## Document Control

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<tr>
<th>Title</th>
<th>Asbestos Policy</th>
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<tbody>
<tr>
<td><strong>Author</strong></td>
<td>Governance &amp; Assurance Lead Facilities</td>
</tr>
<tr>
<td><strong>Author’s job title</strong></td>
<td>Governance &amp; Assurance Lead Facilities</td>
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<tr>
<td><strong>Directorate</strong></td>
<td>Facilities</td>
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<tr>
<td><strong>Department</strong></td>
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<th>Date Issued</th>
<th>Status</th>
<th>Comment / Changes / Approval</th>
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<td>1.0</td>
<td>Aug 2007</td>
<td>Final</td>
<td>Version published on Tarkanet</td>
</tr>
<tr>
<td>1.1</td>
<td>Apr 2011</td>
<td>Revision</td>
<td>Document control report added to existing document. Review date extended by one year to allow for update into Trust template, consultation and approval of document. Extension approved by Director of Finance &amp; Performance on 19 April 2011.</td>
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<td>1.2</td>
<td>Aug 2015</td>
<td>Revision</td>
<td>Policy reviewed and updated</td>
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<td>1.3</td>
<td>Jan 2016</td>
<td>Revision</td>
<td>Added management commitment re HSE comment</td>
</tr>
<tr>
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<td>Revision</td>
<td>Minor amends following HSE advice and input</td>
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<tr>
<td></td>
<td>Facilities Department</td>
</tr>
<tr>
<td></td>
<td>North Devon District Hospital</td>
</tr>
<tr>
<td></td>
<td>Raleigh Park</td>
</tr>
<tr>
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<td>Barnstaple, EX31 4JB</td>
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<table>
<thead>
<tr>
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<th>Superseded Documents</th>
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<td>The management of Asbestos procedure 2008</td>
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<tr>
<td>Dec 2015</td>
<td>Dec 2018</td>
<td>Three years</td>
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<tr>
<td>• Facilities Team</td>
</tr>
<tr>
<td>• Health &amp; Safety and Safety Manager</td>
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<td>• Health and Safety Committee Members</td>
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<td>• Health &amp; Safety Committee</td>
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<table>
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<tr>
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<td>Asbestos Policy V1.2</td>
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<table>
<thead>
<tr>
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<table>
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1. Contents

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2. **Introduction**

2.1. The Northern Devon Healthcare NHS Trust (NDHT) recognises the risks to health in relation to the presence of asbestos in buildings. The Trust is fully committed to comply with all legislative and regulatory requirements together with Approved Codes of Practice as applicable to the Estate buildings owned or leased and operated by the Trust.

2.2. To comply with the Statutory document “Control of Asbestos Regulations” the Trust has in place procedures to control the removal, monitoring and management of this hazardous material. In doing so processes in place ensure that it is treated with extreme care, diligence and caution by all concerned.

2.3. This document sets out the (NDHT) policy for the control and management of Asbestos Containing materials (ACM’s) within its properties.

2.4. The Trust will as far as reasonably practical ensure that the risk from exposure to asbestos is kept to the minimum by the identification and logging of asbestos presence, and by its' acceptance of this policy.

2.5. Within this Asbestos Policy document the Trust has committed to where ever possible removing the risk posed from existing ACM’s. This will be facilitated through:

- Risk based funding with a priority given to all high & significant risk locations identified in the site asbestos registers. These registers list ACMs with a prioritised score, which considers condition, frequency of access and the likelihood of risk to exposure through damage.
- An annual capital allocation of funds to address patient and public areas
- Where Capital development or small schemes are to be provided every opportunity to remove the presence of ACM’s will be taken.

3. **Scope of This Policy**

3.1. The requirements of this policy apply to all staff, contractors and any third party that could be involved with the disturbance of the fabric of the Trusts buildings.

4. **Definitions**

4.1. **Asbestos Containing materials** - such materials can be located in the following locations:

- In the formation of the building to assist the fire resistive quality of the finish
- Used in fire breaks above ceilings
- In some ceiling tiles
- Used on pipe and tank lagging
- On some floor finishes
- Within electrical switch panels
• As sealant around hot surfaces
• This is not a definitive list, there may be other areas containing asbestos materials.

4.2. **Contractor**

Any person employed by or on behalf of the Trust and by the very nature of their actions could come into direct contact with the Asbestos Containing materials.

4.3. **Third Party**

Any person who by the very nature of their actions could come into direct contact with the asbestos based materials, such an individual could be employed by the emergency services.

4.4. **The Asbestos Management Plan** - Lists a plan of approach to the practical management of ACM’s within the Trusts estate.

4.5. **Asbestos Register** - A register that contains all known Asbestos within a given area, the register being produced by a surveyor with sufficient competency and training.

4.6. **Approved Licensed Asbestos Contractor**

A contractor registered with the Health & Safety Executive holding a license to remove and dispose of Asbestos.

4.7. **Designated Person**

A Senior Estates Person within the Trust that has been designated the responsibility in writing. This individual will ensure that the operational requirements of both the policy and The Asbestos Management Plan are adhered to by all who could come into direct contact with the Asbestos Containing materials.

