

Asbestos Management Plan

INDEX

- 1.0 Introduction
- 2.0 Trust's Asbestos Policy
- 3.0 Background
- 4.0 Duties and Responsibilities
- 5.0 Asbestos Register and Risk Assessment
- 6.0 Procedures for Managing Asbestos
- 7.0 Procedures for the removal of asbestos
- 8.0 Training and Communications
- 9.0 Health and Safety Compliance
- 10.0 Use of Consultants/Analytical Laboratories/Contractors
- 11.0 Arrangements to Deal with Accidents, Incidents and Emergencies
- 12.0 Monitoring and Review of the Asbestos Management Plan

1.0 Introduction

This document sets out the Southern Health and Social Care Trust's Management Plan and procedures for managing asbestos and asbestos containing materials and which demonstrates compliance with **The Control of Asbestos Regulations (Northern Ireland) 2012**.

The presence of asbestos containing materials, (ACM's) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining of ACM's are most likely to present risks.

Staff and contractors are not expected to work with or be exposed to asbestos on Trust sites and facilities.

A limited number of staff whose normal duties may bring them into contact with existing asbestos containing materials (e.g. electrical, mechanical or building maintenance staff) will be and are being trained in asbestos awareness.

This document specifies safe procedures to ensure staff, patients, service users and visitors to our sites are provided with a safe and healthy environment, in accordance with statutory compliance and legislation and managing health and safety risks. This management plan will be implemented on all premises owned or leased by the SHSCT.

All owned properties have been surveyed and an Asbestos Register compiled, in some instances our leased properties have been identified as a further requirement under the *2012 Regulations* for which we are currently seeking funding.

Compliance with the Asbestos Management Plan is applicable to all Trust employees, contractors and sub-contractors, and all other persons involved with any works affecting the fabric of any property for which the Trust is the Duty-holder.

The Trust is committed to complying with the guidance provided by HSE publication HSG227 '*A Comprehensive Guide to Managing Asbestos in Premises*'

2.0 Trust's Asbestos Policy

The SHSCT's Asbestos Policy complies with the Control of Asbestos Regulations (Northern Ireland) 2012.

Refer to the Trust's document '*The Management of Asbestos Policy*' which is available on our Intranet site.

3.0 Background

3.1 Types of asbestos

Asbestos is a naturally occurring mineral of which there are three main types, chrysotile, amosite and crocidolite. Asbestos has been extensively used because of its thermal insulation, fireproofing and other physical and chemical properties.

3.2 Hazards of asbestos dust

Asbestos only poses a risk to health if asbestos fibres are released into the air, if undisturbed Asbestos provides no risk. Work with asbestos containing materials can release small fibres into the air; these fibres are often invisible to the naked eye. Over a period of time breathing in these fibres can lead to asbestos-related diseases. These are mainly: scarring of the lung tissue (asbestosis), cancer of the chest and lung linings (mesothelioma), lung cancer and gastrointestinal cancer.

Medical evidence indicates that symptoms can appear in the region of 15-60 years following significant exposure.

3.3 Use of asbestos in buildings

The use of any asbestos containing material (ACM) in construction is now banned, but it is estimated that many thousands of tonnes were used in buildings in the past. Much of this asbestos is still present, and is not always easily identified by appearance.

Asbestos cement contains 10-15% asbestos fibres bound in Portland cement (or similar product).

The most common uses of asbestos were:

- sprayed asbestos & loose packing (e.g. fire breaks in ceilings)
- lagging (e.g. thermal insulation for pipes & boilers)
- insulating boards
- ceiling tiles
- asbestos ropes and cloth

4.0 Duties and Responsibilities

4.1 Trust Board

The overall responsibility for the management of asbestos resides with the Trust Board.

4.2 Chief Executive

The Chief Executive has overall responsibility for the health, safety and welfare of staff and others affected by the activities of the Trust and for the effective implementation of the Trust's Health and Safety Policy.

The Chief Executive has appointed the Director of Performance and Reform as lead and with responsibility for implementation and monitoring of the management of asbestos policy and the asbestos management plan within the Trust.

The Chief Executive is responsible for ensuring the necessary resources of time, equipment, training and finance is made available to the Director of Performance and Reform.

