

Document Control

Title			
The Asbestos Management Plan			
Author			Author's job title Capital Contracts Manager
Directorate Estates Directorate			Department Support Services
Version	Date Issued	Status	Comment / Changes / Approval
1.0	Aug 15	Draft	Initial version for consultation
2.0	Jan 16	Final	Revised after comments from HSE and name change
2.1	Mar 16	Revision	Minor amends following HSE advice and input
2.2	July 17	Revision	Appendix 1a added ASBESTOS INCIDENT ACTION CARD
3.0	Mar19	Final	Management Plan reviewed and updated to reflect changes in legislation, procedures and how information is now held on a web based portal. For approval at 12 March 2019 Health and Safety Group meeting.
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Superseded Documents			
Issue Date March 2019	Review Date February 2020	Review Cycle Annual	
Consulted with the following stakeholders <ul style="list-style-type: none"> • Estates Staff • Health & Safety Manager • Sodexo Staff 			
Approval and Review Process <ul style="list-style-type: none"> • Health & Safety Committee 			
Local Archive Reference G:\Estates Local Path Facilities Procedural Documents Filename STR Asbestos Management Strategy Feb 2019			
Policy categories for Trust's internal website Estates		Tags for Trust's internal website	

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1. Introduction

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.

To comply with the statutory document “Control of Asbestos Regulations 2012” 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.

This management plan sets out the Trusts processes to meet the requirements of the policy document “The Asbestos Policy”. It details all the processes in place to control and manage Asbestos Containing materials (ACM’s) within the properties forming the Trusts estate.

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 the policy and this management procedure.

1.1 Commitment to remove Asbestos Containing materials

Within The Asbestos Policy document the Trust has committed to where ever possible removing Asbestos Containing Materials (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 all areas within NDHT portfolio.
- Where Capital development or small schemes are to be provided every opportunity to remove the presence of ACM’s will be taken.

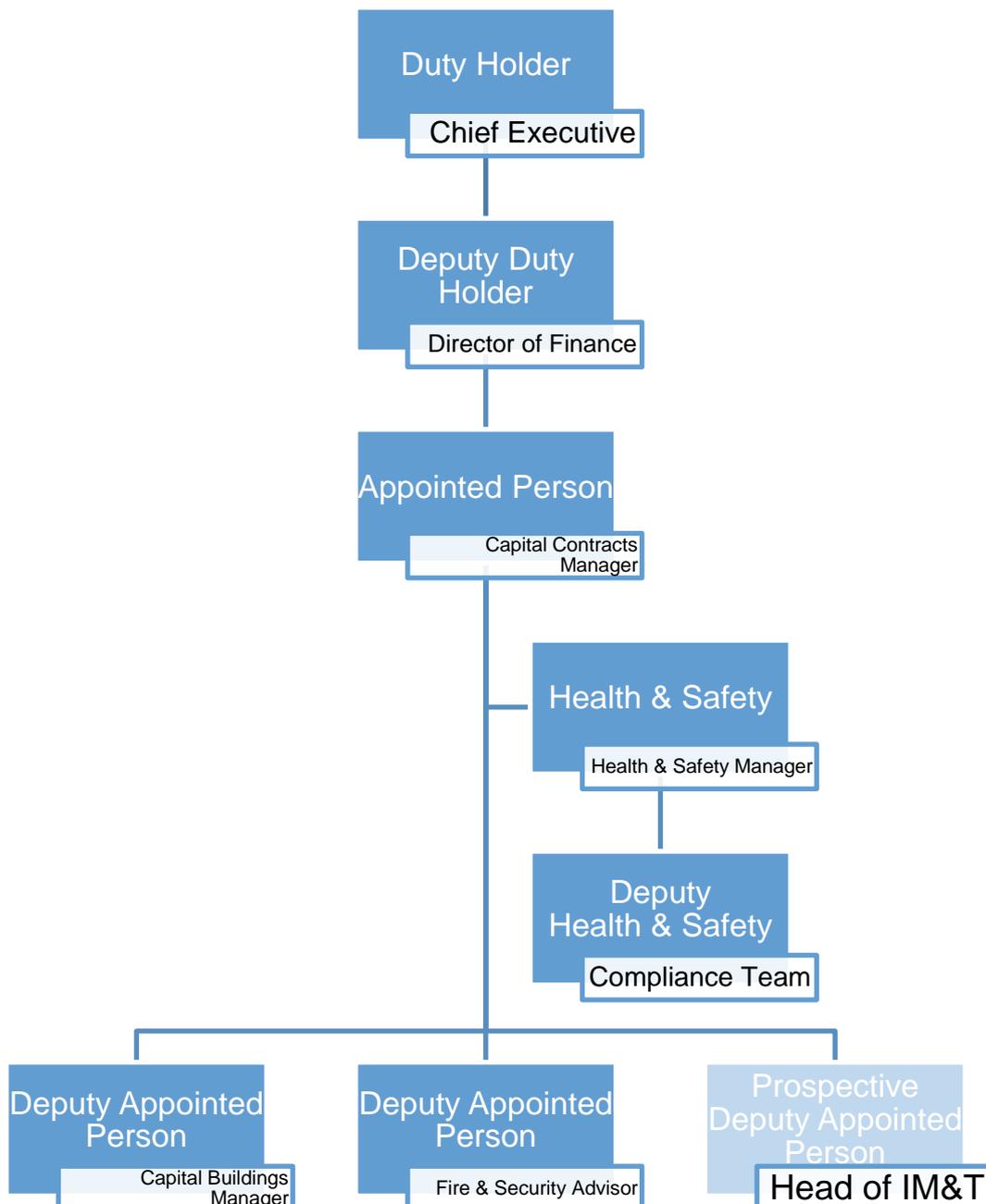
2. Scope

This document provides a practical approach to safe working protocols and methods that allow alterations and development of the Trusts estate. In doing so this document supports the Trusts Asbestos policy document by ensuring that the potential risk of exposure to asbestos containing materials is managed and minimised accordingly. It applies to all staff, contractors, leaseholders and any third party that could be involved with the disturbance of such materials within the fabric of the Trust’s buildings.

The procedures within this document will be relevant but not limited to:-

- Capital projects
- Small works/minor alterations
- Maintenance/repairs
- Emergency situations.
- Computer & Telephone installations

2.1 Trust's Asbestos management structure



3. Definitions

3.1. 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
- In Artex finishes
- Within electrical switch panels
- As sealant around hot surfaces

Note: This is not a definitive list, there may be other areas containing asbestos materials.

3.2. 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-based materials.

3.3. Leaseholders

Any person who by virtue of a lease agreement that occupies a NDHT building must comply with this Management Plan, and receive permission for any work that might disturb asbestos containing materials from the Estates department prior to commissioning such work. NDHT will allow access to the Trusts online Asbestos Register Portal for the building the leaseholder occupies.

3.4. Third Party

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

3.5. Asbestos Register

A register for all areas of NDHT's portfolio, that contains all known asbestos within a given area, the register being produced by NDHT's Asbestos Consultants being a UKAS accredited company to ISO 17020 & ISO 17025 with surveyors trained, experienced and knowledgeable both of surveying principals but surveying in Hospital environments. The registers are located on and accessed via a Portal

3.6. Asbestos Register Portal

The Portal is a secure online access point to NDHT's asbestos registers for its entire portfolio of buildings it is located at:

<https://www.environtec-amp.com/Account/Login?ReturnUrl=%2f>

Access to the site is granted through the Appointed Person

3.7. Appointed Asbestos Consultants

A specialist asbestos consultancy company appointed by NDHT to provide professional advice and assistance with policy documentation and specifications. To conduct asbestos surveys, asbestos air monitoring and project management and provide asbestos training. The consultant will be a UKAS accredited company to ISO 17020 & ISO 17025 with trained, experienced and knowledgeable staff both of surveying, analytical and air monitoring principals but also operating in Hospital environments. They will be approved by both the British Occupational Health Society (BOHS) and either the United Kingdom Asbestos Training Association (UKATA) or the Independent Asbestos Training Providers (IATP) to deliver asbestos training

3.8 Approved Licensed Asbestos Contractor

A contractor registered with the Health & Safety Executive holding a license to remove and dispose of asbestos and approved in the Trust Asbestos Policy

3.9 Duty Holder

A Senior employee within the Trust that has been designated the legal responsibilities of the management of asbestos in writing. Have sufficient influence and budgetary control within the trust to insure compliance. They will devolve the management duties but not the legal responsibilities to an Appointed Person and their Deputies

3.10 Appointed Person

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

4. Roles and Responsibilities

4.1. Chief Executive – Duty Holder (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.

4.2. Executive Director – Deputy Duty Holder (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.

4.3. Appointed Person (reporting to the Executive Director):

This will be a senior Estates person who has been appointed in writing by the Executive Director.

