

Asbestos Management Plan and Operational Procedures

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REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW

January 2021 – New Policy, supporting documentation and guideline.

February 2021 – Updated IM&T Section

February 2021 – Updated following consultation with Estates and Facilities, UHL H&S Committee membership, IM&T and External Asbestos Co-ordinator

May 2022 – full list of changes below:

Page 2	Contents – Reconciled for changes to doc
2.5(g)	<i>“unless the ACM is a non-licensed material in a location where it is safer to use another trade (i.e. asbestos roofing sheets at height)”</i> added
3	Definition of ACM changed to remove “containing more than 1%”.
3	ASB5 added
3	HELM added
3	Sky Visitor added
4.2.6(a)	<i>“Annual”</i> removed
4.2.6(g)	Addition of Sky Visitor
4.5	<i>“Employees”</i> replaced with “Maintenance Staff”
4.5.3	<i>“Annual”</i> removed
4.9.2	<i>“Historically, IT and Security have been known to request asbestos information from the Estates Department; however, there is no documented procedure for IT/security related works”</i> Removed

- 4.10 Following added
 “All UHL employees are required to:
- a) Check the Asbestos Register/Asbestos records before the commencement of any building, refurbishment or maintenance works under their control that may disturb asbestos.
 - b) Ensure compliance with the UHL Asbestos Policy and provide information to the Estates and Facilities Compliance Team or their representative and the Regional Estates Manager of the discovery, disturbance or removal of any ACM’s, occurring during the course of their work.”
- 5.1.4 *“Estates Staff”* replaced with “Any Staff”
- 5.3.3(h) *“This shall be recorded on the Asbestos Register Log – See Appendix E”* removed
- 5.3.4 *“Appendix F”* changed to Appendix E
- 5.3.5d Sentence changed to remove asbestos Request Form (originator) and “appendix G” changed to Appendix F
- 5.15.3 Pagination issue changed
- 5.15.4 Pagination issue changed
- 6.4 *“the Estates shared drive”* replaced by HELM
- 6.5 *“Annual”* removed
- 9 *“Appendix G”* changed to Appendix F
- Appendix A Organisational Chart updated
- Appendix E Totally removed (see 5.3.3h above)
- Appendix F Changed to Appendix E
- Page 35 ARIF Form changed to one of response only (more user friendly)
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KEY WORDS

ACM, Asbestos, Asbestos Awareness, Asbestos Management, Asbestos Management Plan CAR12

1 INTRODUCTION AND OVERVIEW

- 1.1 University Hospitals of Leicester NHS Trust (UHL) recognises its responsibilities and duties under the Health and Safety at Work, etc., Act 1974, to provide as healthy and safe an environment as is reasonably practicable for all staff, patients, contractors, visitors and members of the public who visit the sites.
- 1.2 Under the Control of Asbestos Regulations (CAR) 2012 the Trust, including the Estates and Facilities directorate in particular, recognises and accepts its duty to manage asbestos.
- 1.3 The purpose of this document is to outline the management regime for the control of asbestos containing materials (ACMs) and will be reviewed periodically as required by changes in the legislation, the Approved Code of Practice (ACoP) and HSE guidance.
- 1.4 Some buildings owned or occupied by the Trust were built or refurbished at a time when the use of asbestos containing materials in their construction was common. This extensive use means that there are still many buildings which contain asbestos.
- 1.5 The presence of ACMs in itself does not constitute a danger. However, there is a potential risk to health if such material is disturbed and fibres are released and become airborne. An isolated accidental exposure to asbestos fibres for a short duration is extremely unlikely to result in the development of asbestos related diseases.
- 1.6 Workers who disturb the fabric of buildings during maintenance, refurbishment, repair, installation and related activities may be exposed to asbestos every time they unknowingly work on ACMs or carry out work without taking the correct precautions. The purpose of managing asbestos in buildings is to prevent or, where this is not reasonably practicable, minimise exposure for these groups of workers and other people in the premises.
- 1.7 In order to manage ACMs effectively, information is needed on whether asbestos is, or is likely to be, present in the buildings, so that an assessment can be made about the risk it presents and appropriate measures put in place to manage those risks.

2 SCOPE

- 2.1 This Procedure applies, without exception, to all properties owned and maintained by UHL. It also applies to any property where the Trust has maintenance responsibility, whether owned, rented, leased, etc., unless specifically excluded in the relevant contractual documents.
- 2.2 The Trust has nominated that Estates and Facilities Directorate (EF) the sole responsibility for the management of the building stock portfolio.
- 2.3 No other Clinical Management Group or Directorate may commission works upon the building fabric and services without notifying EF.
- 2.4 This document exists to outline the operational procedures for the management of asbestos during normal use and maintenance activity of the Trusts buildings and provides guidance for the EF management and trades staff to carry out their duties safely and in accordance with the UHL Asbestos Policy B27/2005.
- 2.5 The Trust will, so far as reasonably practicable, prevent exposure of staff, patients, contractors and any other visitors to Trust's buildings, to airborne asbestos fibres.