4.3 Director of Performance and Reform

The Director of Performance and Reform has overall responsibility for the Trust's Asbestos Policy and Asbestos Management Plan

The Director of Performance and Reform will ensure that adequate resources are made available for the effective implementation of the Asbestos Management Plan.

4.4 Assistant Director of Estate Services

The Assistant Director of Estates Services has responsibility for Estates Services and is responsible for the implementation and maintenance of the Asbestos Policy, procedures, practices and overall strategic management of all asbestos containing materials (ACM's) including the Asbestos Management Plan.

The Assistant Director will advise the Director of Performance and Reform of resources required to implement the plan and will assist with prioritisations should funding be constrained.

4.5 Head of Estates Development and Capital Works

The Head of Estates Development and Capital Works will establish, maintain and review arrangements for the management of asbestos throughout the Trust in accordance with current standards and guidelines.

The Head of Estates Development and Capital Works will co-ordinate the implementation of statutory surveys/compliance of the estate to Asbestos Regulations, and manage the process of updating of these statutory surveys, Trust Asbestos Register and treatment plans as appropriate.

The Head of Estate Development and Capital Works will liaise with the Asbestos Manager regularly to discuss any outstanding recommendations not actioned and any re-inspections, which are overdue. The Head of Estate Development and Capital Works will take appropriate action to ensure that this programme is maintained.

4.6 Asbestos Manager

The Asbestos Manager is the person responsible for the management of asbestos and is required to manage the day-to-day process of the Asbestos Management Plan.

The Asbestos Manager is responsible for ensuring compliance with these procedures by monitoring the effectiveness of the Asbestos Management Plan, providing advice to Trust Staff on Asbestos related issues, and where appropriate issue permits to work, organising and dealing with asbestos removal contractors, consultants, surveyors and analysts.

The Asbestos Manager will ensure that electronic records are kept up-to-date via the 3i Studio Database. The Asbestos Manager provides advice and information to staff, contractors, facility managers and external consultants carrying out building work.

The Asbestos Manager will carry out regular spot checks of contractor access of web made simple to ensure that the Asbestos Register is being accessed and is accessible.

The Asbestos Manager must be consulted on all related issues before any asbestos removal or abatement work is commenced on site and must be kept informed during operations.

4.7 Head of Specialist Estates Services

The Head of Specialist Estate Services has responsibility for environmental, waste, property, procurement, information systems, compliance and risk. The Head of Specialist Estate Services with the assistance of the Risk and Governance Officer will provide advice and assistance with regard to risk; the Estates risk register, Datix, compliance and safe working procedures.

The Head of Specialist Estate Services with the assistance of the Estates Officer for property, shall provide advice and information with regard to leased properties, and service level agreements within the Trusts Estate, and liaise with the Asbestos manager regarding new rental arrangements.

4.8 Estates Development and Capital Works Officers

The Estates Development and Capital Works Officers must consult the Asbestos Register at the **inception** of each project and ensure that a Refurbishment/Pre-Demolition Survey is commissioned for each and every project. Refer to Appendix 1.

A sufficient time period eg. 4 weeks, must be allowed in project planning to enable appropriate surveys, sampling, analysis and reporting to take place.

If Asbestos is identified, which is likely to be disturbed by the proposed works, the Estates Officer must adhere to the procedures in this document and HSE (NI) guidance. The flowchart in Appendices 1-5 must be followed.

After undertaking abatement/removal works the Estates Officer must inform the Trust's Asbestos Manager of all such works and forward any consignment notes or relating documentation to facilitate the updating of the Asbestos Register.

For those with direct supervisory roles they must assess the risks associated with the tasks they assign, implement identified controls and enforce the use of these control measures.

In advance of all construction works the Estates Officer should distribute the Asbestos Advisory Note as per Appendix 8 to inform staff that's works are imminent and detailing the Trust's procedures when undertaking Asbestos Removal.

Nb. Where it is evident that the building has been built since 2000 no such survey is required.
Nb. Consideration should be given to the potential for equipment being transferred from another department that may contain ACM, in this instance advice should be sought from the Asbestos Manager.

4.9 Head of Operations, Estates Officers and Maintenance Supervisors

The Estates Officers and Maintenance Supervisors have responsibility for undertaking a variety of maintenance tasks, from minor and reactive maintenance through to significant projects. They are involved in identifying work, preparing specifications, obtaining prices and raising purchase orders for work. They are the first to assess any works that might involve the disturbance of asbestos.