1. They will ensure through monitoring that the Trust complies fully with all legislative acts in its operations that could involve the disturbance of Asbestos Containing materials.
2. Be aware of any impending changes in legislation, which may affect policies and procedures and keep the Trust Board aware of any impact this may have on their policy. Also to implement any procedures that may be required by new legislation in accordance with the prescribed timescale.
3. Maintain and ensure that the Trusts Asbestos Policy and this document “The Asbestos Management Plan” is kept up to date and communicated to all.
4. Provide advice and guidance to all managers in relation to:
 - Legislative requirements
 - Training needs of staff
 - P.P.E. Equipment used to protect staff and contractors engaged in the removal of asbestos containing materials
5. Act as a point of reference for the Trust in respect to Asbestos Policy issues, meet with official bodies and communicate the Trust’s position. Deal with the concerns of staff, patients and visitors in a helpful and sympathetic manner.
6. Carry out regular reviews of the permit to work system to ensure full compliance and that the system is workable.
7. Maintain a list of approved licensed asbestos removal contractors; review their licenses and insurances on a regular basis. Also to maintain a list of EN 45001 accredited testing laboratories.
8. Monitor the arrangements for the transporting and disposal of asbestos waste.
9. Support the Principal Designer in their CDM (Construction, Design & Management Regulations 2015) role relating to the Principal Contractors Health and Safety Construction Phase Plan by providing a suitable and sufficient asbestos survey as part of the pre-construction information .Ensure that all aspects of asbestos found in that survey have been satisfactorily addressed as part of the Construction Phase Plan and ensure a Health and Safety File is produced by the Principal Contractor at the end of the works containing an amended asbestos register and all

paperwork relating to the removal, air monitoring and safe disposal of asbestos containing materials within the Trust's properties.

10. Maintain through monitoring the Asbestos Register for the Trust; ensure that the register is updated correctly and available to all that should require access. Also that, based on a Risk score, a Risk Register is produced with a prioritised risk list for all the Trust.

4.4. Deputy Designated Person:

This will be a senior Estates person who in the event of the Appointed Person not being available assumes the role fully and provides back up to the Appointed Person

4.5. Procurement

In respect to project enquiries through Procurement there is a risk that such enquiries for project work could involve the disturbance of the fabric of the building. Where this is the case such enquiries would normally be directed through Capital services. To reduce this risk a check sheet has been produced by Procurement and it will be their responsibility to ensure that they have followed the check sheet with the requester any procurement will also clearly state no asbestos containing materials may form part or be installed as a result of the procurement. The check sheet clarifies whether the service/equipment they are being requested to provide involves an installation that in turn could disturb the building fabric. In the event it does then they should contact Capital and request an officer to support the project before progressing. If there is any doubt Procurement will contact Capital for advice before proceeding.

4.6. Managers, Estate Officers and Supervisors:

Will ensure that they are familiar with the Trusts four key documents:- The Asbestos Policy, The Asbestos Management Plan and The Control of Contractors Policy. And the Asbestos Registers on the trusts portal. All four documents will be applied to all projects or minor work that might disturb asbestos irrespective of size and scalability. The Managers/Estate Officers or Supervisors will be ultimately responsible for the production of a review of all health and safety implications in advance for projects under their control. They will ensure that:-

1. The project to be undertaken has been assessed in respect to its impact and potential exposure risk to any known ACMs present. Asbestos must appear as a criteria in the formal risk assessment.
2. The contractor has had sufficient information given to them prior to the commencement of any works especially at the estimating stage, and address the presence of asbestos in their risk assessment and method statements which should be approved prior to work commencing. in the case of work on asbestos this approval must be by the Appointed Person

3. Have read the asbestos requirements within the contractors handbook, that there is a joint risk assessment carried out in respect to the potential risk of exposure to the contractor and that an agreed safe process of work has been agreed in advance when carrying out works near to the ACMs.
4. That the contractor is given access to the portal and therefore to the contents of the Asbestos Register for that area and has declared to the Managers/Estate Officers or Supervisors by digital footprint within the portal log indicating that they are aware that the area is safe for them to work in.
5. That during the project adequate supervision and auditing is afforded to ensure that the agreed processes are being adhered to.
6. In the case of Trust staff, sufficient training and access to training and the Portal Asbestos Register has been given to enable competency within the remit that they will be expected to work.

During the pre-assessment conducted by the Managers/Estate Officers or Supervisors, which must include an evaluation of the presence of ACM's via the Portal Asbestos Register. If asbestos removal is instigated then on completion all records, Air Monitoring Reports, Plans of Work, Risk Assessments and Hazardous Waste Consignment Notes will form the CDM Health and Safety File. These documents will be passed to the Appointed Person who will arrange with the Asbestos Consultant to amend the Portal asbestos Register to update the record to reflect the works. To enable updates to be carried out efficiently all air monitoring of Asbestos work must be conducted by the Trusts Asbestos Consultant and not a consultant appointed by the Trusts' Licensed Asbestos Removal Contractor.

4.7. Estates reception NDDH and other properties receptions:

The receptionist will:-

1. All contractors presenting themselves for keys, Identification or signing in are required to be given a login to the Portal Asbestos Register sign that they have been show the asbestos register
2. Sign to say that their work will not disturb any known asbestos, unless authorised asbestos work approved by the Appointed Person
3. Demonstrate that they have an asbestos awareness qualification in the last 12 months and have been given and signed for the Contractors Site Safety Leaflet
4. Make contact with the supervising officer responsible for their visit in the event of any confusion

4.8. 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 Containing materials thereby not putting themselves or others at risk from the exposure to asbestos. They will be given access to the Portal Asbestos Register. In the case of the Emergency Services this will be done via the switchboard staff in line with the Trusts Emergency Procedures.

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.

5. Training

Training will be given by the Trusts asbestos Consultant to all Trust staff who are likely to be involved with projects or work 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 Health and Safety Leaflet” will be given to all contractors detailing what is expected of them in respect to removing the risk of exposure to asbestos containing materials. Contractors will be expected to have a level of training and competency commiserate to the project being undertaken. It will be the Trusts supervising officer's responsibility to ensure that appropriate instruction and information is made available prior to project commencement.

The levels of training required are set out in Appendix 4 – Training Matrix

6. Communications

The requirements of this procedure will be communicated to all staff, Contractors and third party individuals. This will be carried out by the following routes:

Managers, Estate Officers and Supervisors: - The issue of information and bespoke training of individuals by the Trusts' Asbestos Consultants.

Maintenance and IT staff: – The issue of information and training of the individual, by the Trusts' Asbestos Consultants.

Other trust staff: – The issue of information and training of the individual, where required, the latter being based on where the risk assessment carried out identifies such a need

Contractors including Hotel Services- The issue of information, “Contractors Health and Safety Leaflet” and checking of asbestos training of the individuals meets the requirements of this document **See Appendix 4**, by the Trust’s supervising officer for a particular project or aspect of work. In respect to large projects such communication will be dictated by the CDM requirements of the project.

