



<b>Document Type:</b> Policy		<b>Unique Identifier:</b> E&F/POL/002	
<b>Document Title:</b>  Asbestos Management		<b>Version Number:</b> 4	
		<b>Status:</b> Ratified	
<b>Scope:</b> Estates staff primarily Staff, patients and visitors		<b>Classification:</b> Departmental	
<b>Author / Title:</b> Glyn Davies – Divisional Manager		<b>Responsibility:</b> Estates & Facilities	
<b>Replaces:</b> Version 3.2, Asbestos Management, E&F/Pol/002		<b>Head of Department:</b> Glyn Davies, Divisional Manager	
<b>Validated By:</b> Estates AP Group E&F Group		<b>Date:</b> 12/09/2017 12/10/2017	
		<b>Date:</b> 21/12/2017	
<b>Ratified By:</b> Heath & Safety Committee		<b>Date:</b> 21/12/2017	
<b>Review dates may alter if any significant changes are made</b>		<b>Review Date:</b> 01/09/2020	
<b>Which Principles of the NHS Constitution Apply?</b> Please list from principles 1-7 which apply  5,6 and 7		<b>Which Staff Pledges of the NHS Constitution Apply?</b> Please list from staff pledges 1-7 which apply  1,2,3,4,5,6 and 7	
Does this document meet the requirements of the Equality Act 2010 in relation to Race, Religion and Belief, Age, Disability, Gender, Sexual Orientation, Gender Identity, Pregnancy & Maternity, Marriage and Civil Partnership, Carers, Human Rights and Social Economic Deprivation discrimination? <b>Yes</b>			
<b>Document for Public Display: No</b>			
<b>Reference Check Completed by Joanne Phizacklea, 21.2.18.</b>  To be completed by Library and Knowledge Services Staff			

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## BEHAVIOURAL STANDARDS FRAMEWORK

To help create a great place to work and a great place to be cared for, it is essential that our Trust policies, procedures and processes support our values and behaviours. This document, when used effectively, can help promote a workplace culture that values the contribution of everyone, shows support for staff as well as patients, recognises and celebrates the diversity of our staff, shows respect for everyone and ensures all our actions contribute to safe care and a safe working environment - all of which are principles of our Behavioural Standards Framework.

### Behavioural Standards Framework – Expectations ‘at a glance’

Introduce yourself with #hello my name is... 	Value the contribution of everyone	Share learning with others
Be friendly and welcoming	Team working across all areas	Recognise diversity and celebrate this
Respect shown to everyone	Seek out and act on feedback	Ensure all our actions contribute to safe care and a safe working environment
Put patients at the centre of all we do	Be open and honest	For those who supervise / manage teams: ensure consistency and fairness in your approach
Show support to both staff and patients	Communicate effectively: listen to others and seek clarity when needed	Be proud of the role you do and how this contributes to patient care

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## 1. SUMMARY

The Control of Asbestos Regulations 2012<sup>1</sup>, specifically Regulation 4, places a legal duty on the person or persons responsible for a building to manage the asbestos within that building. **Appendix 3 denotes those responsibilities**

## 2. PURPOSE

This Policy is for the guidance of Directors, Managers, Employees and Contractors who work for (or on behalf) of **University Hospitals of Morecambe Bay NHS Foundation Trust, Hereafter “The Trust”**

This Policy applies within the Trust’s premises and is designed to be used in conjunction with the asbestos management plan to meet the requirements of current legislation for managing asbestos.

Access to Trust premises is open to tenants, employees, contractors and the public and may not be restricted to "normal" business hours.

A hard copy of the Asbestos Management Policy is to be filed with the asbestos survey register for the site under The Trust control.

This Asbestos Management Plan will be reviewed by the site **Authorised Person (AP)** or an appointed Competent Person (CP) on a 12 monthly basis. All items listed on the Management Plan will be inspected and their condition recorded. Any change in that condition will require an immediate action to ensure the Asbestos Containing Material (ACM) retains a safe condition.

All known ACMs must be inspected more frequently at any time where there is a major change in legislation or policy or if directed by events.

