

Livewell Southwest

Asbestos Policy.

Version No. 1.3

Review: April 2017

Notice to staff using a paper copy of this guidance

The policies and procedures page of LSW Intranet holds the most recent version of this document and staff must ensure that they are using the most recent guidance.

Author: Estates Officer

Asset Number: 658

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	<ul style="list-style-type: none"> • The Control of Asbestos Regulations 2012 • Management of Health and Safety at Work Regulations 1999 • Construction (Design and Management) Regulations 2007 • Hazardous Waste Regulations 2005 <p><u>Guidance</u></p> <ul style="list-style-type: none"> • HSE L127. The Management of Asbestos in Non-Domestic Premises. 2006 • HSE HSG 227A. Comprehensive Guide to Managing Asbestos in Premises. 2002 • HSE HSG 264. Asbestos: The Survey Guide. 2010 • HSE HSG 248. Asbestos: The analyst's guide for sampling, analysis & clearance procedures. 2006 • HSE HSG 210. Asbestos Essentials Task Manual. 2008 • HSE L143. Working with Materials Containing Asbestos. 2006 • HSE HSG 247. Asbestos: The Licensed Contractors Guide. 2006 • Asbestos: The Survey Guide 2010 • MDHS100 HSE Books. Surveying, sampling and assessment of asbestos-containing materials. 2001 • NHS Plymouth Primary Care Plymouth Community Healthcare CIC. Health & Safety Policy (HS01). 2010 • NHS Plymouth Primary Care Plymouth Community Healthcare CIC. Risk Management Strategy Version No 3.2. 2011
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Asbestos Policy

1 Introduction

- 1.1 This publication sets out how Plymouth Community Healthcare CIC will manage the asbestos containing materials within its estate; as required by regulation 4 of the Control Of Asbestos Regulations 2012.
- 1.2 The regulation requires that all companies take reasonable steps to find asbestos containing materials in their premises and checking their condition; presuming materials contain asbestos unless there is strong evidence to suppose they do not; keeping and up-to-date written record of the location and condition of asbestos containing materials; assessing the risk of exposure to asbestos fibres; and preparing and putting into effect a plan to manage the risk.
- 1.3 Plymouth Community Healthcare CIC is committed to safely managing asbestos containing materials within its estate, in order to prevent exposure to asbestos fibres. This document therefore addresses :-
- The safe management of asbestos containing materials within the Plymouth Community Healthcare CIC estate.
 - The safe management of work activities within Plymouth Community Healthcare CIC's estate that could result in the release of asbestos fibres into the air.

2 Purpose

- 2.1 This policy document sets out the arrangements for safely managing asbestos containing materials within Plymouth Community Healthcare CIC's estate.

The key features are :-

- The appointment of a responsible person for the management of asbestos to safely manage asbestos containing materials within Plymouth Community Healthcare CIC's estate.
- The provision of training for staff likely to carry out works to the buildings or their services.
- The management of works to buildings and engineering services so as to minimize the risk of disturbance or damage to asbestos containing materials.
- The provision and upkeep of information on asbestos containing materials within the Plymouth Community Healthcare CIC estate.

3 Duties

3.1 Chief Executive

Regulation 4 of the control of asbestos regulations 2012 places a duty on the Chief Executive of Plymouth Community Healthcare CIC to safely manage all asbestos within Plymouth Community Healthcare CIC's estate.

The Chief Executive is responsible for :-

- Ensuring Plymouth Community Healthcare CIC has an agreed an effective policy for managing asbestos.
- Formally appointing an Estate Officer, in writing, as the "responsible person" having overall responsibility for the safe management of asbestos within Plymouth Community Healthcare CIC's estate.
- Ensuring that Plymouth Community Healthcare CIC's policy for managing asbestos is implemented, monitored and regularly reviewed.
- Ensuring that appropriate investment in the management of asbestos is properly accounted for in Plymouth Community Healthcare CIC's business plans.

