

# **POLICY FOR THE CONTROL AND MANAGEMENT OF ASBESTOS**

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## **POLICY STATEMENT**

Yorkshire and the Humber Strategic Health Authority are committed to protecting the health, safety and welfare of its employees, and those that can be affected by its acts or omissions. It recognises the importance of identifying managing and controlling asbestos containing materials (ACMs) and the requirement to implement and operate a control policy to maintain the safety and welfare of all employees, visitors and contractors on all premises occupied by the SHA.

The SHA acknowledges the health hazards arising from exposure to asbestos and will endeavour to protect its employees and others who may potentially be exposed to ACMs found within premises it occupies.

The SHA will treat all ACMs as hazardous with the object of either completely removing all dangerous asbestos products or materials, or adequately sealing or encapsulating asbestos so that it is maintained in a safe condition. Where we are unsure whether ACMs are present we will presume that the material contains ACMs and treat accordingly.

We will engage, via landlords, competent contractors who hold a current licence with the Health and Safety Executive to assist in indemnifying asbestos and plan for removal, sealing or encapsulating.

We will implement procedures which will reduce and control exposure to asbestos. We will ensure that where ACMs are present employees, visitors and contractors to premises occupied by the SHA are made aware of ACMs.

The SHA will provide sufficient information and training to ensure the understanding of hazards with ACMs within the workplace, and the importance of appropriate control measures. Information will also be given to other who may be affected.

The Control and Management of Asbestos policy will be reviewed annually or as required following changes to legislation or circumstances

## DEFINITIONS

**Asbestos-Containing Materials (ACMs):** Asbestos Containing Materials i.e. materials that have as a constituent, one or more of the three types of asbestos which include blue (crocidolite), brown (amosite) and white (chrysotile).

**Type 1 Asbestos Survey:** these surveys are visual inspections where any suspect material is presumed to contain asbestos and is assessed and reported accordingly.

**Type 2 Asbestos Survey:** the standard sampling and assessment survey and is the normal basis for SHA Asbestos Registers for asbestos management purposes. This type of survey involves both inspection and sampling of suspect materials. Samples are collected in a controlled manner and analysed by a laboratory accredited by the United Kingdom Accredited Service (UKAS).

**Type 3 Asbestos Survey:** this survey is a full access sampling and identification survey and will be undertaken prior to invasive building works, refurbishment, or demolition. Type 3 surveys are not required to assess condition, they identify asbestos material type and extent is possible. The surveys involve intrusive and occasionally destructive means to identify asbestos within the fabric of the building.

**Asbestos Register:** this document holds the following details

- Site details
- Details of surveys and re-inspections
- Areas not surveyed
- Drawings
- ACM locations
- Material types
- Asbestos types
- Condition of the materials
- Surface treatments (eg painted, bare)
- Material risk scores
- Photographs (maximum two years between photographs)
- Risk assessments
- Remedial work history

A Type 2 Asbestos Survey will form the basis of this Register

**Plan of Work (also know as the Method Statement:** evidence from an asbestos removal contractor that a safe system of work has been developed for the removal of asbestos. This will address:

- The type of work and likely duration
- The address and location of the work
- When the work is to be undertaken

- ASB5 notification
- Risk assessment
- The procedures and precautions required to reduce exposure to as low as is reasonably practical (method statement)
- The equipment required
- Decontamination issues
- Emergency procedures
- The level of supervision required

**Asbestos Management Plan (AMP):** this is the action plan set out by the SHA to ensure that relevant information is passed to those who need it i.e. service personnel, maintenance workers, emergency services and employees. It facilities control over the locations where ACMs are found, through the use of labels, control of contractors, emergency procedures and instruction. The AMP will include the Asbestos Register as well as copies of any relevant documents such as analysis certificates and clearance certificates.

## **1 INTRODUCTION**

This policy sets out the SHAs aims and objectives, responsibilities and arrangements for the safe management of ACMs.

The policy will apply to all premises under the direct control and occupation of the SHA and where we have a contractual obligation regarding the maintenance and repair of buildings.

## **2 BACKGROUND**

Asbestos is the generic name for a collection of naturally-occurring minerals which appear in a fibrous form. There are six regulated types of asbestos in the UK. The three most common ones are blue (crocidolite), brown (amosoite) and white (chrysotile). Analysis is required to determine type.