The Estates Officer should consult the Asbestos Register and assess the impact of possible ACM's before initiating any works that may interfere with the fabric of any Trust property. If no ACM's are present works can proceed with caution bearing in mind the possible presence of ACM's not identified in the Asbestos Register.

If Asbestos is identified, which is likely to be disturbed by the proposed works, the Estates Officer must adhere to the procedures in this document and HSE (NI) guidance. The flowchart in Appendices 2, 3, 4 and 5 must be followed.

After undertaking abatement/removal works the Estates Officer must inform the Trust's Asbestos Manager of all such works and forward any consignment notes or relating documentation to facilitate the updating of the Asbestos Register.

For those with direct supervisory roles of DEL staff they must assess the risks associated with the tasks they assign, implement identified controls and enforce the use of these control measures. Refer to Appendix 5.

4.10 Works Undertaken by IT, Laboratory Services or NI Ambulance Service

The persons initiating or commissioning the works should consult the Asbestos Register and assess the impact of possible ACM's before initiating any works that may interfere with the fabric of any Trust property. If no ACM's are present works can proceed with caution bearing in mind the possible presence of ACM's not identified in the Asbestos Register.

If Asbestos is identified, which is likely to be disturbed by the proposed works, the persons concerned should contact the Estates Department/Asbestos Manager for advice. All parties must adhere to the procedures in this document and HSE guidance and in particular follow the Trust's permit to work system. The flowcharts in Appendices 2, 3, 4 and 5 must be followed.

Persons responsible for initiating and commissioning such works will receive Asbestos Awareness training and will be given access to the Asbestos Register via webMadeSimple.

Nb. Consideration should be given to the potential for equipment being transferred from another department that may contain ACM, in this instance advice should be sought from the Asbestos Manager.

4.11 Facility Managers and Line Managers

Persons with responsibility for Trust facilities/properties and or Trust staff shall take the possible presence of asbestos into account in planning their activity and seek advice from the Estate Services / Asbestos Manager. Information on the location of asbestos can be obtained by contacting the local Estate Services Department via the Trust's Asbestos Register.

4.12 All SHSCT Staff

As a requirement of the Trust's Health and Safety Policy and procurement mechanisms Trust staff **must not** carry out any work or employ external contractors to carry out any work on Trust property. Only authorised Staff from Estates Services can commission such works. They will consult the Asbestos Register (3i Database) prior to giving such consent, which must be in written form (Permit to Work or Works Order, as applicable).

Nb. Where it is evident that the building has been built since 2000 no such survey is required.
Nb. Consideration should be given to the potential for equipment being transferred from another department that may contain ACM, in this instance advice should be sought from the Asbestos Manager.

5.00 Asbestos Register and Risk Assessment

5.01 General

The SHSCT will ensure that suitable and sufficient Asbestos Management Surveys and Risk Assessments, as per HSG264, are carried out to all properties for which the Trust is the duty holder. This is in accordance with the requirements of Regulation 4 of the Control of Asbestos Regulations (N.Ireland) 2012. These Surveys will identify where asbestos is located, determine its condition and recommend the appropriate action to be taken.

5.02 Asbestos Register

The Trust maintains a register of known and presumed asbestos containing material's (ACM's) in each building/facility for which it is responsible.

This register is hosted on an electronic database ie *3i Studio* and is accessible via the internet at www.webmadesimple.co.uk. This database contains electronic drawings identifying the location and a photographic record of all identified ACM's.

To access the Asbestos Register refer to Appendix 6.

The electronic database enables the information to be easily accessed and updated. The link to the space management system ensures that any changes to space referencing automatically updates the location of the asbestos.

The electronic format also enables digital photographs to be linked to the relevant ACM Record.

The Asbestos Manager will ensure the Asbestos Register via 3i Studio and Web Made Simple is kept available and up-to-date with access to authorised personnel.

A hard copy of the Asbestos Register will be provided within each facility and be contained within the Fire Safety Manual.