3.2 Responsible Person for Managing Asbestos

The responsible person (asbestos) is responsible for the safe management of asbestos containing materials within Plymouth Community Healthcare CIC's estate, including:-

1. Retaining the services of suitably qualified and experienced independent external asbestos experts, to assist and advise Plymouth Community Healthcare CIC.
2. Developing and implementing the Plymouth Community Healthcare CIC policy for managing asbestos, following ratification by Plymouth Community Healthcare CIC.
3. Procurement and management of asbestos management services from suitably competent, qualified and experienced service providers.
4. Ensuring that asbestos awareness training is attended by estates maintenance services staff, (Information Technology) IT department staff, and all external contractors that work on Plymouth Community Healthcare CIC's estate.
5. Ensuring that awareness of asbestos is raised amongst all Plymouth Community Healthcare CIC staff.
6. Provision, holding, updating and disseminating asbestos registers and asbestos management plans to in house maintenance staff, external contractors, I.T. and estates project managers, fire brigade and all ward / department managers working in the Plymouth Community Healthcare CIC's estate, as appropriate.
7. Provision, holding and updating of site asbestos management reports, to assist in prioritising remedial works to asbestos containing materials.
8. Formulating and reviewing an annual asbestos action plan, setting out priorities for action for that financial year.

9. Formally requesting from Plymouth Community Healthcare CIC the resources necessary to safely manage asbestos within Plymouth Community Healthcare CIC estate.
10. Ensuring that asbestos containing materials are appropriately managed in accordance with the asbestos management plans.
11. Provision of any necessary safe systems of work relating to asbestos.
12. Providing general advice and assistance on all asbestos issues, to all Plymouth Community Healthcare CIC staff, fire brigade and external contractors.
13. Taking reasonable steps to establish that a suitable management regime is in place for non-Plymouth Community Healthcare CIC premises where Plymouth Community Healthcare CIC staff work.
14. Periodically notifying staff of the availability of health surveillance and counselling for those that may in the past have been exposed to asbestos, and explaining how to access this service.

3.3 Independent External Asbestos Expert

The independent external asbestos expert is responsible for:-

1. Giving independent expert advice to the responsible person for managing asbestos in Plymouth Community Healthcare CIC on all aspects related to the management of asbestos.
2. Carrying out periodic independent reviews and audits of Plymouth Community Healthcare CIC's management regime for asbestos, with a report and recommendations to address any issues identified.

3.4 Estates officers and supervisors

- 3.4.1 Estate officers and supervisors are responsible for managing entries by themselves, their staff or contractors into areas that could be contaminated by asbestos containing materials, and they are also responsible for managing the work activities of their staff and contractors to avoid disturbance of any asbestos containing materials within the estate.

They are therefore responsible for:-

1. Consulting the asbestos register prior to carrying out or instructing any intrusive work in any building or duct within Plymouth Community Healthcare CIC's estate.
2. Assessing and managing any work they instruct (whether using Direct employed labour staff or external contractors) that could disturb asbestos containing materials.
3. Ensuring that if the area of interest has not yet been surveyed, and is therefore not covered in the register, advice is sought from the responsible person (asbestos) or in his/her absence the asbestos management service provider.
4. Ensuring that those about to carry out work at their instruction (whether direct employed labour staff or contractors) have completed an up to date asbestos awareness training course and are fully aware

- of any precautions necessary to avoid disturbance to any asbestos containing materials which may be present.
5. Reporting to the responsible person (asbestos) any inaccuracy or deficiency observed in terms of information on asbestos containing materials in the above sites, such as asbestos containing materials already removed, or damaged or deteriorating.
 6. Ensuring that any work to asbestos containing materials that they instruct is carried out with the knowledge and agreement of the responsible person, by trained competent contractors. Ensuring that all relevant information on any work done to asbestos containing materials is fed back to the responsible person, so that asbestos containing material information can be updated.
 7. Attending asbestos awareness training themselves when requested, and ensuring that direct employed labour trade staff also attend asbestos awareness training when requested.
 8. Generally assisting the responsible person (asbestos) in managing safely any asbestos containing materials in the Plymouth Community Healthcare CIC's estate.
 9. Reporting any incidents to the responsible person (asbestos) without delay.