As a result of its many useful properties, including its inertness and heat resistance, together with its fibrous nature, asbestos has been used for a wide variety of applications totally some 3500.

Some Asbestos-Containing Materials (ACMs) are more vulnerable to damage and more likely to give off fibres than others. Management arrangements and precautions need to be adjusted to the ACMs in question.

Asbestos is most likely to be evident in the following materials;

- Sprayed asbestos – used as fire protection on structural steelwork, structural concrete and the like
- Asbestos loose packing – used as fire stopping in risers, fire breaks in rook spaces
- Moulded or preformed lagging – generally used in thermal insulation of pipes and boilers
- Insulating boards used for fire protection, ceiling tiles, partitioning, soffit boards, fire doors, and the like
- Millboard, paper and paper products used for insulation of electrical equipment. Asbestos paper has also been used as a fire resistant facing on wood fibre board
- Asbestos cerement products used as corrugated sheets for roof coverings, wall cladding, gutters, rainwater pipes and water tanks
- Certain textured wall and ceiling coatings
- Bitumen-based materials such as roofing material, damp-proof course, acoustic sink pad
- Floor covering in vinyl or thermoplastic asbestos floor tiles and sheet
- Other plastic-based materials containing asbestos such as toilet cisterns and seats
- Asbestos gaskets on pipe work and rope seals on ventilation and boiler plant
- Woven asbestos products such as fire blankets, electrical flash-guards, asbestos rope, asbestos wrap round cables and plant

Asbestos which is in good condition and not disturbed or damaged is safe and does not pose a risk. Risk only occurs when the material is disturbed or is damaged and the fibres become airborne. Asbestos in poor condition and asbestos likely to be disturbed should always be removed.

### **3 AIMS AND OBJECTIVES**

- 3.1 We will ascertain if any premises occupied by the SHA have any ACMs within them by engaging competent asbestos surveyors to carry out appropriate surveys and to develop AMPs. We will minimise and control any potential exposure by carrying out the actions contained within the AMPs.
- 3.2 We will provide structured awareness training for managers and staff as appropriate
- 3.3 We will ensure that areas identified as containing ACMs are kept to a high standard of containment and sealed or encapsulated and labelled where necessary by competent contractors as required by the AMP.
- 3.4 We will ensure that the AMP indicated timescales for removal of ACMs.

## **4 RESONSIBILITIES**

### **4.1 Chief Executive**

- Has overall accountability and responsibility for asbestos management within the SHA
- Has responsibility for ensuring that 'Approved Persons' are appointed to implement the provisions contained within the Management of Asbestos in non-domestic premises – Regulation 4 of the Control of Asbestos Regulations 2006.

### **4.2 Responsible Person (Asbestos) (Duty undertaken by Sheffield Health and Social Care Trust for all sites occupied by the SHA)**

The Responsible Person (Asbestos) will possess adequate technical knowledge, sufficient practical experiences and have received appropriate training in asbestos appreciation. They will be responsible for managing asbestos through the nominated service provider and advising on all aspects of asbestos control risk assessment and the provision of technical advice within the PCT. S/ he will ensure that all work on asbestos containing materials (ACMs) will be undertaken in compliance with the Management of Asbestos in non-domestic premises – Regulation 4 of the Control of Asbestos Regulations 2006.

S/he will inform al other employees and safety representatives within the SHA of any control measures that are either introduced or are required for asbestos, together with any other relevant health and safety information

#### **The Responsible Person will:**

- Be responsible for ensuring competent asbestos surveyors are engaged
- Notify the appropriate Fire Brigade of ACMs identified within each premise
- Undertaken periodic reviews and duty holders/ building managers for each premise/ building provided by others/ used or visited by SHA staff where ACMs have been identified to ensure full compliance with the Duty of Manage Asbestos
- Liaise with the nominated service provider in relation to management and control of asbestos
- Ensure appropriate asbestos surveys are undertaken for all properties occupied by the SHA.
- Ensure that where additional accommodation is required that an appropriate Asbestos Survey is in place
- Ensure that ACMs are in place in order to prevent or reduce exposure to asbestos to the lowest level that is reasonably practicable
- Maintain written documents and records for risk assessments, training etc.
- Establish clear lines of communication and management responsibility