Third Party Individuals (Normally the emergency services) - The issue of information via access to the Portal Asbestos Register from the switchboard, “Contractors Health and Safety Leaflet” and onsite asbestos awareness briefing of the individuals by supervising officer or the Fire & Security Advisor for the Trust.

To ensure that the Trust Board has confidence in the measures that are in place, communication to the Board will be by the Executive Director. The Board will be kept informed of any High or Significant risks, identified and recorded on the Asbestos Register or failure of this plan and the result of the annual review of this plan. All risks items will be held on the Portal Asbestos Register.

6.1. Communication to contractors

It is imperative that the Trust procedures, in so far as is reasonably practical, reduce the risk to exposure to all operatives. To ensure this the measures in place must be practical and workable to ensure they are used. Two key supporting documents are the Control of Contractors Policy and the “Contractors Health and Safety Leaflet”.

Prior to the commencement of any works the Trust’s supervising officer must be able to demonstrate such assurance by supporting out the following processes

6.2. Working at the NDDH

Estates reception NDDH

Prior to any work commencing the contractor must provide the Trust’s supervising officer with acceptable Risk assessment and Plans of work, the contractor’s operative(s) on arrival on site must visit the Estates office.

Any contractor presenting themselves for identification, access keys or signing in must be shown the relevant rooms they are working in or could work in on the Asbestos Register Portal, and evidence the appropriate level of asbestos training. If there is confusion the contractor must be referred to the Trust’s supervising officer responsible for their visit or an estate officer prior to any works being undergone.

The trusts supervising officer must also ensure that the contractors have a copy of the Trust's "Contractors Health and Safety Leaflet" and understand what is required within this Management Plan in relation to their work.

It will be the responsibility of the Trust's Supervising Officer to ensure that the contractor is clear where they are to work and of the location of any such risk.

The Trust's Supervising Officer is to remind the contractor that most of the asbestos surveys on the Portal Asbestos Register are Management (non-intrusive) surveys and to exercise caution and if in doubt stop work and contact them if any material is found that concerns them. **See appendix 1a**

Note:

- **Regardless of whether the project is minor or Capital the Portal Asbestos Register must be accessed and the Asbestos Register log will automatically update to reflect that it has been checked.**
- **No operative must be allowed to start any work before the above procedure has been completed.**

6.3. Working on other Properties

Individual Site reception:

Prior to any work commencing the contractor must provide the Trust's supervising officer with acceptable Risk assessment and Plans of work, the contractor's operative(s) on arrival on site must visit the property administration office.

Any contractor presenting themselves for identification, access keys or signing in must be shown the relevant rooms they are working in or could work in on the Asbestos Register Portal, and evidence the appropriate level of asbestos training. If there is confusion the contractor must be referred to the Trust's supervising officer responsible for their visit or an estate officer at the NDDH Estates office by phone prior to any works being undergone.

The trusts supervising officer must also ensure that the contractors have a copy of the Trust's "Contractors Health and Safety Leaflet" and understand what is required within this Management Plan in relation to their work.

It will be the responsibility of the Trust's Supervising Officer to ensure that the contractor is clear where they are to work and of the location of any such risk.

The Trust's Supervising Officer is to remind the contractor that most of the asbestos surveys on the Portal Asbestos Register are Management (non-intrusive) surveys and to exercise caution and if in doubt stop work and contact them if any material is found that concerns them. **See appendix 1a**

Note:

- **Regardless of whether the project is minor or Capital the Portal Asbestos Register must be accessed and the Asbestos Register log sheet must be filled in at all times.**

- **No operative must be allowed to start any work before the above procedure has been completed.**

7. Background to the Risk of Exposure to Asbestos Containing Materials

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.

7.1. Commitment to remove the risk of components containing ACM's

The Trust policy is not to use any such equipment or components that contain asbestos and reduce any present risk posed by existing ACM's. This will be 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 all areas within the NDHT portfolio.
- Where Capital development or small schemes are to be provided every opportunity to remove the presence of ACM's will be taken based on the practicalities of that removal.

All new developments will use asbestos free substitutes (see Asbestos Prohibition Regulations 1992).

8. Surveys

To ensure that the risk of exposure to Asbestos Containing Materials (ACM's) is reduced, the Trust has in place an Asbestos Register for each property accessed via the Portal Asbestos Register. Each register was produced by

NDHT's Asbestos Consultants being a UKAS accredited company to ISO 17020 & ISO 17025 with surveyors trained, experienced and knowledgeable both of surveying principals but surveying in Hospital environments. The HSE guidance identifies two different types of survey that can be undertaken and places an emphasis on the Trust to be clear on the type of survey needed, where the survey is needed, and what records should result:-

8.1. Types of survey

Management survey

The Management Survey purpose is required to manage ACM during the normal occupation and use of premises.

The purpose of a Management Survey is to ensure that:

1. nobody is harmed by the continuing presence of ACM in the premises or equipment
2. that the ACM remain in good condition
3. that nobody disturbs it accidentally

The Survey must locate ACM that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance and to make a Materials Assessment. This shows the ability of ACM, if disturbed, to release fibres into the air. It guides the Trust, eg in prioritising any remedial work.

There is also a requirement on the Trust to conduct a Priority Assessment which identifies the potential for disturbance on the materials. It is the total of these two scores that gives the overall risk score and risk rating **See Appendix 5**

Note:

The Trust have commissioned the Asbestos Consultant to conduct the Priority Assessment on their behalf following discussions and information provided to the Asbestos Consultants on the way the Trust uses and maintains its spaces

Refurbishment / demolition survey

The Refurbishment / demolition Survey is required where the premises, or part of it, need upgrading, refurbishment or demolition or any intrusive work that would penetrate the fabric of the building and therefore materials not identified in the trusts management need to be identified.

For Refurbishment / demolition Surveys with the key aim to ensure that:

1. all ACM's are identified so far as reasonably practically possible in all areas within the scope of works
2. nobody will be harmed by work on ACM's in the premises or equipment
3. such work will be done by the right contractor in the right way

The Survey must locate and identify all ACM so far as reasonably practically possible before any structural work begins at a stated location or on stated equipment at the premises. It involves destructive inspection. The area surveyed must be vacated and certified 'fit for reoccupation' by the surveyor following the survey.

Note:

Irrespective of survey type any material that can reasonably be expected to contain asbestos must be presumed to contain asbestos, and where it appears highly likely to contain asbestos, it should be strongly presumed that it does if it cannot be sampled.

8.2 Monitoring the condition of ACMs

As previously stated, the Trust will conduct re inspection of know or presumed ACM's in all its buildings in re assessing the risk values in accordance with the Control of Asbestos Regulations 2012 and the Management of Health and Safety Regulations 1999. The trust will endeavour to conduct these re-inspections on an annual basis or longer dependent on risk. The re-inspection is to determine any apparent changes of the circumstances and conditions of the ACM's and therefore if the management action associated is still appropriate this will apply to all:

- Presumed
- Strongly presumed or
- Confirmed asbestos containing materials.

In addition the Trust's officers will keep a watching brief on the condition of the fabric of the buildings, plant and services as and when they go about other duties.

The results of re-surveys and information fed back by staff and others will be considered and used to make appropriate amendments to the asbestos register by the Appointed Person

9. Methods of Recording

From the results of the current management surveys, any re inspections and information gained from Refurbishment and Demolition surveys form a register(s) for each building in the Trust's portfolio. The register will be populated and held by the Trust's approved Asbestos Consultant on a web portal to allow access to those that require information this will be monitored annually enabling each property to have:-

- An up to date asbestos register of all known asbestos

- 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.

In respect to any new works or projects involving building fabric destruction or invasion, an individual survey will be commissioned prior to any such works following the HSE guidance on Refurbishment / Demolition. The outcome is then used to control the works and feed into any CDM documentation.