3.5 Estates Direct Employed Labour Staff

- 3.5.1 All direct employed labour staff are responsible for prior checking against the register any proposed intrusive work in areas that could be contaminated by asbestos containing materials, and they are also responsible for managing their work activities to avoid disturbance of any asbestos containing materials within the estate.

They are therefore responsible for :-

1. Consulting the asbestos register if they plan to carry out intrusive work in areas that could be contaminated by asbestos containing materials.
2. Assessing whether the work they are to carry out could disturb asbestos containing materials.
3. Seeking advice from their line manager or the responsible person (asbestos) if the work area is not covered in the register.
4. Ensuring that any work they carry out is conducted so as to avoid any disturbance to any asbestos containing materials which may be present.
5. Reporting to the responsible person (asbestos) any inaccuracy or deficiency observed in terms of information on asbestos containing materials on the above sites, such as asbestos containing materials already removed, or damaged or deteriorating.
6. Attending asbestos awareness training when requested to do so.
7. Generally assisting the responsible person (asbestos) in managing safely any asbestos containing materials in the Plymouth Community Healthcare CIC's estate.
8. Reporting any incidents to the responsible person (asbestos) without delay.

3.6 Managers of Projects Relating To the Plymouth Community Healthcare CIC Estate

3.6.1 All project managers acting on behalf of the Plymouth Community Healthcare CIC (whether clinical, administration, estates, I.T. Or others) engaged on proposed alterations or adaptations to the existing Plymouth Community Healthcare CIC estate are responsible for managing entries by their staff or contractors into areas that could be contaminated by asbestos containing materials, and they are also responsible for managing the work activities of their staff and contractors to avoid disturbance of any asbestos containing materials within the estate.

They are therefore responsible for:-

1. Consulting the asbestos register prior to carrying out or instructing any intrusive work in any building or duct within Plymouth Community Healthcare CIC's estate.
2. Assessing and managing any work they instruct that could disturb asbestos containing materials.
3. Ensuring that if the area of interest has not yet been surveyed, and is therefore not covered in the register, advice is sought from the responsible person (asbestos), or in his/her absence the asbestos management service provider.
4. Ensuring that those about to carry out work at their instruction (whether direct employed labour staff or contractors) have completed an up to date asbestos awareness training course and are fully aware of any precautions necessary to avoid disturbance to any asbestos containing materials which may be present.
5. Ensuring that all construction based contracts include an appropriate clause on asbestos containing materials in the Plymouth Community Healthcare CIC estate, informing contractors of the presence of asbestos containing materials in the Plymouth Community Healthcare CIC's estate, and the precautions to be taken by the contractor to avoid exposure.
6. Ensuring that any work to asbestos containing materials that they instruct is carried out with the knowledge and agreement of the responsible person (asbestos), by competent, and where necessary, licensed contractors that are properly directed, briefed and monitored by the asbestos management service provider.
7. Ensuring that all relevant information on any work done to asbestos containing materials is fed back to the responsible person, so that asbestos containing material information can be updated.
8. Reporting to the responsible person (asbestos) any inaccuracy or deficiency observed in terms of information on asbestos containing materials on the above site(s), such as asbestos containing materials already removed, or damaged or deteriorating.
9. Attending asbestos awareness training themselves when requested, and ensuring that contractors (other than asbestos contractors) engaged on work in pre 2000 buildings or ducts have received asbestos awareness training.

10. Reporting any incidents to the responsible person (asbestos) without delay.

3.7 Plymouth Community Healthcare CIC Managers

- 3.7.1 All Plymouth Community Healthcare CIC managers are required to:-
 1. Be aware that buildings constructed prior to 1st January 2000 may contain asbestos containing materials.
 2. Brief their staff and colleagues with information on any asbestos containing materials within their department.
 3. Ensure that their staff do not interfere with or disturb the building fabric.
 4. Consider whether any activities by their staff could lead to damage to known asbestos containing materials.
 5. Report any damage or concerns as to the likelihood of damage to the asbestos containing materials to estates maintenance services.