- Be the point of contact for all contractors and SHA employees prior to the commencement of any work to be undertaken which could disturb any ACMs
- Inform employees and safety representatives of any control measures that are either introduced or required
- Develop and maintain a central asbestos register detailing the location, condition type and form of all asbestos within buildings occupied by the SHA
- Ensure that Asbestos Registers are maintained for each building occupied
- Undertake audits to ensure that this policy and associated procedures are followed
- Ensure the policy is reviewed on an annual basis

#### **4.3 Nominated Service Provider**

Sheffield Health and Social Care Foundation Trust will provide the SHA with assistance to ensure that appropriate licensed removal of asbestos contractors are engaged

#### **4.4 Contractors (Asbestos)**

All contractors engaged to remove asbestos from any building occupied by the SHA must be a company that specialises in the management of asbestos and licensed by the SHA. They will carry out the removal or any remedial works on ACMs as requested by the Responsible Person (Asbestos) with assistance provided as required by Sheffield Health and Social Care Foundation Trust.

#### **4.5 Control of Contractors**

It is the policy of the SHA to secure a high standard of safety in all areas. All contractors/ sub-contractors must conduct their activities so the conditions and methods of work are safe for both their own and the SHA's employees, and others who may be affected by their undertaking whether employed or not.

#### **4.6 Health & Safety Advisor/ Manager**

- Will undertake periodic checks to ensure that the arrangements are working and that managers' are fully aware of their responsibilities in order to comply with their duty to manage.
- Liaison with the Responsible Person to ensure that asbestos management systems remain relevant and up-to-date and are complied with.
- Will undertake actions identified with AMPs in order to minimise and control any potential exposure or sudden degradation/ deterioration of ACMs.
- Will take responsibility for recording with AMPs all actions and reviews.

- Will ensure that where ACMs are present these are brought to the attention of staff, visitors and contractors working within these areas as appropriate.
- Will ensure that employees working in proximity to ACMs are informed of the health risks of asbestos and instructed on the precautions to be taken.
- Will ensure a procedure is implemented to address potential accidental exposure to ACMs. See Appendix 2.
- Will ensure any action required as a result of the survey and as set out in the AMP to prevent the release of asbestos fibres into the workplace is subsequently implemented.
- Will ensure arrangements are implemented to facilitate the continual monitoring and review of ACMs.
- Will undertake an annual update of assessments where there is reason to suspect that the register is no longer valid or there has been a significant change in the premises.

#### **4.7 Employee Responsibilities**

- To take reasonable care of their own health and safety and that of others who may be affected by theirs or omissions at work.
- To co-operate with the SHA in complying with any arrangements required of this policy.
- To inform the Health & Safety Advisor/ Manager if they have any concerns relating to asbestos.

### **5 Buildings Health & Safety Red File System**

5.1 A red Health & Safety file will be kept at reception for each premise the SHA occupies.

5.2 The Health and Safety file will contain all information in relation to asbestos for the site including;

- The Control and Management of Asbestos Policy
- Asbestos survey/ register
- Asbestos Management Plan

5.3 The Health and Safety file will be maintained by the Health & Safety Advisor/ Manager

### **6 Labelling Asbestos**

Labelling with industry standard labels or the fixing of appropriate warning signs will be undertaken in plant rooms, boiler rooms and in areas where pipe lagging and Asbestos Insulation Boards are present.

All other labelling will be considered on a case by case basis. Not all ACMs will be labelled as a matter of course but all known ACMs will be recorded in the asbestos register, Therefore when a property is presumed to contain asbestos, prior to any works to be undertaken the asbestos register MUST be consulted.

## **7 Training**

In accordance with Regulation 10 of the Control of Asbestos Regulations 2006, asbestos awareness training and refresher updates will be given (every 3 years or when there is a change in legislation which necessitates re-training) to Facilities Managers and site staff who in course of their work either come into contact with asbestos or who provide information

## **8 Shared Premises**

Where ACMs have been identified in buildings provided by others/ used or visited by SHA staff, the duty holders for such premises have the legal duty to manage ACMs.

## **9 Inaccessible Areas**

All visible and accessible sources of asbestos identified are recorded and documented on the Asbestos Register. Those areas not able to be accessed during the course of the site assessment are also documented. This is important for future reference and re-inspections.