5. **Roles and Responsibilities**

**Chief Executive** (reporting direct to the Board): The Duty of Care placed on the Trust rests ultimately with the Chief Executive, who should satisfy themselves that measures are in place to ensure threat of the risk of exposure to Asbestos Containing materials has been reduced.

**Executive Director** (reporting to the Chief Executive): The accountable Director will act as the responsible Director who will ensure that such measures are in place and keep the Chief Executive informed of any such issues if and when they arise.

**Designated Person** (reporting to the Executive Director): This will be a senior Estates person who has been appointed in writing by the Executive Director.
**Deputy Designated Person:** This will be a senior Estates person who in the event of the designated person not being available assumes the role fully and provides back up to the designated person.

**Managers, Estate Officers and Supervisors:** Will ensure that they are familiar with the Trusts Asbestos Policy and the requirements of “The Asbestos Management Plan” document. They will adopt all the procedures as laid down in the two documents and apply them to all projects under their control.

**Staff, Contractors and third party individuals:** (accountable to the Manager, Estate Officer or Supervisor):

They will ensure that they act in a safe manner when working near to asbestos based materials thereby not putting themselves or others at risk from the exposure to asbestos.

They will carry out the requirements of the Trust’s Asbestos Policy and The Asbestos Management Plan in all work base activity as conveyed by the Manager, Estate Officer or Supervisor for the Trust.

**Note:** - A key document to support the application of this policy is “The Control of Contractors Policy”. This document identifies the specific requirements of the Trust for contractors when working on the Trusts estate.

### 6. Training

Training will be given by an accredited company to all Trust staff who are likely to be involved with projects that could involve exposure to Asbestos Containing materials. The training will be specific for the role performed i.e. Managers, Supervisors, maintenance staff, IM&T and telephone installation. The level and type of training given will be subject to advice from key sources:-

- The Health & Safety Executives website on “Asbestos Health & Safety”
- The Trusts accredited training provider

In respect to contractors the “Contractors handbook” will be circulated to all contractors detailing what is expected of them in respect to preventing the risk of exposure to asbestos containing materials. Contractors will be expected to have a level of training and competency that reduces the possible risk of exposure to asbestos whilst in the execution of their duties. It will be the Trusts supervising officer’s responsibility to ensure that appropriate information is made available to the contractor prior to project commencement.

### 7. Communications

This policy will be communicated to all staff, Contractors and third party individuals. This will be carried out by the issue of information packs and training of the
individual, where required, the latter being required where the risk assessment carried out identifies such a need.

With respect to the Trust Board they will be kept aware of any High or Significant risks identified and recorded on the Asbestos Register by Executive Director. All such risks will be held on the Facilities Corporate Risk Register.

With regard to The Asbestos Management Plan, this will be communicated to all staff, contractors and third party individuals based on the risk to those individuals. The key aims of the risk assessment is to reduce the risk of exposure to asbestos. To ensure that the Trust has confidence in the measures that are in place, the Executive Director will report all High and Significant risks to the Board.

8. **Background to the Risk of Exposure to Asbestos Containing materials**

   **Health hazards associated with materials containing Asbestos**

   Breathing air containing asbestos fibre can lead to asbestos related diseases which kill more people than any other single work-related cause. If asbestos fibre is inhaled, some of the fine fibres may work their way into the lungs and remain embedded for life. Asbestos related diseases include asbestosis, lung cancer and mesothelioma. There is no known cure for asbestos related diseases.

   Materials containing asbestos were in the past used in the structure of buildings such as ceiling insulation, fire protection, noise insulation or as insulating materials to boilers, calorifiers and similar plant. Principally it is asbestos insulation of the soft fibrous nature encountered in these applications that present a hazard if disturbed in any manner.

   Asbestos may also be found in a range of building materials including fibreboard and asbestos cement sheeting. Asbestos products in engineering included use in gaskets, seals, asbestos rope and string, it can also be found in a woven form in protective clothing and equipment.

   All recent installations, equipment and components should be asbestos free (see Asbestos Prohibition Regulations 1992) as asbestos free substitutes are available.

9. **Methods of Recording**

9.1. **Areas known to have materials containing asbestos**

   The Trust has in place an Asbestos Register at each property which is held by the Manager or administrator for the site, or in the case of the North Devon District Hospital (NDDH) with the Facilities department office. The register at each property gives details of areas where known Asbestos Containing materials have been identified. To ensure that records are maintained the master copy for all properties
is held in the Facilities General Office and updated regularly. The Facilities office copy acts as the master; all others are sub-copies to this master.

All areas within the Trust’s properties known to contain asbestos bearing materials are maintained in a sealed and labelled manner and are monitored on regular basis. The exception to this are the ceiling tiles at (NDDH) and Barnstaple Health Centre. In this instance, there are areas where the Asbestolux tiles have been replaced by Supalux tiles; they are marked as being safe with an (S) stamped in the corner of the face side of tile. Any tile or cladding that does not display such (S) signage will be suspected of containing asbestos. In such situations the “Precautionary Principle” will be adopted, it should be referred to the Trusts designated person at the first opportunity. No action should be taken of any kind to disturb the area.