To achieve this the Estates and Facilities Directorate aim to:

- a) Comply with Trust Health and Safety Policy, the Control of Asbestos Regulations (CAR) 2012 and any associated Approved Codes of Practice (ACoP) or Guidance;
- b) Provide EF staff with the relevant level of asbestos awareness training that they require to safely discharge their duties, including the implementation of Safe System of Work (SSW), and support other departments with asbestos awareness training needs as required;
- c) Maintain an asbestos register for all Trust buildings constructed prior to January 2000 that is accessible to all persons who require access;
- d) Ensure all EF managed contractors and subcontractors have attained a satisfactory and relevant level of asbestos awareness training, before attending site;
- e) Undertake Refurbishment & Demolition Surveys as appropriate;
- f) Risk assess all Asbestos Containing Materials (ACMs) identified as in a hazardous condition or posing a potential hazard to planned works and apply the necessary management action(s) to mitigate;
- g) Ensure that removal of ACMs will only be performed by approved; HSE licensed asbestos removal contractors (LARC) unless the ACM is a non-licensed material in a location where it is safer to use another trade (i.e. asbestos roofing sheets at height).
- h) Restrict access to "Asbestos Areas" (i.e. those areas where Respiratory Protection or other control measures are in place), unless suitably trained and protected, and according to the documented method. They will not work directly upon, or otherwise disturb, ACMs unless authorised to do so;
- i) Review this document and associated procedures at the Asbestos Management Group meeting;
- j) Promote awareness of the hazards of ACMs and the Trust's Asbestos Policy, management and operational procedures through training of EF staff.

3 DEFINITIONS AND ABBREVIATIONS

AC

Asbestos Co-ordinator appointed by the Trust (external to the organisation) that fulfils the role and responsibility for the day-to-day management of the asbestos management plan.

ACM

Asbestos Containing Material means any material containing asbestos.

ACOP

Approved Code of Practice is specific guidance that describes preferred or recommended methods to be used (or standards to be met) to comply with regulations and the duties imposed by the Health and Safety at Work etc. Act.

ASB5

Enforcing authority form for the notification of licensed asbestos remediation works

Asbestos

The generic name given to a group of six silicate minerals constructed of microscopic fibres.

CCTV

Closed Circuit Television; a television system in which video signals are transmitted from one or more cameras by cable to a set of monitors, used especially for security purposes.

CDM

The Construction (Design and Management) Regulations 2015, also known as CDM Regulations or CDM 2015, that define legal duties for the safe operation of UK construction sites and for managing the health, safety and welfare of construction projects.

EF

The Estates and Facilities Directorate that also incorporates Capital Projects.

HELM

Health Education Learning Management - Trust wide online Learning Management System.

HSE

The Health and Safety Executive is a UK government agency responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare, and for research into occupational risks in Great Britain.

IM&T

Information Management and Technology department operated by the Trust.

LARC

Licensed Asbestos Removal Contractors.

MICAD

Property Management Software used to store and retrieve Asbestos information for the Trust.

P402

Proficiency Qualification delivered by BOHS for the Surveying and Sampling Strategies for Asbestos in Buildings

P405

Proficiency Qualification delivered by BOHS for the Management of Asbestos in Buildings

Plan of Work

Often called a method statement it provides a practical document, which details the specific work methods and control measures for a particular job at a particular location. The document directs the work and is a source of reference for the asbestos removal team. It remains an active document and if any significant changes on site are necessary, it should be amended, and the changes communicated to the employees. The changes should also be notified in writing to the enforcing authority.

PPE

Personal Protective Equipment is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents.

SafeContractor

SafeContractor is an external accreditation that provided assurance that service suppliers are committed to sustainable and ethical practices whilst demonstrating that they comply with the up-to-date health and safety standards.

Safe Systems of Work

A safe system of work is a procedure or adopted policy which should always be followed to ensure that the relevant precautions are taken and that no-one is exposed to asbestos during their work.

Sky Visitor

An electronic software package that manages access, exchanges key site information and issues permits

UKAS

The United Kingdom Accreditation Service is the national accreditation body for the United Kingdom. UKAS is recognised by government, to assess against internationally agreed standards, organisations that provide certification, testing, and inspection and calibration services.

4 ROLES

- 4.1 Where asbestos is found on UHL premises, the primary management responsibility rests with EF who will maintain an up-to-date Asbestos Register, listing the location, type, and condition of the asbestos identified.
- 4.1.2 The asbestos management structure is outlined in Appendix A.
- 4.1.3 The Director of Estates, Facilities and Capital Development will assume responsibility for ensuring an Asbestos Management Plan is in place.
- 4.1.4 The Deputy Director of EF is responsible for the development, maintenance and issue of the Plan and will assume the role of Duty Holder and have responsibility for the implementation of the Asbestos Policy and Management Plan. They may formally nominate a suitably competent person such as an asbestos coordinator to monitor and review the arrangements for the management of asbestos.

4.2 Estate Managers

- 4.2.1 The Regional Estates Managers at each UHL site have the delegated day-to-day operational responsibility for maintaining the buildings and building services on-site and ensuring controls are in place for work which may potentially disturb asbestos.
- 4.2.2 They are responsible for ensuring all directly employed and contracted personnel engaged in any works under their control are informed of the presence of any asbestos-containing materials (ACM's) prior to work commencing.
- 4.2.3 They must also monitor throughout the duration of the works to ensure compliance with all UHL Asbestos Procedures and relevant legislation.
- 4.2.4 They will provide information to the AC via a documented procedure, to enable the update of the Asbestos Register where any ACM's are discovered, disturbed or removed.
- 4.2.5 They should also ensure that the asbestos register is checked and that all risk assessments and method statements are checked and approved prior to authorising the work.
- 4.2.6 In addition, the Estates Managers are expected to:
- a) Undertake asbestos training with subsequent refresher training;
 - b) Ensure that a suitable assessment is undertaken to determine whether any works will affect or be affected by asbestos prior to commencing works;
 - c) Undertake works with due care and attention following asbestos safe working procedures;
 - d) Inform the Asbestos Coordinator if they find any damaged asbestos or if they know that the condition of any ACM has changed;
 - e) Assist the Asbestos Coordinator to maintain compliance with asbestos legislation and achieve effective asbestos management;
 - f) Direct any questions or queries regarding asbestos to the Asbestos Coordinator;