## **10 Reassessment**

Reassessment of the asbestos material left in situ will be carried out at regular intervals of a least 1 year and earlier if the nature or location of the work in the vicinity of the asbestos materials changes.

## **11 Emergency Procedures**

In the event of the uncontrolled disturbance of ACMs, the following procedure should be followed:

- i. Evacuate the immediate area and seal off. If available affix signs or labels, take all possible steps to cut any airflow to the area.
- ii. Assess whether dust or debris has been deposited on clothing. If so, outer clothing should be removed and left in the area (this will be treated as asbestos waste during the clean-up process to come)
- iii. Report immediately
- iv. Contact SHSCT Estates Direct Link – Telephone 0114 218181

- v. Inform the relevant Facilities Manager
- vi. Investigations and plans should be made by the relevant Building Manager to have the area cleaned and made safe prior to reoccupation

A full flow chart showing the actions which should be followed if there is accidental damage to ACMs is available at Appendix 2.

## 12 Policy Arrangements

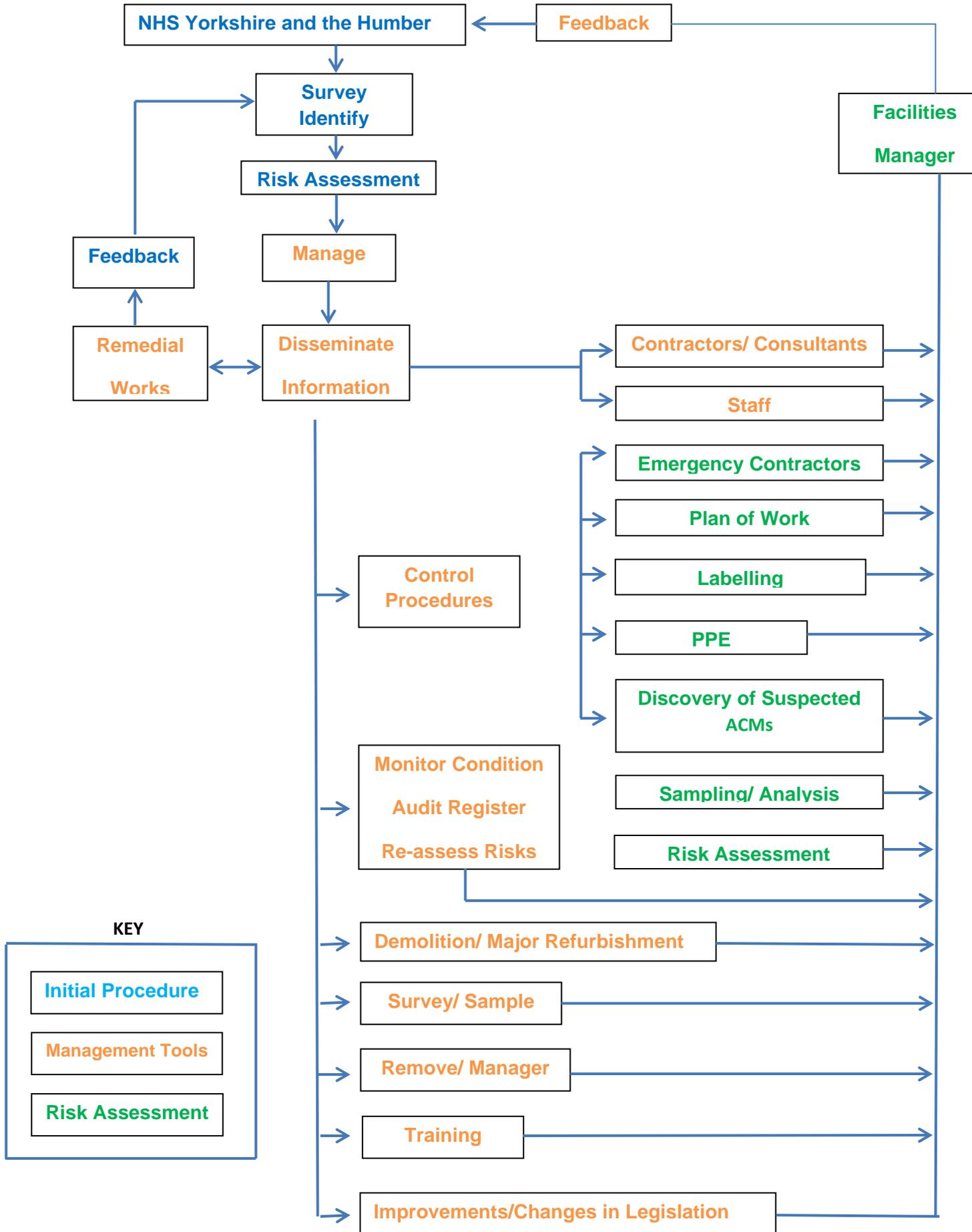
- 12.1 An appropriate asbestos survey will be conducted by an approved contractor (complying with the standard ISO 17020) to identify ACMs in SHA occupied premises, detailing the type, amount and condition of ACMs. Any remedial action noted in the survey will be followed up with an action plan with appropriate timescales. This initial survey will form the basis of an Asbestos Register. The Register will be kept up to date by the nominated Facilities Manager with a log of all occurrences and work near or with ACMs
- 12.2 A written Asbestos Management Plan (AMP) will be prepared for each site which sets out details of how the risks of any ACMs identified will be controlled.
- 12.3 An action plan to actively manage ACMs from properties occupied by the SHA will be developed with identified timescales and with the necessary financial resources.
- 12.4 Information regarding the type, amount and location of ACMs will be provided to building, service and maintenance contractors pre-tender in order that they can allocate sufficient resources, and in order for them to produce a realistic risk assessment and method statement. No major building works can start before a written plan of work has been received and approved by SHSCT on behalf of the SHA and approved by the relevant Facilities Manager
- 12.5 The condition of any ACMs which have been left in-situ will be reviewed at least annually or if there is reason to believe that the control measures are no longer effective.
- 12.6 Where practical, ACMs will be physically identified within buildings by the use of cautionary signs, labels or placards to reduce the risk of inadvertent disturbance of such materials
- 12.7 Facilities Managers will be given sufficient training in order that they can carryout their duties with regard to ACMs.
- 12.8 A copy of the site Asbestos Register will be made available at Reception for all sites occupied by the SHA.