## 3. SCOPE

The Trust is the Landlord who manages the premises within Royal Lancaster Hospital, Queen Victoria Hospital, Westmorland General Hospital and Furness general Hospital. This Policy applies to these named premises, or parts thereof, that The Trust are responsible for during the times that they are the Duty Holder

In buildings not owned by the Trust, but where Trust staff are employed, the buildings Landlord (or its occupier / tenant) must provide **buildings services assurance documentation** to evidence statutory compliance. A failure to provide such documentation will be assessed on the basis of risk and considered against the necessary continuation of the healthcare service and its impact on patients

## 4. POLICY / GUIDELINES.

Asbestos Containing Materials were widely used by the construction industry throughout the UK up until 1999 and University Hospitals of Morecambe Bay NHS Foundation Trust (The Trust) recognises that it has a duty to protect its employees, patients and others who

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may be affected by its operations from unnecessary exposure to asbestos materials. This policy establishes the mechanisms through which the Trust will identify the location and condition of asbestos containing materials in all properties under its ownership and management and contains details of how exposure to asbestos fibres will be controlled. In accordance with the Control of Asbestos Regulations 2012<sup>1</sup>, the Trust has a 'duty to manage' the asbestos within their premises to protect anyone using or working within them from the risks to health that exposure to asbestos can cause.

Asbestos Containing Materials – ACMs are materials which can contain any of the 3 common forms of asbestos fibre in any proportion.

There are 2 types of survey that can be undertaken to identify ACM's: -

- **Management Survey** – this type of survey can be completed by presuming the presence of ACM's, sampling suspect materials for confirmation or a combination of both and is the most commonly used method.
- **Refurbishment/Demolition Survey** – this type of survey is fully intrusive which will include the identification and testing of concealed materials. This type of survey is likely to be undertaken where a structure is due to be substantially altered or demolished.

The implementation of this policy will be the responsibility of the Director of Estates & Facilities

**The Director of Estates & Facilities** will be responsible for the co-ordinating of the surveying of the properties, assessing the condition of asbestos containing materials, compiling the database and compiling any necessary guidance.

**The Divisional Manager (Estates Maintenance)** will be responsible for ensuring risk assessments are undertaken and safe systems of works are put into place, and maintenance employees are provided with information, instruction and training in the correct methods and procedures for working safety with ACM's.

The **The Divisional Manager (Estates Maintenance) and the Divisional Manager (Estates Capital)** will be responsible for co-ordinating the Trusts Site Induction Program for contractors, which will include information and instruction on the Trusts' Asbestos Management Plan and Asbestos Registers.

The **Divisional Manager (Estates Capital)** will be responsible for consulting with the appointed Asbestos Surveyor / Contractors to coordinate the IPR/MICAD Asbestos Registers in fulfilling its statutory responsibility in-line with Control of Asbestos Regulations 2012<sup>1</sup>.

The **Site Estates Managers** will be responsible for co-ordinating in-house Site Services 'Asbestos Awareness' annual training and Asbestos 'Duty to Manage' training.

The Trust will take all reasonable steps to survey all properties in its ownership to identify the location and condition of ACM's and enter the details onto an Asbestos Register. It is the responsibility of the **Site Estates Manager** to update the Asbestos Register (via the Estates Capital Team) for every instance of change in condition or removal. Re-inspections are conducted annually. This information is disseminated through the Site

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Induction Program, the Asbestos Management Plan and the Intranet Property (Asbestos) Register managed by the Estates Capital Team

Where ACM's are present, The Trust will make an assessment of the risk posed and put in place procedures to manage the risk.

Where the location and/or condition of the asbestos so dictates, steps will be taken to remove the asbestos by an approved contractor as instructed by the **Site Estates Manager / Authorised Person (AP)**

Employees and contractors undertaking maintenance work will be given information on its location and condition through the Site Induction Program by the **Site Estates Manager / Authorised Person (AP)**.

The **Site Estates Manager / Authorised Person (AP)** will ensure that employees likely to encounter asbestos during their work will receive Asbestos Awareness training annually and that no less than two AP's for Asbestos will receive Duty to Manage asbestos training as required by regulation 4 of the Control of Asbestos Regulations 2012<sup>1</sup>. Training records are held and monitored annually by the Estate Maintenance team.