3.8 Contractors Working On Plymouth Community Healthcare CIC Occupied Premises

- 3.8.1 Contractors working on Plymouth Community Healthcare CIC premises are required to:-
 1. Attend an asbestos awareness training course and keep their training up to date.
 2. Consult the asbestos register if they plan to carry out intrusive work in areas that could be contaminated by asbestos containing materials.
 3. Assess and manage any work they intend to carry out that could disturb asbestos containing materials.
 4. Seek advice from the responsible person (asbestos) in estates maintenance services if the area of interest is not covered in the register.
 5. Ensure that any work they carry out is conducted so as to avoid any disturbance to any asbestos containing materials which may be present (unless they have been specifically engaged for work on the asbestos containing materials).
 6. Report to the responsible person (asbestos) any inaccuracy or deficiency observed in terms of information on asbestos containing materials on the above site(s), such as asbestos containing materials already removed, or damaged or deteriorating.
 7. Reporting any incidents to the responsible person (asbestos) without delay.

3.9 Occupational Health and wellbeing Service

1. The occupational health and wellbeing service is responsible for providing health surveillance for those staff that may have in the past been exposed to asbestos, documenting the results of the health surveillance, and maintaining employee health surveillance records. Health surveillance records shall be kept available in a suitable form

for at least 40 years from the date of the last entry.

2. The occupational health and wellbeing service is responsible for providing counselling for those staff accidentally exposed to asbestos at work or develops an asbestos related disease while employed by Plymouth Community Healthcare CIC.

4 The Management Of Asbestos Policy

4.1 Asbestos Training

4.1.1 Asbestos Awareness Training

- a) A United Kingdom Asbestos Training Association accredited asbestos awareness training course must be attended, successfully completed and kept up to date by the following bodies:
 - The Plymouth Community Healthcare CIC Responsible Person for Asbestos.
 - Plymouth Community Healthcare CIC Estates Project Managers and Supervisors.
 - Plymouth Community Healthcare CIC Estates Direct Employed Labour.
 - Plymouth Community Healthcare CIC I.T. Project Managers and Supervisors.
 - External Consultants, Project Managers and Supervisors.
 - External Contractors.
- b) If the individual(s) have attended an asbestos awareness course accredited by an organisation other than United Kingdom Asbestos Training Association, proof must be provided that the course has covered the following:
 - History, types and properties of asbestos.
 - Possible effects on health.
 - Overview of relevant legislation to include the Control of Asbestos Regulations 2012.
 - Locations/identification of possible Asbestos Containing Materials (ACMs).
 - Operations that could cause fibre release.
 - Asbestos Surveys.
 - Procedures upon discovery.
- c) Asbestos Awareness training will be controlled and monitored in house as part of the Plymouth Community Healthcare CIC Estates and I.T. Department's ongoing professional development programme. External Consultants, Project Managers Supervisors and Contractors will be asked to provide in date training certificates as part of their qualification for entry onto the Estates and I.T. Approved Contractor

policy. These certificates will be reviewed yearly as part of the annual approved contractor evaluations.