- g) Provide third party contractors commissioned with relevant asbestos information as part of the signing-in procedure, via Sky Visitor;

4.3 Asbestos Co-ordinator (AC)

In the absence of an in-house asbestos manager/coordinator, an external coordinator has been appointed. In the absence of the asbestos coordinator, responsibilities can be delegated via the Compliance Team, but it should remain the responsibility of the designated person to ensure they are completed satisfactorily.

4.3.1 The AC is required to manage the day-to-day administration of the Asbestos Management Plan. They are responsible for monitoring general compliance with the Plan and should liaise with stakeholders to ensure all documented procedures are followed. The AC will also make arrangements to ensure the Asbestos Register is kept up to date and that procedures for monitoring the Plan are put into place.

4.3.2 Roles include, but are not limited to:

- a) Informing all relevant parties of the asbestos management system and their responsibilities;
- b) Overseeing the implementation of all procedures and safe systems of work regarding asbestos throughout the Trust;
- c) Reviewing agreed roles and nominate as appropriate;
- d) Ensure that re-inspection surveys are undertaken at a frequency not to exceed 12 months;
- e) Together with the compliance team, review the Asbestos Management Plan annually as set out in Appendix B;
- f) Ensure the asbestos records (MICAD) are updated following any asbestos works;
- g) Ensure an assessment of the hazards and risks from asbestos containing materials is undertaken and recommended appropriate control measures defined;
- h) Keep staff and managers informed about asbestos hazards and control measures that are relevant to their work, department and staff;
- i) Identify persons requiring specific information and instruction in asbestos work and coordinate appropriate training to enable persons to fulfil their responsibilities with regards to asbestos management;
- j) Ensure all records are maintained in accordance with the regulatory requirements and codes of practice for asbestos work;
- k) Ensure all work carried out on asbestos-containing materials complies with current regulations and best practice;
- l) Ensure that a suitable assessment is undertaken to determine whether works will affect or be affected by asbestos;
- m) Ascertain that approved contractors have undertaken asbestos awareness training;

- n) Ensure by way of audit that asbestos survey/analytical companies and licensed asbestos removal companies are carrying out works to the relevant standards;
- o) Act as the main point of contact for all questions and queries relating to asbestos.

4.4 Project Managers

- 4.4.1 Project Managers are responsible for ensuring all contracted personnel engaged in any Capital works under their control are informed of the presence of any asbestos-containing materials (ACM's) prior to work commencing.
- 4.4.2 They must also monitor, throughout the duration of the works to ensure compliance, with all UHL Asbestos Procedures and relevant legislation. They will provide information to the AC via a documented procedure, to enable the update of the Asbestos Register where any ACM's are discovered, disturbed or removed.
- 4.4.3 Roles Include but are not limited to:
 - a) Obtaining relevant asbestos information from MICAD or the AC at the planning stage of any Capital works;
 - b) Ensure a Refurbishment and Demolition survey is undertaken ahead of planned works;
 - c) Coordinate asbestos remediation works together with the AC in line with the asbestos removal procedure and ensure analytical works are directly procured by the Trust;
 - d) Ensure the asbestos register is updated following any asbestos works (survey and remedial works);
 - e) Act as the main point of contact for any contracted works commissioned and ensure that they are provided with all asbestos information;
 - f) Ensure works are undertaken with due care and attention following asbestos safe working practices;
 - g) Inform the AC if they find any damaged asbestos or if they know that the condition of any ACM has changed in anyway;
 - h) Direct any questions or queries regarding asbestos to the AC

4.5 All Directly Employed Maintenance Staff

- 4.5.1 All directly employed and employees have a responsibility to ensure they are provided with relevant asbestos information by their manager before the commencement of any maintenance works.
- 4.5.2 They must ensure compliance with all UHL Asbestos Procedures as documented within the Management Plan and provide information to the AC of the discovery, disturbance or removal of any ACM's, occurring during the course of their work.
- 4.5.3 Specific Roles include
 - a) Undertake asbestos training with subsequent annual refresher training.
 - b) Undertake works with due care and attention following asbestos safe working procedures.

- c) Inform the Estates Manager if they find any damaged asbestos or if they know that the condition of any ACM has changed.

4.6 External Contractors

4.6.1 All external Contractors have a responsibility to ensure that they are suitably asbestos aware, ensure they receive the relevant asbestos information prior to any works, ensure compliance with all UHL Asbestos Procedures as documented within the Management Plan, and provide information to their EF representative of the discovery, disturbance or removal of any ACM's, occurring during the course of their work.