The Trust key aim is tackle all high and significant risks on the register as funds become available. In the interim, management of the location of the asbestos based material will be practised to ensure the risk of exposure is reduced

The register for all sites is available via a web portal <https://www.environtec-amp.com/Account/Login?ReturnUrl=%2f>. This requires a username and password that can be obtained from the Appointed Person.

9.1 Ceiling Tiles

All areas within the Trust's properties known to contain ACM's have been maintained in a sealed condition, and monitored on a regular basis. The ceiling tiles at N.D.D.H and Barnstaple Health Centre., areas where the 600mm x 600mm Asbestolux (ACM) tiles have been replaced by 600mm x 600mm Supalux (Non ACM) tiles are marked as being safe with an **(S)** stamped in the corner of the face side of tile. **Note the Trust cannot guarantee these (S) labelling is accurate and as such the Portal Asbestos Register should be the source of reference. If the Portal Asbestos Register states the tiles are non-asbestos this information can be relied upon otherwise all 600mm x 600mm tiles must be assumed to contain asbestos** All 1200mm x 600mm tiles have been installed post 2000 and as such do not contain asbestos

9.2 Asbestos Registers

The Asbestos Registers for all NDHT properties are available via a web portal which can be accessed at the following web address:

<https://www.environtec-amp.com/Account/Login?ReturnUrl=%2f>.

Access to this secure site this requires a username and password that can be acquired from the Appointed Person. In addition to this an electronic copy is held in the Estates offices at the NDDH and:-

- The Switchboard at the NDDH has access to the Portal Asbestos Register for all sites for use by the emergency services
- The risk list is held by the Appointed Person for the Trust.

9.3 Asbestos Register Updates

It will be the responsibility of the Appointed Person to maintain the Asbestos Register and Risk Register ensuring that processes are in place to keep them up to date. All changes to the records will be given to the Estates office by the Trust's supervising officer/s involved, the Appointed Person will then instruct the Trusts appointed Asbestos Consultant to make the changes to the Portal Asbestos Register and to lodge all relevant documents against the item that has changed

Note:

To assist in this process all air monitoring for asbestos fibres and all Certificates of Site Reoccupation following licensed removal must be carried out by the Trust's Appointed Asbestos Consultant. Any Trust staff commissioning asbestos work must commission the Appointed Asbestos Consultant to conduct the required air monitoring

Any Asbestos Register will stand or fall by the ownership of all involved, this management procedure is aimed at being a practical document. Any such registers are representative of a snapshot in time. For this reason the registers must be regularly reviewed being kept up to date on:

- Any new locations of asbestos based products identified
- Condition of existing known asbestos
- Areas of removed asbestos

9.4 AMP Review

Annually, the Appointed Person will conduct a formal review of the asbestos management based on the findings of the audit programme **See Appendix 6** reporting any non-compliance to the Duty Holder the asbestos management within the Estates directorate and the application of this procedure.

If an Asbestos incident occurs during the year this will be fully investigated by the Appointed Person and a report passed to the Duty Holder, as part of this investigation process the Asbestos Management plan will be reviewed to establish if any change is require to prevent further incidents

9.5 Audit Program

To support and inform the Review of this plan the Appointed Person will ensure an audit of all aspects of work on and near ACM's by Trust staff and

contractors is audited over a particular year. This will take the form of retrospective and unannounced site audits. The amount and nature of these audits is detailed in **Appendix 6**

10. Asbestos Removal

Only Approved Licensed Asbestos Contractors will be allowed to work on asbestos containing materials. Planned removal will be carried out in full compliance with HSE approved methods. Such approval by the HSE takes 14 days for Licensable work and may require prior notification for Notifiable non-license work, and should be planned accordingly when preparing project timescales. In **Appendix 1** “Checking for the presence of Asbestos Containing materials and its removal” a flow chart identifies the protocol to be adopted.

Organising Asbestos Removal Works (see Appendix 1 Flow Chart)

When organising works, the Trust’s Supervising Officer is to ensure that the consultant or contractor is aware of the Trust’s Portal Asbestos Register. The officer and contractor must inspect the register for the site or area concerned and the possibility of the presence, or suspected presence of ACM’s and record this within their Risk assessments for the works. If there is a possibility that ACM’s will be disturbed as part of the work, the Trust’s supervising Officer must inform the Appointed Person who will arrange for the removal and required air monitoring of the ACM.

Planned Work

If there is any possibility that asbestos could be present then the following should be adopted for all projects:

- **It is responsibility of the Trust’s Appointed Person** to organise the removal in advance of the project commencing, this will be carried out by using Trust Approved Licensed Removal Contractor licensed contractor from the approved list within the Asbestos Policy. A specification should be written and quoted against and full documentation is required from the license contractor to comply with both CDM and Control of Asbestos Regulations.

In respect to individual tile removal; due to the risk presented from remaining ACM tiles and the potential for cross contamination to Supalux tile replacements. The preference is to remove all tiles in an area followed by an environmental clean of the ceiling void. The only exception to this would be for emergency access.

If air monitoring or a site certificate of reoccupation is required then the Appointed Person will separately commission the Appointed Asbestos Consultant to conduct this work. The Asbestos Consultant will provide the Appointed Person with a Risk assessment and Plan of work for their element of the project for approval

In the event of a pre-notification being required to the HSE, this will be carried out by the licensed contractor and becomes one of the documents along with the Risk Assessment and Plan of work that should be submitted to the Appointed Person prior to work for approval.

Prior to any works being started, the Trust's Appointed Person will complete the Asbestos permit check sheet (see appendix 2) only issuing the permit once all actions listed have been clarified. This sheet must be signed by both the contractor and the Trust's Appointed Person prior to any work commencing.

On completion of removal, the permit must be signed off as complete and the Asbestos Consultant's analyst will provide relevant air monitoring and clearance certificate to the Appointed Person. Whoever is designated Principal Contractor either Licensed Asbestos Removal Contractor or Asbestos Consultant will produce a CDM Health and Safety File containing the Risk assessments, Plans of work, air monitoring paperwork, hazardous waste consignment notes, HSE notifications, Permit to work and amended plans. All information will then be given to the Estates office. The Appointed Person will charge the Asbestos Consultant with updating the register and storing the relevant documents and drawings on the Portal.

- **If as part of a major project the Principal Contractor is specified** is to include all removal works as part of the overall package the must use a Trust Approved License Removal Contractor for the asbestos removal work and must use the Trust's Appointed Asbestos Consultant for the analytical air monitoring. They must liaise with the Appointed Person regarding the work and must produce a CDM Health and Safety file at the end of the works in line with the Procedure above and give this to the Appointed Person so as the Portal Asbestos Register can be kept accurate and up to date

All asbestos work carried out by the Principal Contractor must be conducted under a Permit to work scheme.

Note: Even though the Principle Contractor will be managing the asbestos removal the Trusts procedure must be followed by that contractor. Under the H&S at Work act 1974 etc the Trust cannot discharge its Duty of Care and as such

Note:

During large projects where asbestos removal is in progress there may be a need for maintenance, IM&T or BT to access plant rooms and other locations within the area. In such a case the protocol within **Appendix 3** "Emergency Access to area under asbestos removal", will be adopted.

- **Emergency Work** (this procedure should be applied and followed at all times)

In the event of an emergency situation the Trust's Appointed Person must first restrict access to the areas if not already done, assess the situation and has two courses of action:

1. Contact an Approved Licensed Asbestos Remover and if required seek a waiver to the ASB5, 14 day HSE pre-notification period for licensable work or apply for an ASB NNLW1 for Notifiable non-license work
2. Use a trained directly employed member of staff providing the work is of a non-license nature*

***Such an action would only be selected to gain access to ceiling voids for emergency purposes and at NDDH only. The work must be considered Non notifiable non-license work in accordance with the Control of Asbestos Regulations 2012. Trust staff will not conduct and work that is deemed to be Licensable or Notifiable non-licensable work**

If option 2 is chosen the Trust's qualified and experienced staff will follow the Trusts Risk Assessment and Plan of Work which has been created and has adopted methods as described in the HSE guidance HSG 210 Asbestos essentials:-

The Appointed Person must be sure that there is no other option available prior to such removal. The Trusts Plan of work is based on method A2 of Asbestos Essentials (HSG 210) which describes two methods. This Trust will only adopt method 1 where no mini enclosure is required as the tiles at the NDDH are drop in

Note:

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 If the work will take more than 1 hour to complete then 2 staff will be require one to conduct the first hour of work one to conduct the second hour. The task in total can only take a maximum of 2 hours otherwise Option 1 must be adopted and the Trust staff can only conduct 1 hour of work in any 7 day period.