4.1.2 Working with Non-Licensed Asbestos Products

- a) A United Kingdom Asbestos Training Association accredited Working with Non-Licensed Asbestos Products course must be attended, successfully completed and kept up to date by the following:
- The Plymouth Community Healthcare CIC Responsible Person for Asbestos.
 - Plymouth Community Healthcare CIC Estates Project Managers and Supervisors.
 - Plymouth Community Healthcare CIC Estates Direct Employed Labour.
 - External Contractors who wish to be employed to work with Non-Licensed Asbestos Products.
- b) If the individual(s) have attended an asbestos awareness course accredited by an organisation other than United Kingdom Asbestos Training Association, proof must be provided that the course has covered the following:
- History, types and properties of asbestos.
 - Possible effects on health.
 - Overview of relevant legislation to include the Control of Asbestos Regulations 2006.
 - Locations/identification of possible Asbestos Containing Materials (ACMs).
 - Operations that could cause fibre release.
 - Types of Asbestos Surveys.
 - Risk Assessments and Method Statements.
 - Control Limits.
 - PPE and RPE (including optional face fit).
 - Safe methods of working with unlicensed ACMs to include HSG210 'Asbestos Essentials'.
 - Decontamination process.
 - Waste handling procedures.
 - Emergency Procedures.
 - The role of licensed asbestos removal contractors.
 - Practical demonstrations.
- c) Working with Non-Licensed Asbestos Products Training will be controlled and monitored in house as part of the Plymouth Community Healthcare CIC Estates ongoing professional development programme. External Contractors will be asked to provide in date training certificates as part of their qualification for entry onto the Estates and I.T. Approved Contractor policy. These certificates will be reviewed yearly as part of the annual approved contractor evaluations.

4.1.3 BOHS P405: Management of Asbestos in Buildings

Plymouth Community Healthcare CIC's Responsible Person for Asbestos must attend and successfully complete the BOHS P405: Management of Asbestos in Buildings in order to adequately discharge his duties.

4.1.4 Asbestos Awareness Of Plymouth Community Healthcare CIC Staff

The responsible person (asbestos) will provide every 12 months, a short (maximum of half side of A4) asbestos awareness article, for publishing by the Plymouth Community Healthcare CIC in its internal staff communications. Articles may cover general asbestos management issues, changes in legislation or guidance, specific asbestos issues in the Plymouth Community Healthcare CIC, cases relating to other organisations, etc.

4.2 Asbestos Surveys and Sampling

4.2.1 Asbestos Management Surveys and Reports

The responsible person (asbestos) will commission asbestos management surveys and reports for all pre-2000 constructed buildings owned by Plymouth Community Healthcare CIC and also for any leased buildings where the lease puts the responsibility to manage asbestos onto the tenant. The asbestos surveys and reports will be carried out as described in Health & Safety Executive guidance HSG264 Asbestos: The Survey Guide 2nd edition.

4.2.2 Asbestos Refurbishment / Demolition Surveys and Reports

The responsible person (asbestos) will commission Asbestos Refurbishment / Demolition Surveys and Reports prior to the start of any destructive works on any pre-2000 constructed Plymouth Community Healthcare CIC owned or leased buildings. The asbestos surveys and reports will be carried out as described in Health & Safety Executive guidance HSG264 Asbestos: The Survey Guide 2nd edition.

4.2.3 The sampling and testing of suspect asbestos containing materials

The responsible person (asbestos) will commission the sampling and testing of any suspect asbestos containing material prior to the commencement of any destructive work to any pre 2000 constructed building. The sampling will be carried out by a trained asbestos specialist contractor with no connections to Plymouth Community Healthcare CIC or any external Contractor. The Testing of the sample will be carried out by a United Kingdom Accreditation Service accredited asbestos testing laboratory with no connections to Plymouth Community Healthcare CIC, the asbestos contractor or any external commissioned Contractor.

4.3 Management of Asbestos Information

The asbestos management reports and asbestos refurbishment / demolition reports (where available) will be used to create an asbestos register and asbestos management plan for each pre-2000 constructed building.

4.3.1 Asbestos registers

The Asbestos Register forms part of the Asbestos management plan and will be made available to external Contractors, Direct Employer Labour and Estates, IT, external project managers, external Construction Design and Management co-ordinators and design consultants and the fire brigade. This will be achieved by the following means:

- Electronic copies all asbestos management plans will be saved on the Estates Shared Drive and on the Managing Information Computer Aided Design web based information service for all Plymouth Community Healthcare Employees to access.
- A paper copy of the asbestos management plan for each pre 2000 constructed building will be placed in the fire pack.
- Paper copies of all the asbestos management plans will be kept for reference in the Estates Technical Library.
- Copies of the asbestos management plan for any pre 2000 constructed building will be made available by the responsible person (asbestos) upon request for external Contractors, Direct Employer Labour and Estates, IT, external project managers, external CDM and design consultants and the fire brigade.