5.03 Review and re-inspection of ACM's

All asbestos containing materials remaining in place will be inspected and reviewed at least every 24 months unless

- there is reason to suspect that the assessment is no longer valid; or
- there has been significant change in the premises to which the assessment relates

Some ACM's will be due for re-inspection either at 6 or 12 month interval depending on the outcome of the relevant risk assessment.

Where an asbestos survey is reviewed under this section the Asbestos Manager will consider whether the survey is still sufficiently accurate in identifying the presence and condition of ACM's and if not, shall commission a new survey in accordance with HSG264.

5.04 Updating the Asbestos Register

The Asbestos Manager is responsible for updating the database upon the removal of any ACM and to upload any supporting documentation.

To facilitate this it is essential that all Estate Officers (Operations and Capital Works) forward all details of Asbestos abatement/removal works including supporting documentation to the Asbestos Manager.

In respect of cyclical re-inspection/monitoring of ACM's, the Asbestos Manager will be responsible for ensuring that this is undertaken via the appointment of consultant surveyor's as per the Action Plan and then updating the Register accordingly.

5.05 Risk Assessment

Two algorithms have been used to assess the level of risk association with each ACM. The Material Assessment is an assessment of the type and condition of each ACM and their ability to release fibres if disturbed. The Priority Assessment considers the likelihood of the ACM actually being disturbed and exposure of building users.

The Trust will prioritise areas for action according to the overall score generated by the risk assessment for each ACM. Each case will be reviewed to determine the most appropriate management action or option. Appropriate methods include; leaving in place and managing; encapsulating; removal; repair and monitoring.

A programme for removal of ACM's, where necessary, will be developed. Re-inspections will be carried out in accordance with the recommendations contained in the asbestos survey and as per HSG264 and HSG227.

5.06 Labelling of ACM's

The Trust will label ACM's where they are known to exist. The absence of any labels does not prove that asbestos does not exist so if there is any doubts about the type of material consult the Trust's Asbestos Manager who will advise accordingly.

5.07 Management options

Once an ACM has been risk assessed the Asbestos Manager will facilitate the formulation of a management plan. There are several management options for known ACM's:

Monitor ACM's which are on good condition, sealed and/or repaired, and are unlikely to be disturbed, maybe left in place. If ACM's are left in place the condition of the ACM's will be monitored regularly and the results recorded in the register.

Label Refer to item 5.06

Protect/Enclose Protecting ACM's means the construction or placing of a physical barrier to prevent accidental disturbance. Enclosing the ACM involves the erection of a barrier around it that should be as airtight as possible to prevent the migration of asbestos fibres.

Seal/Encapsulate There are two types of encapsulants: bridging encapsulants which form a durable layer adhering to the surface of the ACM; and penetrating encapsulants which are designed to penetrate into the ACM before hardening and locking the material together. Licensed Contractors must carry out the encapsulation or a Contractor approved by the Asbestos Manager.

Repair will only be taken if the damage is slight. There are a number of methods including filling, wrapping and isolated encapsulation. All repairs will be carried out using non-asbestos materials. Licensed Contractors only will carry out repair or a Contractor approved by the Asbestos Manager.

Remove ACM's will be removed where it is found to be in poor condition and where repair or maintenance works cannot be carried out without disturbing the ACM's.

The Trust's Asbestos Management plan is designed so that each individual piece of asbestos is managed according to its needs and the option chosen is reviewed following re-inspection. Each inspection should be recorded and photographs taken if necessary.

The management option chosen should be recorded in the asbestos register. Remedial work should be recorded together with the results of each re- inspection.

6.00 Procedures for Managing Asbestos

6.01 Refurbishment Projects

Where proposed refurbishment will entail demolition or exposure of parts of the structure or fabric that could not have been seen during the asbestos management survey, the Project/Estates Officer or other person in control of the work must have a pre-project or refurbishment /pre-demolition survey carried out, and must ensure that the recommendations and findings of that survey are made known to the contractor before any refurbishment takes place. Any ACM that is liable to be disturbed by a demolition or refurbishment project will be removed prior to the commencement of that project. An accredited surveyor, in accordance with the HSG 264, must carry out the Refurbishment/Pre-Demolition survey.

Nb. Where it is evident that the building has been built since 2000 no such survey is required.

Nb. Consideration should be given to the potential for equipment being transferred from another department that may contain ACM, in this instance advice should be sought from the Asbestos Manager.