The number of people present will be reduced to the minimum number. The area will then be cordoned off with signage indicating the work in progress. All immediate departments will be informed of the works and duration.

Following the work either option 1 or 2 the Appointed Person must conduct a review of the incident to identify any failures or weakness in this plan and to establish if the incident is RIDDOR reportable

Asbestos Air Monitoring

There is a legal requirement to conduct air monitoring as part of a Site certificate of reoccupation following licensable work, if this work is conducted in a live area at least one set of leakage air test must be conducted around the enclosure during work to evidence individuals adjacent to the enclosure have not been put at risk

The trust will endeavour to go over and above the legal requirements and conduct additional air testing for licensable work and also do air testing for non-licensable work

All analytical air testing will be commissioned by the Appointed Person and must be conducted by the Trusts Appointed Asbestos Consultant. The Consultant must be a UKAS accredited company to ISO 17020 & ISO 17025 with analysts trained, experienced and knowledgeable both of air monitoring and project management, but also operating in Hospital environments

Disposal

Asbestos waste must be disposed of in full compliance with all legal requirements, it will be double bagged in UN approved 500 gauge hazardous waste bags and stored in containers designed, constructed, labelled and maintained to prevent any of the contents escaping during normal handling. Asbestos waste must be labelled and disposed under a hazardous waste consignment note in accordance with:

- Hazardous Waste Regulations 2005
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.
- The Control of Asbestos at Work Regulations 2012
- Control of Pollution Act 1974.
- Carriage of Dangerous Goods by Road Regulations and Special Waste Regulations 2001 may also apply.
- Environment Protection Act 1990

11. Working with or near Asbestos Containing Materials

The Trust's Key aim is to reduce the risk of exposure to asbestos containing materials (ACM) by not disturbing them. However it is recognised that there will be certain situations that require the Trust to have in place working processes that cater for such circumstances.

The Trusts will ensure suitable and sufficient information, this maybe through a risk assessment, demolition or refurbishment survey, involving the appropriate level intrusion, is provided to the contractor as part of the Pre Construction Information. This will allow the Contractor as part of their Construction Phase Plan to identify whether ACM's will be disturbed as part of the project. If ACM's may be disturbed the Principle Contractor must advise

the Appointed Person of the items need to be removed, and they will arrange for safe removal using Approved License Removal Contractors and the Appointed Asbestos Consultant. This planned process will prevent the Trust needing to stop the project until a safe working environment can be assured

In such situations where the work is taken on by the Trusts its own staff the work will only be of a non-licensed nature as defined in the Control of Asbestos Regulations 2012 or an emergency small scale work **See section 10 Emergency Work.**

Prior to performing the task the supervisor will be required to produce a site specific Plan of work and Risk assessment follow HSE guidance and has been approved by the Appointed Person

The supervisor can confirm the nature of the work is deemed non-licensed by seeking advice from the Appointed Person, the Trust's Asbestos Consultant or the HSE The supervisor also need to establish if the work is considered Notifiable non-license work or Non-notifiable non-license work

Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE)

Anybody engaged with working on ACM's must be wearing a FFP3 filtered mask for that has been subject to a face fit test for each type of mask prior to work and then every two years unless the person appearance changes (gaining or losing 10% body weight, scaring or major dental work)

RPE requirements

- For Non-License work a minimum of an oral nasal ½ mask with an Assigned Protection Factor (APF) of 20
- For Licensable work a minimum of a full face powered mask with an Assigned Protection Factor (APF) of 40

Note:

All operatives must be clean shaven, if this not possible due to religious beliefs, then a non-fitted powered hood with FFP3 filters must be provided

All masks must be inspected prior to use by the operative, must be inspected by another competent person once a month, and in the case of powered masked serviced once a year. All inspections, checks, servicing must be recorded and kept along with face fit certificates for 40 years

PPE requirements

- For all work with the operative must wear Type 5 Category 3 coveralls the amount to be used, the colour to be used for which activity and the decontamination of the operative including the disposal of the coverall as hazardous waste will be detailed in the site specific Plan of work

Examples of non-licensed work with asbestos

- Cleaning up small quantities of loose/ fine debris containing ACM dust (where the work is of a sporadic and of low intensity nature, the control limit will not be exceeded (0.1f/ml averaged over a 4 hour period), the fibres levels will not exceed 0.6f/ml over a 10 minute period, and it is short duration work where work will not exceed 1 hour for one person or a maximum of 2 hours)
- Drilling of textured decorative coatings for installation of fixtures/fittings
- Encapsulation and/or sealing-in asbestos-containing materials (ACMs) that are in good condition

Maintenance work involving:

- asbestos cement products (eg on roof sheeting, tiles and rainwater goods)
- asbestos in ropes, yarns and woven cloth
- asbestos gaskets or asbestos rope cords (including removal as part of repair and upkeep of equipment) if this can be done without substantial breakage
- asbestos-containing thermoplastic and vinyl floor tiles, bitumen roof felt, shingles, damp-proofing coatings, and mastics
- asbestos-containing felt and paper
- plastic paint coatings, PVC floors, panels and sealing compounds
- asbestos-containing conveyor belts/drive belts, bonded rubber, electric cables
- resin-based ACMs such as friction products (eg brake linings)
- painting/repainting AIB that is in good condition
- removing a single AIB tile in an emergency

Removal of:

- asbestos cement products, (eg roof sheeting and rainwater goods) provided the material is carefully handled/removed without breaking up; this includes work with asbestos cement which is weathered but not otherwise substantially damaged
- small areas of textured decorative coatings using suitable dust-reducing methods, to support other activities such as installation/replacement of smoke alarms and light fittings
- textured decorative coatings provided that this can be done without deterioration of the material, (eg if the backing board is carefully cut around to achieve virtually intact removal)
- loosely fixed (eg screwed) asbestos insulating board (AIB) panels in order to gain access to areas for other maintenance activities (eg under a bath to carry out pipework maintenance, or for access to a ceiling void for repair of lighting). This also includes re-attaching the panels after the work is done
- an AIB door with asbestos fire proofing

Short duration work:

- to repair minor damage to AIB
- involving drilling holes in AIB (eg when installing shelving)

Other work:

- on other materials containing asbestos (such as paints, bitumen, resins, rubber, etc) where the fibres are bound in a matrix which prevents most of them being released (this includes, typically, aged/weathered AC)
- associated with collecting and analysing samples to identify the presence of asbestos

Medical surveillance

Any work to be carried out by the Trusts employee is Non- Notifiable Non Licensed asbestos work which under Regulation 22 of the Control of Asbestos Regulations 2012 is exempt from the requirements to conduct health surveillances. However due to the fact that emergency work could be carried out the on AIB the Trust has decided to put in place medical surveillance for all those who could be involved in this process. This will follow the guidance on the HSE website.

All workers potentially carrying out emergency work will have had a medical examination prior to conducting any work on asbestos. Examinations will then need to be repeated **at least every 3 years**, as long as the worker continues to do emergency work. Any new employees who may potentially carry out emergency work for the first time will have to have an examination before they can start such work.

Record keeping

The Trust will keep a register (health record) of emergency work carried out by each employee exposed to asbestos.

