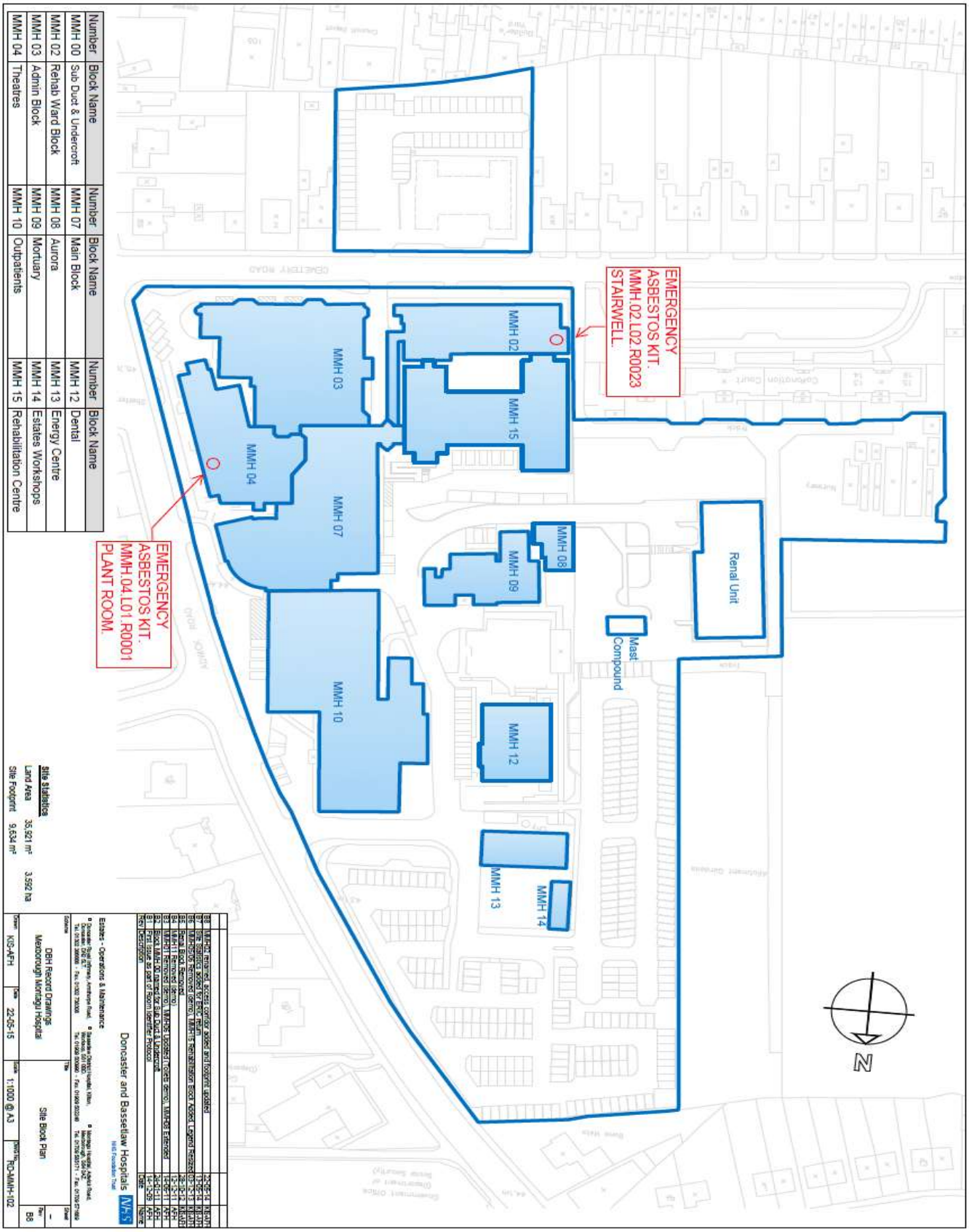
Off Site Blocks

Number	Block Name
DRI 50	35 Arklow Road
DRI 51	37 Arklow Road
DRI 52	39 Arklow Road
DRI 53	49 Arklow Road
DRI 57	10 Dargle Avenue
DRI 58	14 Dargle Avenue