The **The Director of Estates & Facilities** is responsible for ratifying this document. The **The Divisional Manager (Estates Maintenance) and the Divisional Manager (Estates Capital)** has responsibility for the dissemination, implementation and review of this Policy.

The design and process of review and revision of this policy will be on the advice of the Trust **Authorised Engineer (AE)**

Significant and non-significant reviews and revisions to this document will include a consultation with the AP Group and ratified by the Estates & Facilities Group and the Health & Safety Committee.

The **Authorised Engineer (AE)** will undertake a regular audit of the processes specified in this policy, ensuring it reflects current legislation and good practice and will be reviewed every 3 years or as required by changes in legislation.

It should be noted that the responsibilities in this policy are legally enforceable and that managers (and employees where applicable) failing to uphold their responsibilities may find themselves in breach of internal disciplinary policies and legislation.

5. ATTACHMENTS	
Number	Title
1	Disruption or Discovery of ACM
2	Maintenance Flowchart
3	Management Structure
4	Permit to Work
5	Equality & Diversity Impact Assessment Tool

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6. OTHER RELEVANT / ASSOCIATED DOCUMENTS	
Unique Identifier	Title and web links from the document library
Corp/Pol/002	Control of Contractors <a href="http://uhmb/cs/tpdl/Documents/CORP-POL-002.docx">http://uhmb/cs/tpdl/Documents/CORP-POL-002.docx</a>
E&F/POL/018	Planned Preventative and Defect Maintenance Policy <a href="http://uhmb/cs/tpdl/Documents/EF-POL-018.docx">http://uhmb/cs/tpdl/Documents/EF-POL-018.docx</a>

7. SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS	
References in full	
Number	References
1	HM Govt (2012)The Control of Asbestos Regulations (SI 2012 No 632). Available from: <a href="http://www.legislation.gov.uk/uksi/2012/632/pdfs/uksi_20120632_en.pdf">http://www.legislation.gov.uk/uksi/2012/632/pdfs/uksi_20120632_en.pdf</a> (accessed 15.1.18)
<b>Bibliography</b>	
Directive 2003/18/EC of the European Parliament and of the Council. Available from: <a href="http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:097:0048:0052:EN:PDF">http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:097:0048:0052:EN:PDF</a> (accessed 15.1.18)	
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Great Britain (1996) The Special Waste Regulations 1996. Available from: <a href="http://www.legislation.gov.uk/uksi/1996/972/contents/made">http://www.legislation.gov.uk/uksi/1996/972/contents/made</a> (accessed 15.1.18)	
Great Britain (2005) The Hazardous Waste (England and Wales) Regulations 2005. Available from: <a href="http://www.legislation.gov.uk/uksi/2005/894/pdfs/uksi_20050894_en.pdf">http://www.legislation.gov.uk/uksi/2005/894/pdfs/uksi_20050894_en.pdf</a> (accessed 15.1.18)	
DOH (1974). Health and Safety at Work etc Act 1974. Available from: <a href="http://www.legislation.gov.uk/ukpga/1974/37/contents">http://www.legislation.gov.uk/ukpga/1974/37/contents</a> (accesses 15.1.18)	
Great Britain (1999) The Management of Health and Safety at Work Regulations 1999. Available from: <a href="http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf">http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf</a> (accessed 15.1.18)	
HSE (2002) Control of substances hazardous to health regulations 2002 (as amended in 2004) – General enforcement guidance and advice. Available from: <a href="http://www.hse.gov.uk/foi/internalops/ocs/200-299/273_20/">http://www.hse.gov.uk/foi/internalops/ocs/200-299/273_20/</a> (accessed 15.1.18)	
HSE (2002). A comprehensive guide to managing asbestos in premises. Available from: <a href="http://www.hse.gov.uk/pubns/priced/hsg227.pdf">http://www.hse.gov.uk/pubns/priced/hsg227.pdf</a> (accessed 15.1.18)	
HSE (2003) Health and safety regulation..... a short guide. Available from: <a href="http://www.hse.gov.uk/pubns/hsc13.pdf">www.hse.gov.uk/pubns/hsc13.pdf</a> (accessed 15.1.18)	
Great Britain (2002) The Control of Substances Hazardous to Health Regulations. Available from: <a href="http://www.legislation.gov.uk/uksi/2002/2677/pdfs/uksi_20022677_en.pdf">http://www.legislation.gov.uk/uksi/2002/2677/pdfs/uksi_20022677_en.pdf</a> (accessed 15.1.18)	