- a) Provide the Trust with verification that all operatives have undertaken asbestos awareness training;
- b) Ensure that a suitable assessment is undertaken to determine whether planned works will affect or be affected by asbestos prior to commencing works;
- c) Ensure works are undertaken with due care and attention following asbestos safe working practices;
- d) Ensure that if their plan of work changes then the asbestos records are rechecked prior to continuing work;
- e) Ensure they are satisfied with the asbestos records held, how to interrogate and understand the information held within them;
- f) Stop works IMMEDIATELY and inform the Project Manager and Asbestos Coordinator if they find any previously unidentified asbestos, damaged asbestos or if they know that the condition of any ACM has changed in anyway;
- g) Fully comply with the AC in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management;
- h) Direct any questions or queries regarding asbestos to the AC.

4.7 Asbestos Consultants (analysts & surveyors)

4.7.1 Asbestos Consultants involved in works on the UHL Estate will be expected to

- a) Maintain and demonstrate UKAS accreditation relevant to the requested task;
- b) Provide documentary evidence of the competence (qualifications, training and experience) of the individual surveyors and analysts carrying out work for the EF;
- c) Maintain adequate insurance cover for the tasks to be undertaken.
- d) Carry out survey works and inspections as agreed with the EF representative commissioning the works, as well as additional work that may be requested;
- e) Carry out air monitoring tests as may be required.
- f) Report to the AC / Head of Compliance any aspects of asbestos management encountered on site which could give rise to health risks, e.g., breaches of the Asbestos Policy and Procedures, suspect or damaged asbestos.

- g) Issue formal reports, including Certificates of Re-occupation, to the Department of Estates on completion of any site works;
- h) Ensure all reports submitted to the Trust have the relevant MICAD room references;

4.8 Licensed Asbestos Removal Contractors (LARCS)

4.8.1 LARCS involved in works on the Trust Estate shall:

- a) Maintain a current license from the HSE to work with asbestos.
- b) Have in place current and adequate insurance cover for the asbestos works to be undertaken;
- c) Ensure working practices are in compliance with current legislation and all associated Approved Codes of Practice (ACoP) and Guidance;
- d) Attend site to assess and prepare quotations against asbestos work specifications;
- e) Raise any issues relating to health and safety, or potential additional costs, on the project to the EF representative commissioning the works at the earliest opportunity;
- f) Provide a written Plan of Work and risk assessments to the relevant parties prior to works commencing. Those parties are:
 - i. In the case of non-notifiable CDM works the EF representative commissioning the works and the Head of Estates / AC
 - ii. In the case of notifiable CDM works the Principal Contractor, Principal Designer and the EF representative commissioning the works.
- g) Ensure that the Plan of Work and risk assessments indicate the resources and timetable allocated to the project in accordance with CAR 2012;
- h) Agree Emergency procedures with the relevant parties;
- i) Provide statutory notice to the Health and Safety Executive (HSE), as may be required, prior to the commencement of any asbestos related works or, by agreement with the Deputy Director of Estates and Facilities, applying for a waiver against the minimum notice period. Copies of all such notices must be submitted to the Trust before work commences;
- j) Carry out their obligations under the contract, including maintaining high standards of safety and hygiene in asbestos works, and all related work areas, and supplying labour, materials and equipment of the highest standard, complete with all supporting documentation as may be required;
- k) Arrange transport and disposal of asbestos waste materials in accordance with legislative requirements and provide copies of all consignment notes, carrier's registration(s) and waste management licence(s) to the Department of EF;
- l) Carry out regular inspections of the work environment. Any defects found, or any reported by EF representatives, must be immediately rectified;
- m) Comply with the EF Contractors Code of Conduct and with all reasonable requests from the Department of Estates;

- n) Identify to the Department of Estates, or their appointed representative, any additional elements of work which are to be agreed. The Plan of Work must be updated accordingly;
- o) Liaise with the appointed AC to ensure the satisfactory progress of the works;
- p) Provide copies of all test certificates, Certificates of Reoccupation, evidence of correct waste disposal to the AC within 10 working days. Evidence of correct waste disposal will only be accepted on production of copies of the relevant Consignment notes.

4.9 IM&T, Telecoms and Security (CCTV)

- 4.9.1 This group has the potential to disturb known or presumed ACMs which may include areas previously inaccessible (such as cable laying, making penetrations to ceilings/walls, CCTV installation).
- 4.9.2 Prior to any works that have the potential to disturb the fabric of the building, or to access previously inaccessible areas (such as ceiling voids) or disturb known or presumed asbestos Estates and Facilities must be contacted in all instances so that the planned works are checked against all available asbestos records held on MICAD.
- 4.9.3 All IT and security contractors are also expected to report to whoever has commissioned the works upon arrival to site where they are asked to sign in. See Section 4.6 External Contractors
- 4.9.4 Contractors will also be informed that should they discover any ACMs during the course of their work, that they must notify the Asbestos Coordinator via Estates and Facilities IMMEDIATELY.
- 4.9.5 All persons must cooperate with the process of identification, assessment and control of asbestos and participate in training and induction programmes.
- 4.9.6 Employees and contractors should be made aware that areas listed as 'No Access' on any Asbestos Register must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.
- 4.9.7 This written procedure ensures that the correct steps are undertaken to avoid the disturbance of asbestos during any works.

4.10 All Employees

All UHL employees are required to:

- c) Check the Asbestos Register/Asbestos records before the commencement of any building, refurbishment or maintenance works under their control that may disturb asbestos.
- d) Ensure compliance with the UHL Asbestos Policy and provide information to the Estates and Facilities Compliance Team or their representative and the Regional Estates Manager of the discovery, disturbance or removal of any ACM's, occurring during the course of their work."