APPENDIX 9 – EMERGENCY ASBESTOS KIT LOCATIONS - BDGH



APPENDIX 10 – EMERGENCY ASBESTOS KIT LOCATIONS - MMH



Number	Block Name	Number	Block Name	Number	Block Name
MMH 00	Sub Duct & Undercroft	MMH 07	Main Block	MMH 12	Dental
MMH 02	Rehab Ward Block	MMH 08	Aurora	MMH 13	Energy Centre
MMH 03	Admin Block	MMH 09	Mortuary	MMH 14	Estates Workshops
MMH 04	Theatres	MMH 10	Outpatients	MMH 15	Rehabilitation Centre

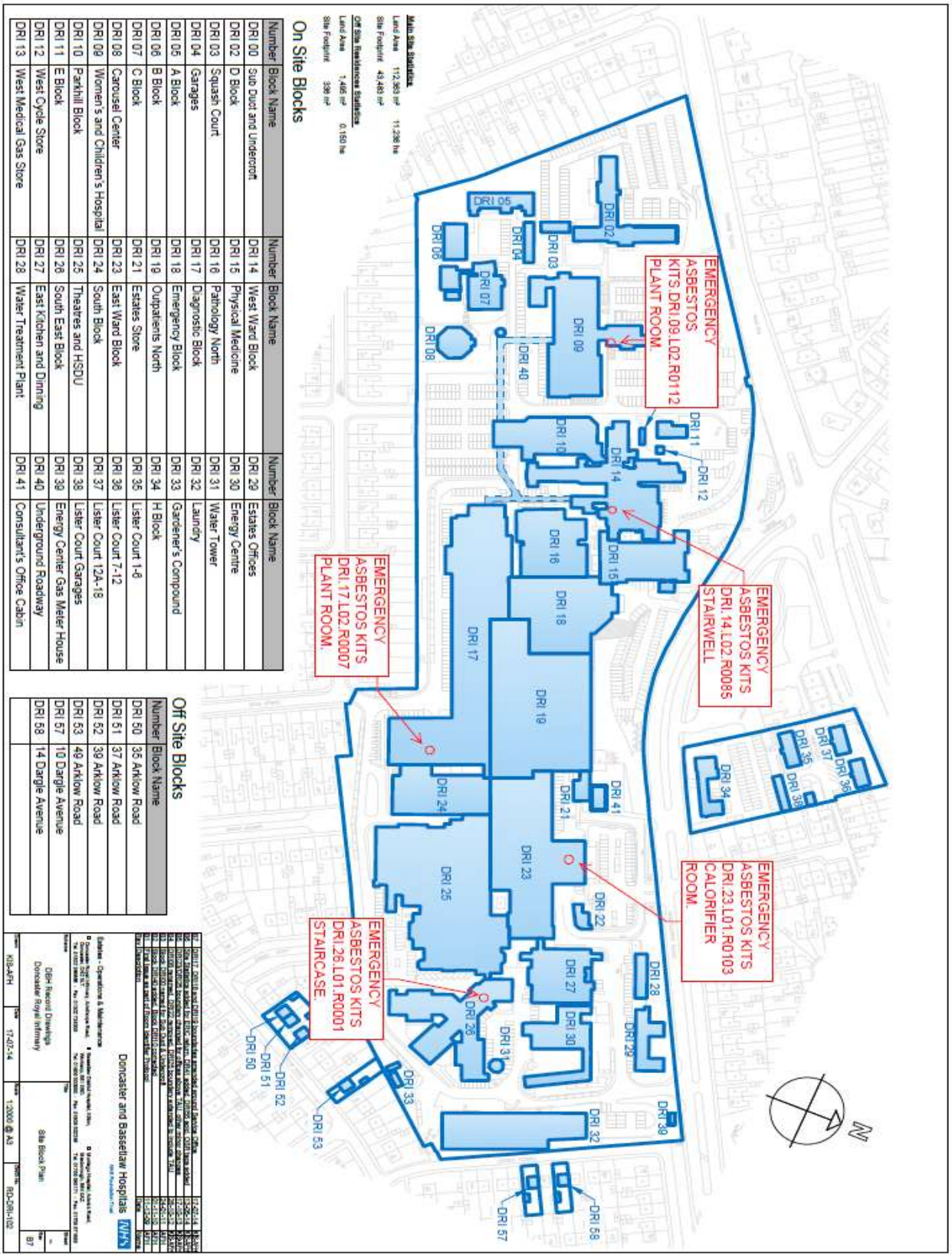
APPENDIX 11 – ACTION CARD - ASBESTOS CONTAMINATION AFTER ACM BREACH

Action Card – Asbestos Contamination after ACM Breach - DRI
Where a material is damaged during undertaking work activities and the material known or suspected of containing asbestos (ACM) and a staff member has dust on their clothing or skin, he/she should call (e.g., using mobile phone) for assistance in the first instance (Estates Officer/Manager/Asbestos Appointed Person (AP))
The staff member exposed to the known or suspected ACM must contact the Estates Officer/Manager to inform them of the extent of exposure and what PP/RPE they are already wearing. The staff member will then be asked to stay in the contaminated room until assistance arrives.
Any other members of staff, both internal or external to the organisation that are in the room should be asked to leave if not directly located within the vicinity of the damaged ACM and asked to provide their names and contact details for documentation.
The contaminated staff member should then be asked if there are any ventilation grills near the damaged ACM so that these can be isolated. The staff member should also be instructed to shut any windows to localise the contamination whilst moving away from any direct contact with any identified ventilation grills.
The Estates Officer/Manager/Asbestos AP is required to obtain Type 5 or 6 paper coveralls with hood, over shoes and FFP3 disposable mask from either one of the asbestos emergency boxes identified in Appendix A (Five locations at DRI) or Emergency asbestos bag from the Estates Office and proceed to the location where the contamination has occurred.
The Estates Officer/Manager/Asbestos AP must then place asbestos hazard warning signage (identified in Appendix B and C) on the door of the contaminated room to stop any further exposure to staff, patients, visitors, and contractors. The area must be isolated, and access of other persons prevented by 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.
The Estates Officer/Manager/Asbestos AP must then hand the asbestos PPE/RPE and emergency bag to the staff member without going into the room. The staff member must don on the FFP3 Respirator/FFP3 disposable mask then strip to underwear making sure all contaminated clothes are placed in the asbestos waste bags provided in the emergency asbestos Kit (red inner and clear outer)