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<b>8. DEFINITIONS / GLOSSARY OF TERMS</b>	
<b>Abbreviation or Term</b>	<b>Definition</b>
ACM	Asbestos Containing Material
AP	Authorised Person
CP	Competent Person
AE	Authorised Engineer

<b>9. CONSULTATION WITH STAFF AND PATIENTS</b>		
Enter the names and job titles of staff and stakeholders that have contributed to the document		
<b>Name</b>	<b>Job Title</b>	<b>Date Consulted</b>
Nigel German	RLI Estates Manager	Nov 2017
Gary Archer	RLI Building Manager	Nov 2017
Nick Buxton	FGH Estates Manager	Nov 2017
Ian Cummings	WGH Estates Manager	Nov 2017
Andy Waddington	Divisional Manager (Estates Capital)	Nov 2017

<b>10. DISTRIBUTION PLAN</b>	
Dissemination lead:	Glyn Davies
Previous document already being used?	Yes
If yes, in what format and where?	Policy Document on Trust G Drive
Proposed action to retrieve out-of-date copies of the document:	Email new Document to all stakeholders
<b>To be disseminated to:</b>	
Document Library	
Proposed actions to communicate the document contents to staff:	Include in the UHMB Weekly News – New documents uploaded to the Document Library

<b>11. TRAINING</b>		
Is training required to be given due to the introduction of this procedural document? *Yes / No Please delete as appropriate		
<b>Action by</b>	<b>Action required</b>	<b>Implementation Date</b>
Nigel German	Awareness training for ALL Estates staff	Dec 17
Ian Cummings	Awareness training for ALL Estates staff	Dec 17
Nick Buxton	Awareness training for ALL Estates staff	Dec 17

<b>12. AMENDMENT HISTORY</b>				
<b>Revision No.</b>	<b>Date of Issue</b>	<b>Page/Selection Changed</b>	<b>Description of Change</b>	<b>Review Date</b>
3.1	13/11/2017	Page 3	BSF Page Added	01/09/2017
3.2	15/11/2017	Page 1	Review Date extended – form 192/2017	01/01/2018
4	Dec 17	Various	Name changes within Appendices and simplification of text	Dec 2020

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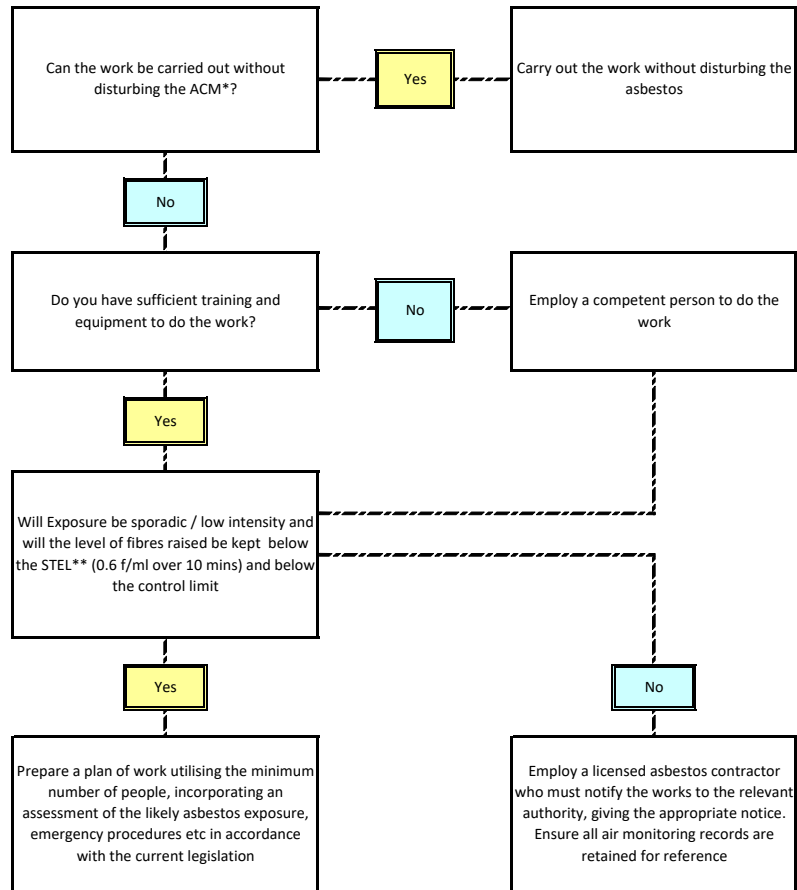
## Appendix 1: Disruption or Discovery of an ACM