5. Policy implementation and Associated Documents –

- 5.1.1 This Operational Procedures document will be formally adopted by the Directorate of Estates and Facilities and all other employees, contractors and visitors to the Trust.
- 5.1.2 It will form the basis for all asbestos management activities under the control of the Directorate of Estates and Facilities and will enforce the Trusts Asbestos Management Policy.
- 5.1.3 This document is held within the Directorate of Estates or can be viewed as PDF via Insite on the Policy and Guidelines Library (PAGL).
- 5.1.4 Any staff with asbestos responsibility will receive relevant training with regard to these procedures.

5.2 Management of Asbestos Containing Materials (ACMs)

- 5.2.1 EF will manage the asbestos within its estate through a combination of the following three approaches. The approach in each given scenario is dependent upon the risk assessment of the material, followed by a cost-benefit analysis.

a) In-situ Management

- i. The preferred option is always to leave ACMs in-situ where possible. This is because asbestos removal is a potentially dangerous, destructive operation, which is extremely costly and does not always provide a final solution;
- ii. Asbestos that is in good condition with a low risk of accidental damage is perfectly safe, and may be left in place for many years;
- iii. All ACMs will have a full risk assessment performed and be assigned a priority score in line with HSG 227. ACMs will be inspected on a regular basis, and their assessments updated accordingly.

b) Remediation and Management

- i. Asbestos that is currently in a poor condition need not necessarily be removed.
- ii. If the assessment identifies an ACM as posing an elevated risk, it may be that remedial work such as encapsulation can reduce the risk to an acceptable level, so that the material can be left in-situ and managed as above;
- iii. ACMs requiring remediation should be assessed on a case-by-case basis, and the difficulty and costs involved should be balanced against any achievable reduction in risk;
- iv. It should be noted that certain ACMs require such stringent control measures during encapsulation that removal may prove to be a better option in the longer term.

c) Removal

- i. This should always be considered a last option, but sometimes it can be the only way of safely dealing with an asbestos material.
- ii. The Trust will only allow licensed asbestos removal contractors (LARCs) to perform removal operations on its estate, irrespective of whether their use is mandatory in a particular case or not.

- iii. As noted above, removal is not an easy option, and frequently it can prove impossible to remove all ACMS from a given area, as they may have been installed mid-construction for example. Asbestos removal works should be planned in detail, and all parties should be aware of what is required, the desired outcome and how to most safely achieve it.

5.3 Procedures for Managing Asbestos during Maintenance and Capital Works

5.3.1 Any planned maintenance activities, refurbishment, demolition works or works which may impact upon known or suspected asbestos will not take place until an assessment of the task has been carried out by a competent person. This assessment will be undertaken prior to any works being undertaken and will be documented. See Appendix C and D.

5.3.2 Every Day and Maintenance Works;

- a) All maintenance works are currently logged into the Estates CAFM Management System. Works are then passed to the maintenance team leaders who in turn allocate to the maintenance team.
- b) An assessment must be undertaken to determine whether planned works are taking place in an area where asbestos is known or presumed to be present, and whether the asbestos may be disturbed during the procedure.
- c) If the maintenance works are invasive a Refurbishment and Demolition (R&D) survey should be considered.
- d) If works are assessed not to disturb the ACMs then they should proceed with caution and any change of scope should be agreed with the maintenance manager before being carried out.
- e) If works are assessed to potentially disturb the ACM or the operative is unsure, works should be suspended until advice is sought from the AC who will arrange remediation if required.
- f) All persons must cooperate with the process of identification, assessment and control of asbestos, and participate in training and induction programmes.
- g) Employees should be made aware that areas listed on MICAD as 'No Access' must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.

5.3.3 Contracted Maintenance Works;

- a) It is expected that contractors employed to undertake maintenance on behalf of the Trust which may disturb the fabric of the building or known or presumed ACMs have undertaken asbestos awareness training as in accordance with Regulation 10 of CAR 2012.
- b) The Trust is not responsible for providing third party contractors with asbestos awareness training.
- c) The Trust will provide all relevant asbestos information to the maintenance contractor before they attend site and ensure that they have up to date information upon commencement of works.

- d) Copies of risk assessments and method statements are requested from contractors ahead of their planned works. In return, all relevant asbestos information for the planned works is shared with the contractor.
- e) It is the responsibility of the person commissioning the works (maintenance manager) that the scope of the maintenance works is checked against the asbestos records held via the asbestos information request procedure (See section 9)
- f) If the maintenance manager is confident that the works are in a post 2000 building or will not disturb the integrity of the building, then the works will be allowed to commence as per the contractors approved method statement. If the scope varies in any way, then the maintenance manager should arrange for the register to be rechecked.
- g) It is just as important to inform all concerned if no asbestos is present but that safe systems of work should always be followed.
- h) Whilst signing in the maintenance contractor shall confirm that they have been made aware of known ACM in their area of work and have received relevant asbestos awareness training in the last 12 months.
- i) Should any ACMs be discovered during the works or if it is suspected that asbestos may have been discovered then works should be stopped and the Asbestos Coordinator should be notified immediately.
- j) Employees and contractors should be made aware that areas listed as 'No Access' on MICAD must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.