6.02 Minor Works/Maintenance

Where works is to be carried out in an area where there is a risk that ACM's might be disturbed, it is the Estates Officers responsibility to consult the asbestos register and ensure that the work envisaged is carried out so as not to expose the person undertaking the work to any risk. The Officer or other competent person in control of the work must complete a written risk assessment.

If there is any doubt about the information contained on the order, or the undertaking of the work, then the work should not be done and should be queried in the first instance with the Estates Officer in charge, who will refer the matter to the Asbestos Manager for advice as required.

Where DEL estates staff are to undertake such works they must undertake a risk assessment as per that illustrated in appendix 5.

7.00 Procedures for the Removal of Asbestos

7.01 General

It is Trust policy that work on ACM's will only be undertaken by approved contractors (licensed by the HSE (NI) were this is a statutory requirement). Certain low risk materials (non-licensed work) such as vinyl floor tiles may be removed by competent contractors taking appropriate precautions.

Specialist advice is available from the Asbestos Manager who in turn may obtain additional advice from consultants appointed by the Trust or HSENI, as required.

Specialist Contractors will be employed to provide a laboratory analysis for bulk samples, and undertake independent air-tests on-site when required.

For licensed removal work, the contractor is required to notify the appropriate enforcing authority ie HSE (NI) at least 14 days in advance of the proposed work commencing.

When considering removal works Estate Officers should ensure that the following procedures are followed and ensure that appropriate records are kept:

- The removal contractors are licensed by HSENI.
- Removal work is notified to HSENI at least 14 days before work commences.
- Contractor must submit a suitable and sufficient site specific plan of work/risk assessment with the notification which must be approved by both HSENI and the relevant Estates Officer before works can commence.
- Removal work is carried out under strictly controlled conditions in compliance with HSE guidance (HSG264).
- On completion of the work area is assessed by an independent UKAS accredited laboratory in compliance with HSE guidance (HSG248) and cannot be reoccupied until it meets the required standard and a certificate of reoccupation is issued.

A copy of this licence application should be held in the job/project file with a copy of The Trust's Asbestos Permit to Work.

For non-licensed notifiable removal work, the employer (contractor or as applicable) shall notify the HSENI before work is commenced.

7.02 Permit to Work

The Estates Officer will use a Permit to Work, refer to appendix 9, for any work on ACM's, or where there is a risk that ACM's may be disturbed during the course of any works. As a minimum the Estates Officer will ensure that before a permit is issued:

- an appropriate risk assessment has been carried out, this risk assessment should also cover the risk to those persons in the vicinity of the works
- all appropriate Trust procedures and HSE guidelines have been followed
- there is a fully developed and appropriate safe system of work and method statement which includes the arrangements in place for the disposal of asbestos containing materials;
- the Asbestos Manager has been informed. In each case more detailed information may be needed, dependent on the extent and nature of the works.

Should the Estates Officer have any queries regarding the issuing of a permit or anything relating to ACM's they should consult the Asbestos Manager.

Contractors are required to report to the relevant Estates Officer during normal working hours to collect the 'Permit to Work' before the commencement of any work. If there is any doubt about the contractor's understanding of arrangements, a permit must not be issued.

8.00 Training and Communications

8.01 Each **Estates Head of Service** is responsible for assessing the training needs of their team in respect of Asbestos Management and forward their requirements to the Head of Specialist Estate Services.

The Head of Specialist Estate Services will compile a costed training programme which will be submitted to the Assistant Director of Estates for approval.

The Assistant Director of Estates will review the training programme and approve its implementation subject to funding availability.

The Trust will not provide training to contractors (training will be deemed to have been carried out by the selection of competent contractors). However, Trust Estates staff responsible for contractors will ensure they are fully conversant with the Trust's Asbestos Management Plan, appropriate procedures and the location of ACM's associated with the work they are to undertake.

The Trust will provide an asbestos awareness training programme for all relevant staff. All Estates managerial and technical staff including all resident maintenance staff shall regularly attend asbestos awareness training to make sure that all are competent in the recognition of asbestos and in the appropriate safety procedures to manage it. Additional training shall be provided to supervisory staff to maintain competency in the safe management of ACM's on all Trust properties.