This must include: the nature and duration of work with asbestos and estimated exposure for each individual worker. The dates of the worker's medical examinations, face fit tests, mask inspection tests and servicing and the training records

These registers of work (health records) will be kept for 40 years (and offered to HSE or the individual concerned should the Trust cease to exist).

12. Procedure 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 Asbestos Management Plan, the Trust board hopes to ensure the safest practical conditions possible for patients, visitors staff and contractors at all of its' properties.

This Asbestos Management Plan will be reviewed every year by the Appointed 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. **See sections 9.4 and 9.**

13. Equality Impact Assessment

Table 1: Equality impact Assessment

Group	Positive Impact	Negative Impact	No Impact	Comment
Age			X	
Disability			X	
Gender			X	
Gender Reassignment			X	
Human Rights (rights to privacy, dignity, liberty and non-degrading treatment), marriage and civil partnership			X	
Pregnancy			X	
Maternity and Breastfeeding			X	
Race (ethnic origin)			X	
Religion (or belief)			X	
Sexual Orientation			X	

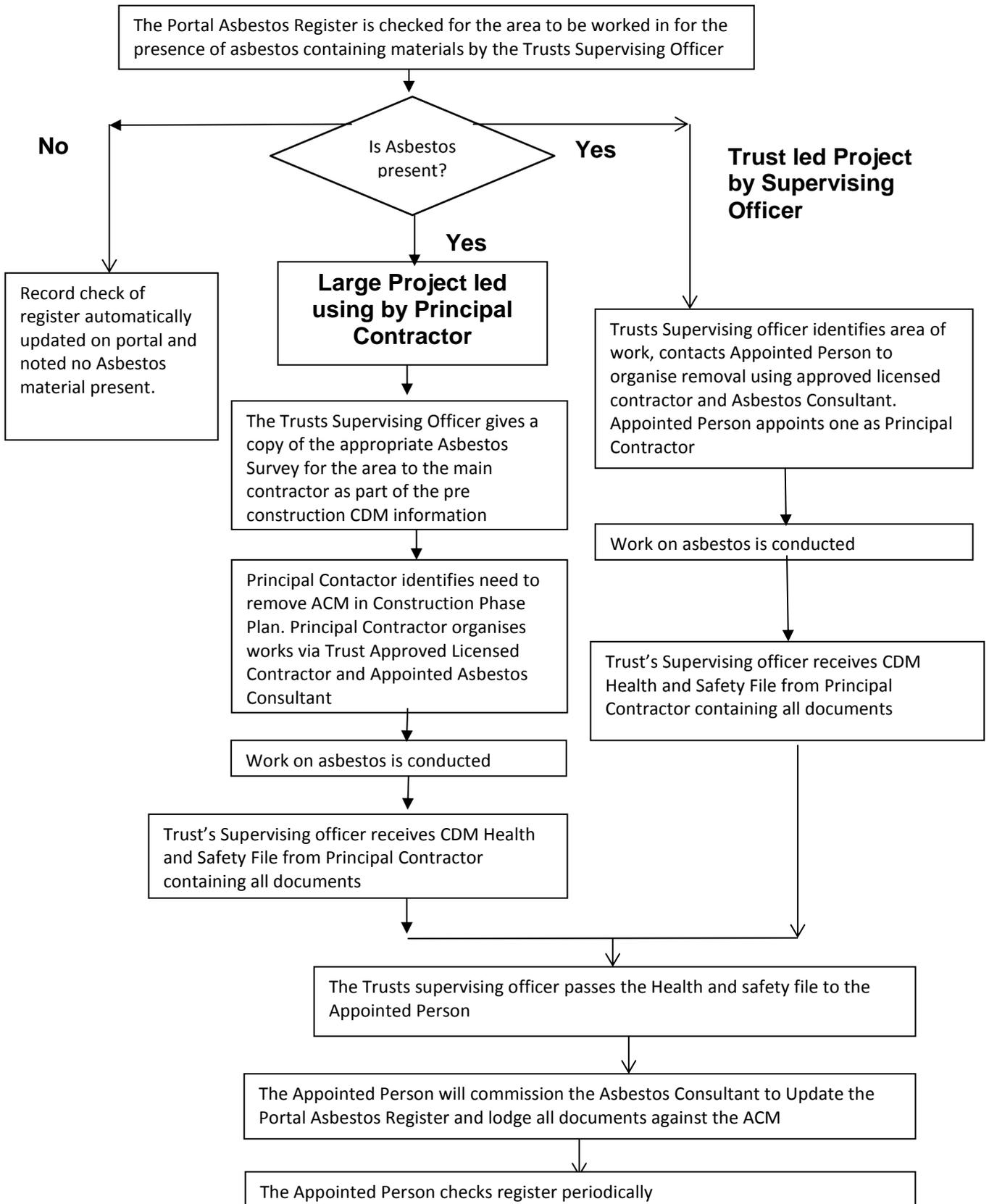
14. References

- The NDHT Control of Contractors Policy
- The NDHT Asbestos Policy
- Health and Safety at Work etc Act 1974
- The Control of Asbestos Regulations 2012
- Managing and working with Asbestos 2013 (ACOP L143 2nd edition)
- HSG 227 – A comprehensive guide to managing asbestos in non-domestic buildings
- HSG 264 – The Survey guide
- HSG 247 - The analysts guide for sampling, analysis and clearance process.
- HSG 248 - The Licensed Contractors guide
- HSG 53 – The RPE guide

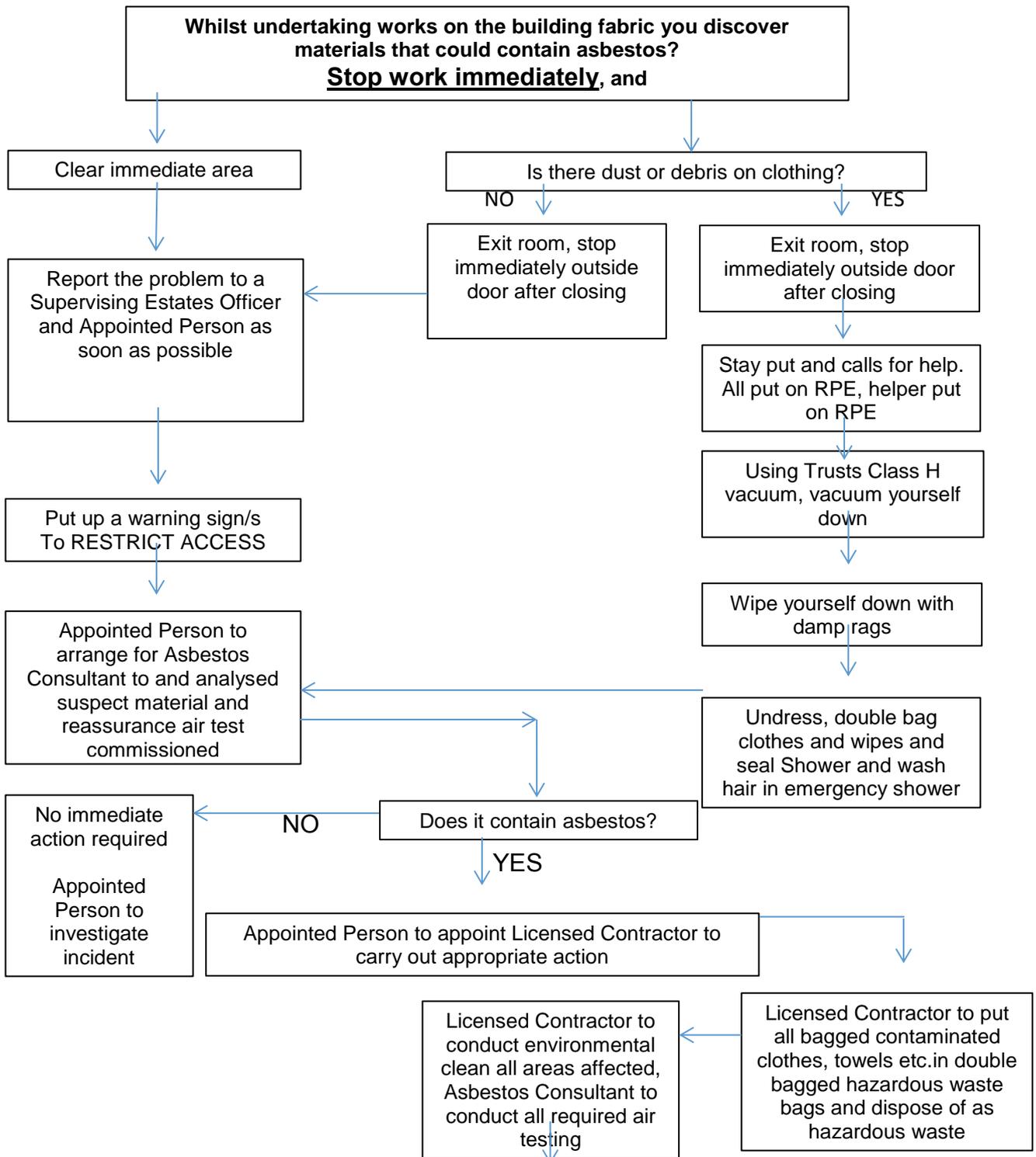
- HSE Asbestos Essentials Task Manual HSG210
- HSE Asbestos Essentials Task sheets EM0-EM10, A0-A38
- Medical guidance note MS13
- The Workplace (Health Safety & Welfare) Regulations 1992
- The Management of Health Safety and Welfare Regulations 1999
- Hazardous Waste Regulations 2005
- Construction (Design & Management) Regulations (CDM) 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Asbestos (Prohibition) Regulations August 2003
- Asbestos (Licensing) (Amendment) Regulations 1998
- Control of Pollution (Special Waste) Regulations 1980 amended 1988
- 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.