5.3.4 Service Duct Entry

Certain areas of the underground service ducts at the LGH and LRI are known to have small amounts of asbestos residue present, in order to control the potential disturbance of this material access restrictions apply and works are to be controlled via the Duct Entry Form in Appendix E

5.3.5 Project Works/Capital Works

- a. All project/capital works undertaken within the Trust are procured through the Capital Team.
- b. The Project Manager for the works, in liaison with the AC, is responsible for the commissioning of additional surveys (including Refurbishment and Demolition surveys ahead of any refurbishment/demolition works) in all pre 2000 buildings and for subsequently arranging remedial asbestos works ahead of any planned works.
- c. The Project Manager is also responsible for ensuring that the MICAD asbestos database is updated following the completion of any works.
- d. In order to design the works, the Project Managers should request asbestos information from the AC using the correct guidance (See Guideline Document in Appendix F) in order to ensure they have relevant up to date information
- e. For any projects that fall under the CDM Regulations 2015 (Construction, Design and Management) the Trust will ensure that the Principal Designer and Principal Contractor is provided with all asbestos information in their

possession relating to the project for inclusion in the Health and Safety file as in accordance with Regulation 4(9) (C) of the Control of Asbestos Regulations 2012.

- f. Contractors will also be informed that should they discover any hidden ACMs during the course of their work, that they must notify the Asbestos Coordinator IMMEDIATELY.
- i. All persons must cooperate with the process of identification, assessment and control of asbestos and participate in training and induction programmes.

5.4 Procedures on Discovering Asbestos Containing Materials

- 5.4.1 Should any employee or contractor working on the site suspect that they have discovered any asbestos containing materials, they must stop work immediately and report to their Supervisor / Project Manager and inform Estates and Facilities immediately.
- 5.4.2 The area should be isolated until an initial assessment can be made via the Asbestos Coordinator
- 5.4.3 Unless it can be confirmed that the material does not contain asbestos no further work shall take place until an approved and competent person has taken a sample and the sample analysed at a laboratory accredited for the analysis of asbestos in bulk samples.
- 5.4.4 The work may continue if it is confirmed the material is asbestos free and the information must be relayed to the Asbestos Coordinator in order that the Asbestos Register can be updated.
- 5.4.5 Should it be confirmed that the material does contain asbestos then suitable remediation works will be arranged via the Asbestos Coordinator

5.5 Emergency Procedures Following Accidental Disturbance of ACMs

- 5.5.1 If it is suspected that an ACM has been accidentally disturbed, the following procedures must be followed:
 - a) Stop work immediately;
 - b) Evacuate all personnel from the immediate area;
 - c) Restrict entry to the area;
 - d) Notify Supervisor / Line Manager of the incident and inform EF;
 - e) Where possible seal off the contaminated area;
 - f) Arrange for sampling and analysis of the damaged material;
 - g) If it is suspected that asbestos fibre release has occurred, air monitoring would also be required by a UKAS accredited analyst;
 - h) Ensure that the AC is informed of the nature and extent of the incident;
 - i) In the case of fire or other relevant emergencies, ensure that information from the Asbestos Register is provided to the Emergency Services;
- 5.5.2 If it is suspected that an employee or contractor has been exposed to airborne asbestos dust, they must:
 - a) Stop work immediately and prevent access to the area by other;
 - b) Leave the building by the shortest route;

- c) Remove all contaminated clothing wipe down any dust with a wet rag if possible, avoid any dust generating activities and remove outer clothing and place in polythene bag if possible;
- d) Undergo thorough decontamination, preferably by showering in a mobile decontamination unit brought to site by an asbestos removal contractor;
- e) Decontaminate/clean up the shower wash facilities after use;
- f) Inform Supervisor / Line Manager of the incident ;
- g) The AC will evaluate the incident and decide on what appropriate actions are to be taken. These could include:-
 - I. Air monitoring by a UKAS accredited analyst;
 - II. Notification to the Health and Safety Executive (HSE), if the Control Limit has been exceeded;
 - III. Contacting the appointed Asbestos Consultant for advice where appropriate;
 - IV. Contacting the approved and where appropriate, licensed contractors to carry out remedial works.
- h) Do not re-enter the area until the management have confirmed that it is safe to do so

5.6 Asbestos Register

- 5.6.1 The asbestos register is accessible to all parties upon request and is held on the MICAD portal. Estates users will be trained in its use and interpretation of its contents as required. It will not be generally accessible to other members of staff, or visitors, although information will be made available to those who request it, in a suitably interpreted form.
- 5.6.2 Contractors will be given access to the information in the register through the induction process.
- 5.6.3 Project Managers will provide Refurbishment & Demolition Asbestos survey information where applicable and the AC will be responsible to ensure said information is provided to all concerned parties and understood. Suitable hand over will be undertaken prior to periods the AC be unavailable.
- 5.6.4 Untrained personnel will not be given access to the register because without the training to interpret the type of asbestos material, its risk rating and potential hazards, they will be unable to formulate an accurate assessment of risk, and may worry unduly about the presence of a relatively harmless material, or conduct works in an area where they should not. In the case of any request for information, a trained user of the register will be able to ensure that this is not the case.
- 5.6.5 The Asbestos Register will be kept up to date at all times and particularly when:
 - a) Previously unrecorded asbestos materials are found;
 - b) Asbestos abatement remediation is performed;
 - c) A regular re-inspection is carried out;
 - d) The condition of an ACM changes for whatever reason.