8.02 The Trust will train the Asbestos Manager to BOHS P405/P402 level or similar standard and shall regularly attend further appropriate courses to maintain competency in the recognition and management of asbestos.

8.03 Other relevant Estates staff will also receive training to BOHS P405/P402 level.

All relevant Estates staff will be trained to ensure a thorough knowledge of:

- properties of asbestos and associated health effects
- what ACM's are and where they are likely to be found – both generally and specifically within Trust property (this includes basic awareness training on the information contained in the Asbestos Register)
- how to ensure that work is not undertaken on any material without knowing if it contains asbestos
- the procedures to follow before any work is commenced where asbestos material could be disturbed
- legislation and the Trust's asbestos procedures, including who can work on ACM's and what work can or cannot be done on ACM's by Trust staff

- safe working methods for working on ACM's
- air monitoring, control limits, etc.
- emergency procedures for the discovery of damaged materials or an uncontrolled release of asbestos fibres

Supervisory Staff will be provided with additional training to allow them to:

- undertake risk assessments
- establish safe systems of work
- produce method statements to document the safe systems of work;
- access the Building Asbestos Register and extract pertinent information regarding the location of ACM's in relation to any given task
- supervise all aspects of work, including people's health & safety
- deal with situations resulting in contingency or emergency arrangements

All staff who manages Asbestos Removal Contractors will be trained in how to manage such contractors. This includes (but is not limited to) information which must be provided to the contractors, review of submitted Risk Assessments and Method Statements, and supervision of the work being undertaken.

Continual assessment shall be undertaken to make sure that all staff are kept up to-date with current and future legislation.

The Estate Services Department shall liaise with Human Resources (HROD) to introduce Asbestos awareness as part of the induction process for all Trust staff.

8.04 Dealing with the Press

If in the event of an Asbestos related incident which is likely to attract public attention, you should alert the Trust Communications team as early as possible.

- The Trust Communications Team can be contacted on 028 3861 3965 during 9 – 5pm. After hours the Communications Team provides an on call service which can be accessed through the main switchboard at CAH.
- The Communications Team must be fully briefed on the circumstances of the incident. It is helpful to include as much detail as possible, including action taken and the Estate Department's management procedures.
- All communications/correspondence with the media or public representatives will be co-ordinated through the Communications Team.

- All media queries, requests for information from public representatives etc. should be directed to the Communications Team. This will ensure that all responses are consistent and timely. The Communications Team will liaise with the HSCB, DHSSPS and PHA press offices to share information and co-ordinate the release of information if necessary.

8.05 Further Advice or Queries

Should any staff have any specific concerns about Asbestos all staff can contact Trust's Asbestos Manager for advice or further information.

9.00 Health and Safety Compliance

All contractors and consultants employed by the SHSCT are required to confirm agreement to the SHSCT's Control of Contractor's Document which is provided upon appointment.

This document ensures that the SHSCT advises the contractor as to the required H&S standards to be worked to, the details of known or suspected asbestos as described in the Asbestos Register, and that the Asbestos Register and Management Plan must be consulted before any work starts. This document also explains what to do if asbestos is encountered unexpectedly (see appendix 2).

The relevant Estates Officer or other person in control of the work is responsible for ensuring that contractors, consultants or staff has all the relevant information and are aware of requirements before any works commences.

10.00 Use of Consultants/Analytical Laboratories/Contractors

The Trust will use competent specialist contractors/consultants, who have relevant accreditation, for the provision of specialist advice and/or removal arrangements in relation to ACM's, subject to the Trust's requirements for the selection of contractors.

10.1 Consultants/Asbestos Surveyors

The Trust will only use Consultants who are competent and have appropriate accreditation as HSG264.

10.2 Asbestos Analyst/Analytical Laboratories

The Asbestos Analyst is the person appointed to undertake the sampling and analysis of samples suspected of containing asbestos (bulk samples), and to undertake air testing/monitoring when required.

The Asbestos Analyst cannot be an Asbestos Removal Contractor **and when undertaking air monitoring the Analyst will be directly employed by the Trust.** The Analyst will be UKAS accredited

and be able to demonstrate compliance/ competencies in accordance with HSG264 and to USG248. Any laboratory must be accredited by UKAS and to ISO 17025 for air sampling fibres in the air.