In the event of accidental damage or uncovering of suspicious or unidentified materials the following procedure is to be followed.:-

1. Ensure the area is safe to vacate , lock off and signage if possible
2. Notify the site Authorised Person (AP), Estates Manager or Supervisor immediately (by phone if possible)
3. Remain at (or near) the area until the AP (or Estate Manager / Supervisor) arrives on site to:-
  - prevent further damage to the ACM
  - inadvertent access to the area
4. Responsibility for the issue is then transferred to the AP who will undertake actions appropriately in accordance with Asbestos Regulations and training ref BOHS P405

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## Appendix 2: Maintenance Flowchart

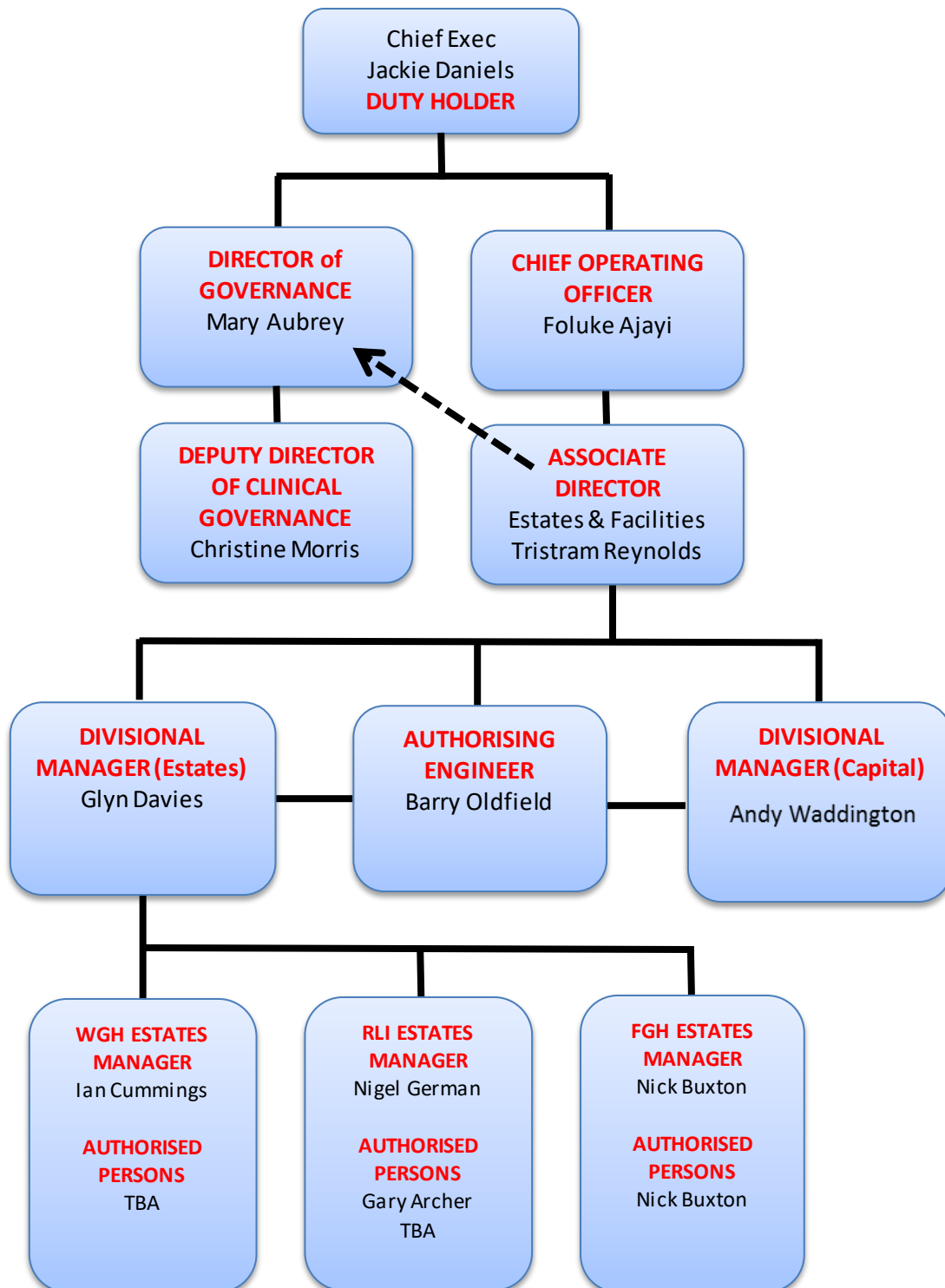


\*Asbestos Containing Material  
 \*\* Short Term Exposure Limit

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### Appendix 3: Management Structure



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<b>9. Provision for Storage and Removal of Asbestos</b>	
<b>10. Issue of Permit</b>	
<p><b>Date:</b> ...../...../.....</p> <p>Work may Commence at: .....hours</p> <p>Duration of Permit: .....hours</p> <p>Person Responsible for undertaking the work: _____ Time: .....hours</p> <p>Authorised Person: _____ Time: .....hours</p>	<p>Extension of Time to: .....hours</p> <p>Extension of Time to: .....hours</p> <p>Extension of Time to: .....hours</p> <p>Date: ...../...../.....</p> <p>Date: ...../...../.....</p>
<b>11. All work is complete and the working area is in a satisfactory condition. The Permit is hereby withdrawn.</b>	
<p>Person Responsible for undertaking the work: _____ ...../...../..... Time: .....hours</p> <p>Authorised Person: _____ Time: .....hours</p>	<p>Date: _____</p> <p>Date: ...../...../.....</p>

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## Appendix 5: Equality & Diversity Impact Assessment Form



University Hospitals of  
Morecambe Bay  
NHS Foundation Trust

### Equality Impact Assessment Form

Department/Function	Estates & Facilities			
Lead Assessor	Glyn Davies			
What is being assessed?	Staff communications, tasks and welfare			
Date of assessment	05/09/17			