4.3.2 Asbestos Management Plans

The Responsible Person (Asbestos) is responsible for creating an asbestos management plan for each pre-2000 constructed building. This will be based on the asbestos management survey for the building and will be informed by the risk matrix for each asbestos containing material that the surveyor discovered or presumed. The asbestos management plan will include:

- Who is responsible for managing asbestos.
- The asbestos register.
- Any plans for work on asbestos containing materials.
- The schedule for monitoring the materials' condition.
- Dissemination of the asbestos plan to all affected parties.

4.3.3 Amending information contained within the asbestos management plans

The asbestos management plan is a living document and will require updating at recent intervals. The responsible person (asbestos) shall be responsible for updating these documents to reflect any removed asbestos containing materials or any degradation of the condition of any asbestos containing materials.

4.4 The Control of Asbestos within Plymouth Community Healthcare CIC's Estate

4.4.1 Day to day maintenance work within the Plymouth Community Healthcare Estate

- a) All direct employed labour and external contractors must read the asbestos register prior to starting any intrusive works in pre 2000 constructed buildings.
- b) All direct employed labour and external contractors must carry out a risk assessment prior to starting the job. All risk assessments must consider the possibility of asbestos containing materials being in the area where the work is being undertaken and all method statements must be formulated to minimise the risk of exposure to asbestos fibres.

All job cards are to contain the following instruction:

- a) Direct employed labour and external contractor **must** read the asbestos register prior to starting any intrusive works in pre 2000 constructed buildings. If the area that is to be worked on contains asbestos **do not start work**. Seek advice from the Responsible Person for asbestos who is the Estates Officer Tel. 435091. Mobile: 07917266889.
- b) Direct employed labour and external contractors must sign their names in the maintenance log book to record their presence in the event of asbestos fibres being released into the air. The reason for this is to assist the Health and Safety Executive in their investigation and to assist the worker on site in seeking aid / compensation if the exposure leads to health problems in the future.
- c) If the direct employed labour or external contractor comes across a suspect asbestos containing material that is not mentioned in the asbestos management plan, they must contact the responsible person for asbestos immediately. Unless 100% certain that it does not contain asbestos fibres the responsible person (asbestos) will arrange for a refurbishment / demolition survey to be carried out on the affected area prior to any work being carried out.

4.4.2 Project work commissioned by Estates, IT or External Project Managers, consultants and designers

- a) When planning any intrusive works in pre 2000 constructed buildings; all project managers, consultants and designers must familiarise themselves with the buildings asbestos management plan as part of their risk assessment. If the management plan provides insufficient information concerning an area of the building where intrusive works is necessary then an asbestos refurbishment / demolition survey for the affects area(s) must be undertaken. An asbestos refurbishment / demolition survey must be undertaken prior to any demolition work involving pre 2000 constructed buildings.
- b) Asbestos refurbishment / demolition surveys that are commissioned by external project managers / consultants must be forwarded to the responsible person for asbestos so that they may update their asbestos management plan.

4.4.3 Notifying the Health and Safety Executive of the commencement of asbestos work

- a) All licensed work and some Non-licensed work on asbestos insulation board is notifiable under the control of asbestos regulations 2012. The project manager has a duty to tell the responsible person (asbestos) of any planned work on Asbestos. The responsible person (asbestos) must provide 14 days notice to the Health and Safety Executive of any licensed work, or if it is non-licensed work then he must consult pages 5 to 8 in HSG210 'Asbestos Essentials' to ascertain if it is notifiable. This section of the book is also available on the Health and Safety Executive website. The address is shown below.