seal in swan neck fashion with duct tape and leave in the room to be removed by the asbestos removal contractor.
The staff member should then don the Type 5 or 6 paper overalls with hood and over shoes, locate the nearest exit to the external areas of the building (fresh air) to minimise disruption and contamination and proceed to the Estates shower block. If on a roof; evaluate which route option would be best practice within stairs or lift to reduce any potential exposure to staff, patients, visitors, or contractors.
The Staff member asked to shower must use the supplied shower gel, towel and spare uniform obtained from the main stores by the Estates Officer/Manager/Asbestos AP.
The Estates Officer/Manager/Asbestos AP must contact the Trust nominated licensed asbestos removal contractor (LARC) Rhodar and nominated asbestos Analytical Consultant Lucion Environmental to attend site. The Estates Officer /Manger must provide Lucion and Rhodar with all relevant details including block, level and room number, and any known asbestos information from the Trust asbestos register held on the Micad IPR (Micad Portal).
The contact numbers for the nominated Asbestos Analytical Consultants Lucion are: - Office: **01482 644632,** Richard Marshall: **07458088255,** Chris Wilson: **07876748826**, Aled Wynne: T: **03455040303** m: **07458080445,** Jamie Probert: **07568106423** The contact details for the nominated Asbestos Removal Contractors Rhodar are: - Darren Jones: **0786637342**, Dave Hart: **07831254530** There will be a lead time of between 1.5 and 2hrs for attendance on site.
Rhodar will undertake the decontamination works within the contaminated area, removing all contaminated waste from site. Lucion will take a number of bulk samples from the ACM and provide personal and background air monitoring for inclusion within the asbestos incident investigation report.
The Estates Officer/Manager/Asbestos AP must inform the Clinical/Corporate stakeholders and make them aware of the incident and potential closure of the area due to the decontamination process required. Continued communication will be required throughout the process to ensure staff are fully aware of the situation to minimise disruption to services.
During normal working hours, the Estates Head of Compliance and Health and Safety Lead must be informed immediately about the incident. Where the incident occurs out of normal hours then the on-call Manager should be informed initially and one of the Estates Asbestos APs and Health and Safety Lead informed thereafter.