- 12.9 The Fire Brigade will be kept informed by the Facilities Managers of details of ACMs and any changes of circumstances for all premises occupied by the SHA.
- 12.10 When ACMs are required to be removed, a licensed asbestos removal contractor will be engaged to carry out the works, and remove it via an authorised waste consignment. A certificate of clearance, including air quality certificates will be required prior to the area being re-commissioned, copies of which will be kept in the Asbestos Register.

### **13 Monitoring and Review**

- 13.1 This policy for the control and management of asbestos will be reviewed annually by the Facilities Manager, or when there is reason to suspect the policy is not longer valid, or there has been a significant change to which the policy relates. Findings will be recorded on the Monitoring and Review Checklist. See Appendix 4.
- 13.2 The AMPs and Asbestos Registers for each building occupied by the SHA will be monitored on a basis consistent with the findings of the Asbestos Survey.

# Asbestos Management Procedure Appendix 1

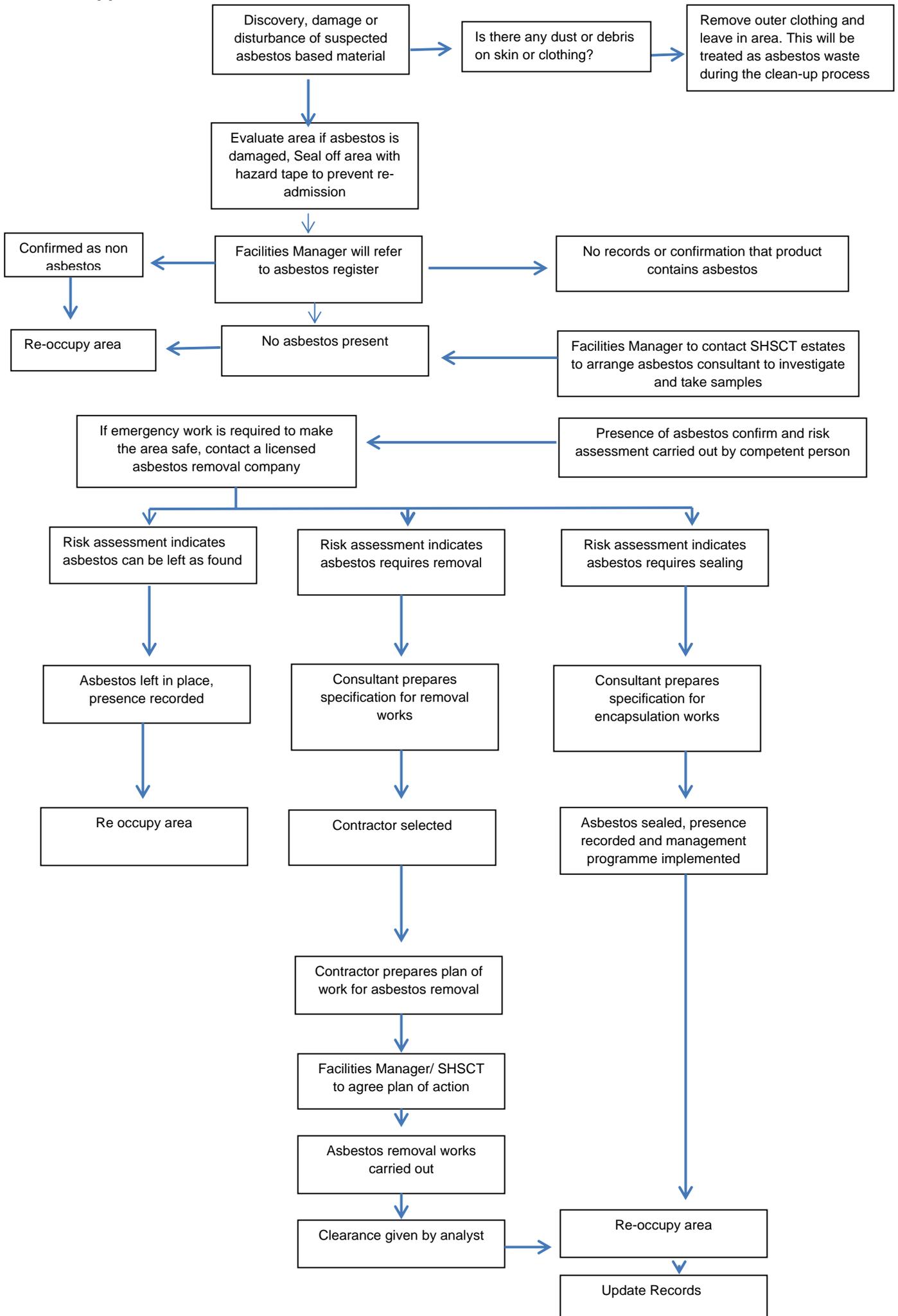


**KEY**



# Emergency Procedure Flowchart

## Appendix 2



**Monitoring and Review Checklist**

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

**Location**

1.1	Has an appropriate asbestos survey been undertaken for the building and a register drawn up showing the location of any ACMs?	
1.2	Are employees working in proximity to ACMs informed on the health risks of asbestos and instructed on any precautions to be taken?	
1.3	Are nominated managers familiar with the Asbestos Register and have they been trained as per appendix 2 of the 'Policy for Control and Management of Asbestos'?	
1.4	Are arrangements and procedures in place to warn others who may come to our workplace of the presence and location of any relevant ACMs?	
1.5	Has a procedure been implemented to address accidental exposure to asbestos?	
1.6	Has action been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres?	
1.7	Are arrangements in place to ensure the on going monitoring and review of any ACMs?	
1.8	Are arrangements in place to ensure only licensed contractors are permitted to work on ACMs?	
1.9	Are surveys, registers and management plans available at reception?	

**Completed by**

**Date**

## SHA Occupied Properties

## Appendix 5

Don Valley House

Savile Street East

Sheffield

S4 7UQ

Blenheim House

West One

Duncombe Street

Leeds

LS1 4PL

North East Yorkshire and Northern Lincolnshire Office

Building A

Willerby Hill Business Park

Willerby

HU10 6FE

**Constructed in 2007 – no asbestos used in construction**

**Willow Terrace – owned and managed by the University of Leeds**