<http://www.hse.gov.uk/pubns/guidance/a0.pdf>

4.4.4 Execution of work on asbestos containing materials

- a) All licensed work on asbestos containing materials shall be carried out by a Health and Safety Executive licensed asbestos contractor, and apart from the exceptions listed below, be directed, briefed, and monitored by the responsible person (asbestos).
- b) All non-licensed work on asbestos containing materials shall be carried out by direct employed labour / external contactors trained to carry out non-licensed asbestos work. They will adhere to the methods and wear the personal protective equipment described in HSG210 'Asbestos Essentials' and be directed, briefed, and monitored by the responsible person (asbestos).

1. Where the works are carried out under a P21 or PFI project, the asbestos contractor will be supervised by the P21 or PFI consortium,

rather than by Plymouth Community Healthcare CIC's responsible person (asbestos).

2. Under certain circumstances the execution of non-licensed works may be more safely executed by a contractor than by an asbestos contractor (e.g. Roofing works). Such works may proceed only with the agreement of the responsible person (asbestos), following advice from the Health and Safety Executive.
 3. Non licensed asbestos work may be carried out by a contractor or direct employed labour that holds a working with non licensed asbestos training certificate that is in date.
- c) Once the work is complete air samples must be taken from a United Kingdom Accreditation Service accredited Environmental Consultancy to prove that air quality is within the asbestos fibre control limit.

4.4.5 Notification to Plymouth Community Healthcare Staff

The responsible person (asbestos) must notify the unit manager(s) prior to commencing any work or surveys related to asbestos containing materials.

4.4.6 What to do if asbestos containing materials are or damaged during work.

- a) If a member of the direct employed labour or a contractor uncovers an asbestos containing material or a suspect asbestos containing material or damages a known asbestos containing material then they are to follow the procedure set down in EM1 in HSG210 'Asbestos Essentials' on page 11 and 12. The procedure can also be found on the Health and Safety Executive website on the following web address.

<http://www.hse.gov.uk/pubns/guidance/em1.pdf>

4.4.7 Reporting dangerous occurrences involving asbestos exposure to RIDDOR

- a) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) places duties on employers and people in control of work premises to report serious workplace accidents, occupational diseases and specified dangerous occurrences.
- b) Exposure to asbestos is reportable under RIDDOR when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. Such situations are likely to arise when work is carried out without suitable controls, or where those controls fail – they often involve:
- Use of power tools (to drill, cut etc) on most asbestos containing materials.
 - Work that leads to physical disturbance (knocking, breaking, smashing) of an asbestos containing material that should only be handled by a

licensed contractor e.g. sprayed coating, lagging, asbestos insulating board.

- Manually cutting or drilling asbestos insulating board.
 - Work involving aggressive physical disturbance of asbestos cement e.g. breaking or smashing.
- c) If these activities are carried out without suitable controls, or the precautions fail to control exposure, these would be classed as a 'dangerous occurrence' under RIDDOR and should be reported.
- d) The need to report a dangerous occurrence relating to asbestos arises, The responsible person (asbestos) will review the asbestos management plan and working practices.

4.4.8 Health surveillance of Plymouth community healthcare CIC employees and counselling

- a) Plymouth Community Healthcare Direct Labour Employees will not carry out any licensed asbestos work and so will not require on going health surveillance, however health surveillance will be provided upon request via the occupational health and wellbeing service.
- b) If any Plymouth Community Healthcare employee is exposed to asbestos fibres they will be entitled to counselling via the occupational health and wellbeing service.

4.5 Periodic Review Of Asbestos Management Regime

The Plymouth Community Healthcare CIC's asbestos management regime, including this document, will be reviewed by the Plymouth Community Healthcare CIC's responsible person, assisted as necessary by an independent asbestos expert, at intervals not exceeding two years, or earlier if considered necessary by the responsible person (asbestos). Where necessary, this document will be updated, ratified and re-issued.

**All policies are required to be electronically signed by the Lead Director.
Proof of the e-signature is stored in the policies database.**

**The Lead Director approves this document and any attached appendices.
For operational policies this will be the Locality Manager.**

Signed: Director of Finance

Date: 03/04/2014