10.3 Asbestos Removal Contractors

Contractors must be members of the Asbestos Removal Contractors Association (ARCA) or Asbestos Control and Abatement Division of the Thermal Insulation Contractors Association (TICA) and, in order to demonstrate their competence, must provide a copy of their HSE Asbestos License, current insurance details and up to date training records for all staff (operatives, supervisors etc.).

11.0 Arrangements to Deal with Accidents, Incidents and Emergencies

In the event of an unplanned/accidental release of asbestos or material suspected to be asbestos, the following steps will be taken to mitigate the effects of the event including the advice at all stages of a competent person (refer to Appendix 2):

- the relevant Estates Officer/Asbestos Manager must be notified
- the area shall be vacated and sealed, and access to the affected area will be restricted to those dealing with the emergency
- the Trust's IR1 form must be completed and forwarded to the Health and Safety Department
- Authorised person's entering the area will wear appropriate respiratory protective equipment and protective clothing. As a minimum a disposable face mask is to be worn (with P3 filter) in conjunction with disposable particle tight overalls (category 3, type5 & 6)
- the area will be cleaned of dust and fibres in accordance with HSE guidance
- suspect material will be bulk sampled and tested for asbestos
- clothing and tools used during the clean-up, and clothes worn by those personnel exposed by the event will be double-bagged in approved asbestos waste bags and tagged pending the outcome of the test sample
- if the results of the analysis of the bulk sample are negative for asbestos, then clothing may be returned to its owner
- personnel exposed by the event and during the clean-up will carry out appropriate personal decontamination. Clothing to be double bagged as hazardous waste until sampling of material confirms categorisation.
- an air test of the area will be undertaken to ensure there are no airborne fibres present
- reoccupation of the area will not be allowed until the reported airborne fibre concentration is <0.010 fibres/ml and has been agreed by a competent person who will raise a site clearance certificate
- a record of exposure will be forwarded to the Asbestos Manager to be uploaded to the 3i database.
- health surveillance (and counselling if necessary) will be offered to exposed staff if appropriate
- an investigation will be carried out to establish why the event occurred as per Trust procedure

- the Asbestos Management Plan and the risk assessment will be reviewed on a 3 year cycle and revised as appropriate to prevent further similar incidents
- person in charge should compile a list of anyone who has been exposed to asbestos, record what action has been taken, and notify the HSE in line with the requirements of RIDDOR
- in the case of fire, the local facilities manager with site responsibility is responsible for ensuring that the asbestos register is shown to the emergency services.
- The Trust's Communications Team should be informed of all such incidents and should be appropriately briefed. Refer to 8.04
- The Trust's Health and Safety Department should be informed of all such incidents and should be appropriately briefed.

12.0 Monitoring and Review of the Asbestos Management Plan

The Asbestos Management Plan will be monitored on a regular basis by the Head of Estates Development and Capital Works

The following items may be considered during such monitoring:

- the level of information provided in the asbestos register and how it is being updated
- the condition of ACM's left in situ and the adequacy and frequency of re-inspections and compliance with the recommendations of the asbestos register
- the provision of information to those who need it
- the effectiveness of the procedures for the removal of asbestos
- progress on labelling of ACM's
- communication with and training of Project Managers, Estates Officer, trades staff and contractors
- effectiveness of training and awareness for all staff
- recording of incidents and accidents and lessons learned

This management plan and future revisions will be subject to the same consultation process as used for procedures for inclusion in the Health and Safety Manual at handover of project.

The Asbestos Management Plan and the associated arrangements to deal with accidents/incidents and emergencies involving ACM's will be included in the Risk Register for the Estates Department. As such this risk will be reviewed as part of the normal risk management process.

Appendices

1. Asbestos Management Procedures for CONSTRUCTION Works by Consultants
2. Asbestos Incident Flowchart
3. Planned Works by Estates Staff Flowchart
4. Responsive Maintenance Flowchart
5. Responsive Maintenance/Works by Contractor Flowchart
6. Consultation with Asbestos Register
7. Asbestos: Advisory Information (General)
8. Asbestos: Advisory Information (Capital Projects)
9. Asbestos: Permit to Work
10. Procedures for Updating Asbestos Database
11. Procedures for Updating Space Utilisation Information
12. Staff Training Matrix