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

Appendix 1 - Checking for the presence of Asbestos containing materials and its removal



Appendix 1a – Asbestos Incident Procedure



Appointed Person to keep a record of the event and all associated paperwork associated
Appointed Person to investigate incident and RIDDOR report if required
Complete DATIX & inform the Trusts Duty Holder & H&S Manager

ASBESTOS PRESENT

PERMIT TO WORK No.

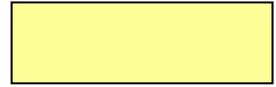
APPENDIX 2

JOB DETAILS

JOB LOCATION/

[Blank yellow box for Job Details]

[Blank yellow box for Job Location]



Appendix 3 - Emergency Access to area under asbestos removal

During the period of a project when an area is having asbestos removal **there must be no access by Trust personnel** unless the area has had an air clearance certificate from the Trusts Asbestos Consultant.

Prior to a project starting the officer responsible will establish whether the area to be sealed off could or possibly will need accessing.

If the area is likely to require potential access then the officer must prior to any works commencing set up a safe process for access with all interested parties, including the Fire & Security advisor and the Trusts Appointed Person for asbestos in agreement.

Guidance criteria for making this decision are based on the following:-

- The period of removal is likely to take more than 24 hrs.
- Within the area there is essential services/equipment that affects the safe operation of infrastructures in areas adjacent.
- That it affects an escape route that cannot be re-provided.

There may be other reasons so it is essential for the officer to ensure all stakeholders have been consulted.

Emergency access Example

NOTE: This process is only to be used as a last resort in the event of emergency access being required to an area undergoing an asbestos removal process that has not had an air clearance certificate from the Asbestos Consultant.

Before any access takes place the following must have been carried out:

- **Is it really necessary to access this area can the issue be dealt with externally.
YES/NO**
- **Has the Principal Contractor and License Asbestos Removal Contractor been alerted to the access requirement
YES/NO**
- **Are the Principal Contractor attending site
YES/NO**
- **Are the License Asbestos Removal Contractor attending site
YES/NO**
- **Has advice been sort from the Asbestos Consultant
YES/NO**

If from above all answers are Yes and it is decided that access is still required then only the asbestos removal contractor's representative will access the area.

If the asbestos removal contractor cannot deal with the emergency then the Trusts officer will inform the departments affected and the Bleep 500 carrier of the issue and to invoke their contingency plans.

Further escalation of the situation may require the bleep 500 to call an internal disaster situation. This may place pressure on the officer to render the area

accessible with the assistance of the Licensed Asbestos Removal Contractor and requiring a solution and or clearance from the Asbestos Consultant.

• Appendix 4 - Risk Assessment

NDHT will operate the following Material and Priority Assessments as laid out in HSE Guidance documents HSG 264 The survey guide and a version of HSG 227 A Comprehensive guide to managing asbestos in non-domestic buildings. The combination of these two scores will produce a risk value as indicated in the matrix below:

Material Assessment

	Score	Examples of scores
Product type (or debris from product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of damage/deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays
Asbestos type	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite
Total material score		

Priority Assessment

	Score	Examples
Vulnerability to damage	0	Rare disturbance activity – Only during structural alteration.
	1	Low disturbance activity – Office type activity
	2	Periodic disturbance activity – E.g. Industrial or vehicular activity which may contact ACMs.
	3	High levels of disturbance – e.g. Fire door with A.I.B. sheet in constant use
Extent	0	Small amounts or items (e.g. strings, gaskets)
	1	< 10 m ² / pipe run
	2	> 10 – 50 m ² / pipe run
	3	> 50 m ² / pipe run
Location	0	External
	1	Internal
	2	Heat
	4	Air Conditioning
Number of occupants	0	None
	1	1 – 3
	2	4 – 10
	3	> 10
Total priority score		

Risk Matrix

In line with HSG 277 NDHT will combine the Material Assessment and Priority Assessments to develop a ranked risk score for all ACMs. In order to develop a management action plan NDHT will follow industry standard guidance from Trust’s Appointed Asbestos Consultant.

		Material Assessment Score			
		0-3	4-6	7-9	10-12
Priority Assessment Score	0-3	Very Low Risk	Very Low Risk	Very Low Risk	Very Low Risk
	4-6	Very Low Risk	Low Risk	Low Risk	Low Risk
	7-9	Very Low Risk	Low Risk	Medium Risk	Medium Risk
	10-12	Very Low Risk	Low Risk	Medium Risk	High Risk

Management Action

NDHT will adopt the following management actions for the associated risk levels in line with Guidance from Trust’s Appointed Asbestos Consultant.

High Risk – Remove ACM using the Trust’s appointed License Asbestos Removal Contractor within 6 months or as Capital or Maintenance work occurs if sooner

Medium Risk – Encapsulate and manage ACM within 6 months or remove using the Trust’s appointed License Asbestos Removal Contractor within 12 months or as Capital or Maintenance work occurs if sooner

Low Risk – ACM will be managed in-situ, with an aim to monitor on an annual basis and communicate to all who might disturb through access to the Portal Asbestos Register

Very Low Risk – ACM will be managed in-situ, with an aim to monitor on an annual basis and communicate to all who might disturb through access to the Portal Asbestos Register

• Appendix 5 – Training Matrix

Training shall be carried out at the most appropriate level for the intended audience and in areas where detailed below is mandatory at NDHT. To be carried out by competent persons or organisations for external contractor and the Trusts' Asbestos Consultant for internal staff.

All contractors who are liable to disturb the building fabric and work for NDHT shall be vetted to ensure Asbestos Awareness training has been undertaken and it's up to date (annually). This training should be accredited by either UKATA or IATP and be either CAT A - Asbestos Awareness for those individuals that may disturb asbestos as part of their day to day activities or those who supervise or influence the work patterns of those that may. CAT B – Non License Asbestos Work including NNLW for those carrying out non-license asbestos work as defined in the control of Asbestos Regulations 2012. CAT C- License Work for those employed by the trusts Approved License Asbestos Removal Contractor undertaking Licensable work as defined in the Control of Asbestos Regulations 2012

Level 1 Front Line Non Maintenance Staff- Staff

- Asbestos Awareness for Front Line Non Maintenance Staff- Staff shall have bespoke asbestos training which will include an element of Asbestos Awareness and use of Portal Asbestos Register.