10. Asbestos Removal

10.1. Planned work

Only Licensed Asbestos Contractors will be allowed to remove Asbestos Containing materials. Such removal will be carried out in full compliance with HSE approved methods. Such approval by the HSE takes 14 days and should be planned accordingly when preparing project timescales.

In such situations where the work is taken on by the Trusts its own staff will only be of a non-licensed category or an emergency small scale category. Prior to performing the task the supervisor will be required to access the HSE website Asbestos Health & Safety -Non-licensed work with asbestos

10.2. Emergency Work

In the event of an emergency situation the Trust’s supervising officer has two courses of action:

- Contact a Licensed Asbestos contractor and seek a waiver to the 14 day HSE pre-notification period
- Use a trained directly employed member of staff

In the latter case, note the following restriction:
No more than one square metre of panel or material, (i.e. approximately one no. 1200mm x 600mm ceiling tile) within any single room or section of corridor/communicating space in any 24-hour period.

Such an action would normally be necessary to gain access to ceiling voids for emergency purposes only.

10.3. Disposal

Asbestos waste must be disposed of in full compliance with all legal requirements, it will be taken in sealed bags and stored in containers designed, constructed and
maintained to prevent any of the contents escaping during normal handling. Asbestos waste must be labelled and disposed of in accordance with:


ii) The Control of Asbestos at Work Regulations 2012

iii) Control of Pollution Act 1974.

iv) Carriage of Dangerous Goods by Road Regulations and Special Waste Regulations 2001 may also apply.

v) Environment Protection Act 1990

vi) Hazardous Waste Regulations 2005

11. Policy Review

The Trust Board is fully committed to continually reviewing and updating its’ policies and procedures as far as reasonably practical for the safe, monitoring, management and safe disposal of hazardous materials including those containing asbestos. This is to be achieved by adopting current and proposed legislation, best practice and guidance information issued by enforcing agencies etc. By adopting this procedure, the Trust board hopes to ensure the safest practical conditions possible for patients, visitors and staff at all of its’ properties. This procedure will be reviewed every three years by the designated person as a minimum and could change based on:

- Updates to legal requirements;
- A significant incident; and / or
- Through an outcome identified within the annual Management of Asbestos Audit

12. Equality Impact Assessment

Table 1: Equality impact Assessment

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<thead>
<tr>
<th>Group</th>
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<td>Pregnancy</td>
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<td>Maternity and Breastfeeding</td>
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13. References

- The NDHT Control of Contractors Policy 2015
- The NDHT Asbestos Management Plan 2016
- The Workplace (Health Safety & Welfare) Regulations 1992
- The Control of Asbestos Regulations 2012
- Work with Asbestos Insulation, Asbestos coating and Asbestos insulating Board 2002 (L28)
- Work with materials containing asbestos 2006 (ACOP 143)
- Health and Safety at Work etc. Act 1974
- Asbestos (Prohibition) Regulations August 2003
- Asbestos (Licensing) (Amendment) Regulations 1998
- Control of Pollution (Special Waste) Regulations 1980 amended 1988
- Asbestos – The analysts guide for sampling, analysis and clearance process
- The Licensed Contractors guide
- Medical guidance note MS13
- HSE Asbestos Essentials Task Manual HSG210
- HSE Asbestos Essentials Task sheets EM1-EM10, A9-A38
- The Control of Substances Hazardous to Health Regulations 2002 amendments 2003 & 2004(COSHH)
- Carriage of Dangerous Goods by Road Regulations 1996.
- European Standard EN 45001 General criteria for the operation of testing Laboratories 1989.
- Construction (Design & Management) regulations (CDM) 2015

Any other relevant documentation relating to the removal, handling or disposal of materials containing Asbestos

14. Approved Licensed Asbestos Removal Companies

AMS 2000 LTD
The Old Glove Factory
Ladywell
Pilton
Barnstaple EX31 1QS

Licence expiry date: 4 March 2016
Licence No 001304347
Emergencies: 07967 227084 or 07967 228507
e-mail: asbestos@ams-2000.co.uk or paul.tuffey@btinternet.com
0800 0851749/01271 328663 Fax: 01271 375436

Fineline Asbestos Solutions Ltd
Unit 6 Harton Industrial Estate
Hartland
Bideford

Licence expiry date: 21 December 2017
Licence No 101405513
Emergencies: 01237 441772
E-mail: info@finelineonline.co.uk
15. **Accredited Testing Laboratory (NAMAS)**

G & L Consultancy Ltd
(from 31 July 2006)
Unit Z Creech Business Park
Mill Lane
Creech St Michael
Taunton Somerset
TA3 5PX
Tel: 01823 443 898

UKAS:- 17025- Testing
17020 – Inspection
Accreditation – 2083+349
Emergencies: 07968 077 418
e-mail: gl@asbestosspecialist.co.uk