- 5.6.6 Supporting documentation should always be provided and stored within the Asbestos Register.
- 5.6.7 Editing rights will be restricted to the AC, the Property Team, Compliance Team and IT support. Reading rights will be open to all who request access.
- 5.6.8 New information added to the register should not over write the previous records, all historical information is to be retained. Information on materials that have been removed should be retained, albeit clearly identified as removed.
- 5.6.9 All hard copy records relating to asbestos materials, including removal, should be scanned and electronically archived for a period of at least 40 years after the demolition of a property. MICAD should be utilised to hold all Asbestos related information.

5.7 Labelling of ACMs

- 5.7.1 Generally, the Trust will not label ACMs in plain view because this can cause undue alarm to building occupants or incite vandalism. An exception could be ceiling voids and service ducts, etc. but this is to be considered on a case by case basis.
- 5.7.2 The labelling of ACMs is always to be regarded as the 'last line of defence', and the absence of a label should never be taken as an indication that a material does not contain asbestos. Use of the standard warning label on an obviously non-asbestos material has, in the past, caused it to be completely ignored with damage to the asbestos material behind.

5.8 Surveying & Bulk Sampling for Asbestos

- 5.8.1 All surveying, sampling and analysis works will be undertaken by a UKAS accredited laboratory from the EF approved list. Their presence on the approved list will be an indicator that their accreditation is up to date, and that their insurance cover is adequate. The level of accreditation required will be:

Analysis: The organisation will hold UKAS accreditation for analysis of asbestos in bulk materials according to ISO17025:2005.

Surveying: The organisation will hold UKAS accreditation for surveying of asbestos in premises according to ISO17020:2012.

- 5.8.2 EF will update the list of approved laboratories on an annual basis, or in the event of a change in status. Accreditation will be checked against the UKAS website and will not rely on evidence submitted by the organisation.
- 5.8.3 New survey reports will be audited upon receipt.

5.9 Building Assessment

- 5.9.1 New acquisitions to the Estate will be assessed as follows:
 - a) The initial assessment will consider the date of construction, date of any major refurbishment, floor area and known asbestos in order to arrange buildings by survey priority.
 - b) A survey programme can then be developed which will investigate the higher risk properties first.

- c) Generally those constructed between 1945 and 1999 will be considered most likely to contain asbestos, but it should be noted that pre 1945 properties may well have had substantial amounts of asbestos installed during any refurbishment.
- d) Those properties constructed wholly after 2000 will not require survey or full assessment.

5.10 Survey Types

a) Management Surveys:

The most common survey type usually involves the sampling of suspect materials. These can usually be performed upon occupied buildings, and should locate most asbestos materials that may be encountered during normal occupation and routine maintenance.

They are NOT suitable prior to major works.

b) Refurbishment & Demolition Surveys:

Often referred to as fully invasive or destructive surveys, these are highly focused inspections designed to find all possible asbestos materials within an area or property.

They are most suitable prior to major refurbishment or demolition, and cannot be performed while an area is occupied.

Require very precise planning, and it should be ensured that the prospective surveyor is well aware of the planned building works, their extent and what is expected from the survey.

5.11 Building Plans

5.11.1 Floorplans are available for most buildings, and the majority have an existing ‘asbestos layer’ where the location of known ACMs is overlaid upon the plan. This information should never be considered definitive, as it is not always possible to show the location of all asbestos materials present in a building in plan form.

Plan Legend	Definition	EXAMPLE
Red	High Risk	Debris, loose fibres, easily disturbed asbestos in poor condition
Orange	Moderate Risk	Rope seals to a boiler vent - in good condition but could be disturbed
Yellow	Slight Risk	Gasket to heating pump, not easy to get at but could be disturbed during maintenance
Green	Sound	Bitumen adhesive, floor tiles – unlikely to give out fibres if in good condition
Dark Grey	NSMI, No suspect materials identified	No samples taken as nothing appeared to be asbestos
Light Grey	Asbestos Not detected	Samples were taken but none of them were positive for asbestos
Black	Un-surveyed / No access	Area not included in scope of survey No access / high risk area(s) (e.g. Lift shaft/Radiation store)

5.11.2 The AC, Compliance Manger and the Information Manager shall meet on a regular basis to review and agree the necessary changes.

5.12 Re-Inspection & Re-Assessment

- 5.12.1 All ACMs will require re-inspection at a period not to exceed 12 months but this may be adjusted based on risk
- 5.12.2 The re-inspections will be performed by suitably trained and experienced personnel, and the data gathered entered into the asbestos register. The re-inspections will consider all scoring criteria that are able to change.
- 5.12.3 Once entered into the register, the re-inspections may alter the overall score of a material, possibly moving it into a higher or lower band. Care should be taken to ensure that it is noted whether a change in band may mean the material now requires remediation or moving to a longer inspection frequency.
- 5.12.4 The register format should ensure that the re-inspection notes are cumulative, and do not overwrite the results of earlier inspections.

5.13 Air Monitoring

- 5.13.1 Air monitoring must only be performed by a UKAS accredited laboratory holding accreditation to ISO17025:2005 for both asbestos in air sampling and fibre counting.
- 5.13.2 Air monitoring will be instigated by the Trust to meet all legislative requirements.