Level 2 For those staff or contractors whose work could foreseeably disturb the fabric of a building and expose them to asbestos or who supervise or influence the work

- Initial UKATA or IATP Asbestos Awareness e learning (mandatory) for all newly starting staff who are liable to disturb the building fabric and/or ACMs while carrying out their normal everyday work or who may influence how work is carried out.
- Year 1 UKATA or IATP Asbestos Awareness (mandatory) for, any persons who are liable to disturb the building fabric and/or ACMs while carrying out their normal everyday work or who may influence how work is carried out.
- Year 2 UKATA or IATP refresher training which should not be a repeat of the initial training but a structured update training sessions to reinforce main principles, expectations, work methods and changes. To offer feedback to improve methods and ways of working.
- **Year 3** UKATA or IATP e learning refresher training
- All staff to be trained and have knowledge and understanding of the procedures policy's and processes. Procedure and requirements of requesting surveys and asbestos abatement or removal work. Accessing the Portal Asbestos Register.

Level 3 All staff or contractors who will be conducting non-license asbestos work.

- Initial UKATA CAT B Working with ACMs (Non-Licensable Works Training to HSG 210). This training is for Trust Staff and Contractors who undertake any Non-License work with asbestos including, minor repairs or minor work drilling or fixing to Non-License Materials and making safe in the case of an asbestos emergency within the scope of Non-License Work as defined in the Control of asbestos Regulations 2012.
- Annual UKATA CAT B refresher training which should not be a repeat of the initial training but a structured update training sessions to reinforce main principles, expectations, work methods and changes. To offer feedback to improve methods and ways of working. Carried out at least once a year or in the case of changes to the regulations at the time of those changes.

Level 4 Asbestos Dutyholder and Deputy Duty Holder and all supervisory staff who commission work by either external contractors or internal staff

- Initial. A minimum UKATA Duty To Manage refreshed every third year or earlier if there are changes to the legislative framework documents, Providing knowledge of asbestos procedures and processes required to enable compliance with the regulations

Level 5 Appointed Person and Deputy Appointed Person, Senior Appointed Estates Officers

- Initial - A minimum BOHS P405 refreshed every three to five years or sooner if significant changes to documents within the Legal Framework (Act of Parliament, Regulation, Approved code of Practice and Guidance documents the HSG Series) with a BOHS RP405, Knowledge of NDHT Asbestos Management Plan, policies, procedures and processes to enable compliance with the regulations and this document

Level 6 All operatives employed by the Trusts Appointed Licensed Asbestos Removal Contractor

- Initial Accredited CAT C operative and supervisor training for all NDHT approved Licensed Asbestos Removal Contractor staff. Training to comply with Regulation 10 of the Control of Asbestos Regulations 2012 and the ACOP refreshed on an annual basis

Level 7 All operatives employed by the Trusts Appointed Asbestos Consultant

Initial BOHS P402 for surveying operatives and BOHS P403 & P404 for those operatives undertaking air monitoring or conducting a Site Certificate of Reoccupation following Licensable Work for all NDHT approved Asbestos Consultants staff. Training to comply with Regulation 10 of the Control of Asbestos Regulations 2012 and the ACOP refreshed on an annual basis

• **Appendix 6 – Audit Program**

The Appointed Person will ensure that the auditing of the management of asbestos within the trust is conducted to provide evidence to external and internal bodies that asbestos is being managed properly and the plan followed and that contractors and staff employed by the trust are competent

This audit evidence will also be used as part of the annual review of this plan

Data Base

- Conduct an annual dip test of 10 items on the register to establish accuracy of information including the risk assessment
- Conduct an annual dip test of 5 items on the register known to have been removed to establish accuracy of information including all required associated documentation

Staff audit

- Conduct twice yearly 5 retrospective audits on internal maintenance / it staff to establish if works processes have been followed
- Conduct twice yearly 1 on site unannounced audit on internal maintenance / it staff to establish if works processes are being followed

Partner Contractors

- Conduct twice yearly 5 retrospective audits on Contractor to establish if works processes have been followed
- Conduct twice yearly 1 on site unannounced audit on Contractor to establish if works processes are being followed

General Contractors

- Conduct twice yearly 5 retrospective audits on Contractor to establish if works processes have been followed
- Conduct twice yearly 1 on site unannounced audit on Contractor to establish if works processes are being followed

Licensed Contractors

- Conduct twice yearly 1 retrospective audit on Contractor to establish if works processes have been followed in accordance to guidance
- Conduct twice yearly 1 on site unannounced audit on Contractor to establish if works processes are being followed in accordance to guidance

Analytical Contractor (Air monitoring and clearance)

- Conduct twice yearly 1 retrospective audit on Contractor to establish if works processes have been followed in accordance to guidance
- Conduct twice yearly 1 on site unannounced audit on Contractor to establish if works processes are being followed in accordance to guidance

Surveying Contractor

- Conduct twice yearly 2 retrospective audit on Contractor to establish if works processes have been followed in accordance to guidance
- Conduct twice yearly 1 on site unannounced audit on Contractor to establish if works processes are being followed in accordance to guidance

- **Appendix 7 – Switchboard Access to Register for Emergency Services**

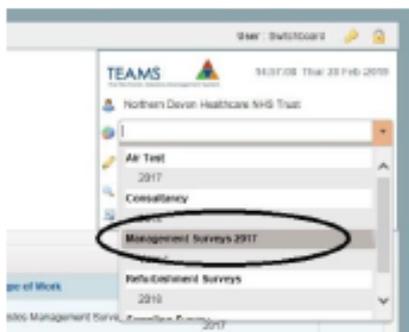
Appendix 7 outlines the procedure that Switchboard Operators can use to enable access to the electronic asbestos register in emergency situations.

Switchboard Access to the Portal Asbestos Register for Emergency Services

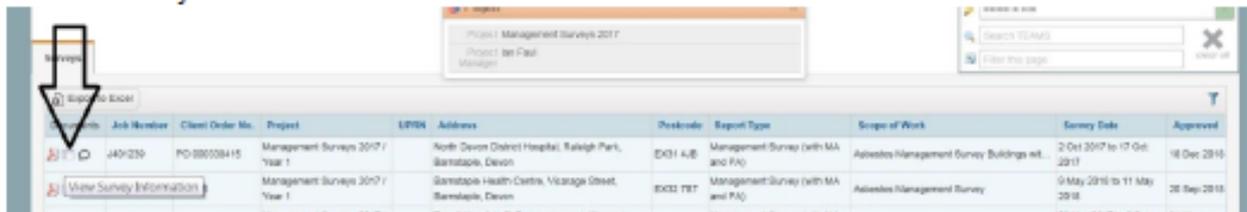
1. Access portal via <https://www.environtec-amp.com/Account/Login?ReturnUrl=%2f>
Consultant emergency contact 01633 262992.
2. Login Username: **Switchboard** Password **Emergency**.
3. Click on “Select A Project” to right hand corner.



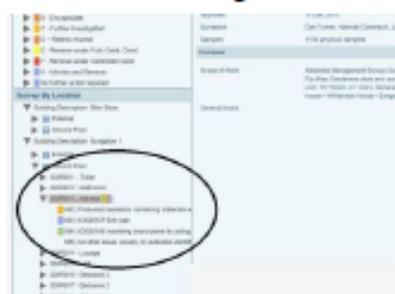
4. Pick “Management Surveys 2017”



5. Find Site you want and click on second icon on left hand side.



6. Select Building, Floor and Room from List on left.



7. Select item in room from list for full details of Asbestos Material.
8. To LOGOUT click on padlock in the top right hand corner of screen.