The incident will be logged on the Trust incident reporting system Datix and investigated by the Estates Head of Compliance and the Trust Health and Safety Lead following the accident, incident near miss procedures. Where applicable the incident will be reported as a dangerous occurrence under RIDDOR by the Deputy Director of Estates and Facilities to the HSE Incident contact centre by the Health and Safety Lead.
Where it is determined that person(s)have been subject to an unprotected exposure to asbestos, the Estates Head of Compliance will with the assistance of the nominated asbestos consultant (Lucion) estimate the exposure level and duration of exposure.
The Estates Officer/Manager/Asbestos AP must complete Personal Asbestos Record (identified in Appendix D) of the incident and a record of this must be kept on the individual's personal file and shared with Occupational Health. The member can then be offered one to one consultation with an occupational Health staff member to discuss and concerns or anxiety's they may have.
The Estates Officer/Manager/Asbestos AP will provide the option of the staff member staying at work for the duration of the shift or allow the staff member to go home depending on the level of exposure and individual anxiety.
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 one of the Asbestos APs or nominated asbestos consultant must be contacted, and information relating to the area, emergency and the presence of any asbestos materials communicated.
When a large-scale asbestos contamination incident occurs, e.g., the collapse of a building. Action should be taken in conjunction with the Trust's plan CORP/RISK 26 v.3 Hazardous Materials (HAZMAT) and Chemical Biological Radiological Nuclear & Explosives (CBRNE) Plan. Procedures for the decontamination of individuals are the same as the emergency procedures within this action card.

Action Card – Appendix A



On Site Blocks

Number	Block Name	Number	Block Name	Number	Block Name
DRI 00	Sub Duct and Undercroft	DRI 14	West Ward Block	DRI 29	Estates Offices
DRI 02	D Block	DRI 15	Physical Medicine	DRI 30	Energy Centre
DRI 03	Squash Court	DRI 16	Pathology North	DRI 31	Water Tower
DRI 04	Garages	DRI 17	Diagnostic Block	DRI 32	Laundry
DRI 05	A Block	DRI 18	Emergency Block	DRI 33	Gardener's Compound
DRI 06	B Block	DRI 19	Outpatients North	DRI 34	H Block
DRI 07	C Block	DRI 21	Estates Store	DRI 35	Lister Court 1-6
DRI 08	Carousel Center	DRI 23	East Ward Block	DRI 36	Lister Court 7-12
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DRI 10	Parkhill Block	DRI 25	Theatres and HSDU	DRI 38	Lister Court Garages
DRI 11	E Block	DRI 26	South East Block	DRI 39	Energy Center Gas Meter House
DRI 12	West Cycle Store	DRI 27	East Kitchen and Dinning	DRI 40	Underground Roadway
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Off Site Blocks

Number	Block Name
DRI 50	35 Arklow Road
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DRI 52	39 Arklow Road
DRI 53	49 Arklow Road
DRI 57	10 Dargle Avenue
DRI 58	14 Dargle Avenue

Action Card – Appendix B

Action Card – Appendix C

Action Card – Appendix D

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust

ESTATES MAINTENANCE: PERSONAL ASBESTOS WORK RECORD

Date:		
Location, to Include: Site, Block, Level and Room:		
Staff Undertaking Work:		
Personal Protective Equipment Used:		
Duration of Work:		
Description of Work:		
Other Protective Measures Undertaken:	1 2 3 4 5	
Assessment of Exposure:		
Has Reassurance Air Monitoring Taken Place: Has a Risk Assessment Been Undertaken:		
Maintenance Staff Signature: Management Record Completed by:		

APPENDIX 12 – SUNDSTRÖM SR500 POWERED AIR PACK VISOR & HELMET INFORMATION

Staff members who have beards/facial hair are required to wear the Sundström SR500 powered air pack visor & helmet. Available from Estates Offices BDGH, Estates Stores DRI, Estates Workshop MMH.

Click on weblink for further information >>> Sundström SR500 powered air pack visor & helmet information

Or scan the QR code….

APPENDIX 13 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/ Strategy	Division/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Asbestos Safety Information	Estates and Facilities	Mr S Tyler	Existing Procedure	9 February 2024

1) Who is responsible for this policy? Name of Care Group/Directorate:

2) Describe the purpose of the service / function / policy / project/ strategy? Who is it intended to benefit? What are the intended outcomes? To ensure that staff are aware fully aware of all of Operational Asbestos Safety Information and 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: Specific information and 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

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: February 2027

Checked by: Gary Hewit – Health & Safety Advisor Date: Feb 2024