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.	Equality of Access to Health Group	<input type="checkbox"/>	Staff Side Colleagues	<input checked="" type="checkbox"/>
	Service Users	<input checked="" type="checkbox"/>	Staff Inclusion Network/s	<input type="checkbox"/>
	Personal Fair Diverse Champions	<input type="checkbox"/>	Other (Inc. external orgs)	<input type="checkbox"/>
	Please give details:			

1) What is the impact on the following equality groups?		
Positive:	Negative:	Neutral:
<ul style="list-style-type: none"> <li>➤ Advance Equality of opportunity</li> <li>➤ Foster good relations between different groups</li> <li>➤ Address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ Unlawful discrimination, harassment and victimisation</li> <li>➤ Failure to address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ It is quite acceptable for the assessment to come out as Neutral Impact.</li> <li>➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged</li> </ul>
Equality Groups	Impact (Positive / Negative / Neutral)	Comments
Race (All ethnic groups)	Neutral	<ul style="list-style-type: none"> <li>➤ Provide brief description of the positive / negative impact identified benefits to the equality group.</li> <li>➤ Is any impact identified intended or legal?</li> </ul>
Disability (Including physical and mental impairments)	Neutral	
Sex	Neutral	
Gender reassignment	Neutral	
Religion or Belief	Neutral	
Sexual orientation	Neutral	
Age	Neutral	
Marriage and Civil Partnership	Neutral	
Pregnancy and maternity	Neutral	
Other (e.g. caring, human rights)	Neutral	

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2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	n/a
--	-----

3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan **to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.**

- This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups
- This should be reviewed annually.

Action Plan Summary

Action	Lead	Timescale

*This form will be automatically submitted for review for Policies and Procedures once approved by Policy Group. For all other assessments, please return an electronic copy to [EIA.forms@mbht.nhs.uk](mailto:EIA.forms@mbht.nhs.uk) once completed.*

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