5.14. Construction (Design & Management) Regulations 2015 (CDM15)

- 5.14.1 CDM 2015 makes the Trust accountable for any significant impact that decisions and resource allocation has on the health, safety and welfare standards achieved on CDM projects.
- 5.14.2 As CAR12 requires duty holders to effectively manage asbestos in buildings, the Trust holds information about the location and condition of ACMs in the asbestos register.
- 5.14.3 EF staff that are authorised to commission projects works on the buildings and grounds of the Trust will adhere to the requirements of CDM 2015, CAR 12 and should refer to this Asbestos Operational Procedure and any relevant asbestos surveys prior to project commencement
- 5.14.4 Where asbestos abatement projects exceed 30 continuous days with more than 20 workers or involving 500 man-days, the project is notifiable to the HSE under the CDM Regulations and the project should progress accordingly with the relevant appointments and resources in place.
- 5.14.5 Under CDM 2015 the construction phase plan needs to be produced on every project, regardless of size, duration, or notification status.
- 5.14.6 A Principal Contractor and Principal Designer must be appointed on every project with more than one contractor (including subcontractors and asbestos analysts) even if the work is of one day's duration

5.15 Asbestos Abatement for Notifiable Licensed & Non-Licensed Works

- 5.15.1 UHL Project Managers shall ensure that a tender package inclusive of a written particular and general specification, drawings etc. is prepared by UHL Project Managers or the AC for the abatement works.

5.15.2 The specification shall include:

- a) Material to be worked on (including location and quantity).
- b) What work is to be carried out (removal, decontamination or encapsulation)?
- c) Relevant information to enable a plan of work to be developed, including but not limited to:
- d) Location of works;
- e) Use of adjacent rooms during abatement works;
- f) Hours of access;
- g) Nearest feasible location for Decontamination Unit;
- h) Transit Routes;
- i) Annotated drawings to provide clarification of locations etc.
- j) Building mechanical and electrical plant and systems to be isolated.
- k) Indicative programme inclusive of out of normal working hours.
- l) Contractors site visit prior to tender submission.
- m) Any specialist trades or domestic deemed necessary i.e. engineering sub-contractors,
- n) Scaffolding, Reinstatement Contractors etc.
- o) Tender summary and cost sheets as per framework agreement.

5.15.1 For Capital projects the abatement documentation shall be issued as part of the main tender package with the Licensed Asbestos Removal Contractor as a Nominated Sub Contract to the Principal Contractor or where the abatement works form a separate enabling package prior to the main contract the tender documentation shall be issued directly to the Licensed Asbestos Removal Contractors whom shall adopt Principal Contractor duties.

5.15.2 Licensed Asbestos Removal Contractors from the UHL approved list (Safe Contractor) shall be utilised for tendering purposes unless approval has been gained from the Head of Compliance to use an organisation not on the approved list.

5.15.3 UHL Project Managers shall appoint an Asbestos Consultant from the approved list to undertake project management, including document scoping and review, site tender administration and air monitoring role for the proposed asbestos abatement works.

5.15.4 For low values abatement works, the UHL Project Manager may appoint the Asbestos Consultant to provide a technical specification/tender package complete with the Particular and General Specification for Asbestos Remediation Works, drawings and preliminaries and issue to a nominated Asbestos Removal Contractor for quotation.

5.15.5 For abatement works where the Licensed Asbestos Removal Contractor has Principal Contractor duties, the UHL Project Managers shall appoint the Asbestos Consultant to provide a technical specification/tender package complete with the Particular and General Specification for Asbestos Remediation Works, drawings and preliminaries and issue tender packages to 3 or more Licensed Asbestos Removal Contractors on the approved list.

5.15.6 When all the quotes/tenders have been received, they shall be evaluated by the Project Manager and/or Asbestos Consultant in accordance with the UHL's standard financial procedures and a tender report issued.

5.15.7 The Licensed Asbestos Removal Contractor shall issue a Project plan which must allow for at least 7 days for the plan of work to be developed and approved by UHL Project Manager. This shall be followed by at least a further 14 continuous days statutory notification period prior to commencing the abatement works.

5.16 Waiver of HSE Notification

5.16.1 UHL shall only permit the use of waivers (i.e. an application to the HSE to waive the usual two week notification period) in extreme and exceptional circumstances where there is imminent risk to health or the environment, or where there is public alarm and the risk cannot be avoided by leaving the asbestos materials in the area undisturbed.

5.16.2 In such circumstances, UHL as the client will be required to provide written confirmation to the licensed asbestos removal contractor that there is an "emergency or equally pressing reason" to support the waiver request from the contractor.

5.17 Monitoring Asbestos Removal works

5.17.1 For Non-notifiable projects an Asbestos Analytical Company will be commissioned by to monitor site set up and undertake reassurance air tests as required based on the framework rates.

5.17.2 Notifiable projects:

The Asbestos Analytical Company will be commissioned by the Project Manager to monitor site set up, monitor the areas adjacent to the works and produce a four-stage certificate of reoccupation.

The four-stage clearance shall contain clear and unambiguous detail of the materials removed and any asbestos-containing materials left in situ, the certificate must include the areas MICAD reference number

5.18 Reoccupation and Handover following Notifiable and Non-notifiable Works

5.18.1 No access is permitted to the affected area until the certificate of reoccupation has been issued by the Asbestos Analytical Company.

5.18.2 The building users and department heads shall be advised via email and verbally that the area is safe for reoccupation.

5.18.3 Certificates of reoccupation and reassurance air tests will form part of project handover files.

5.18.4 These files shall be issued to the Project Managers who will pass the information to the Compliance Team in order to update the asbestos register.

5.18.5 Handover file shall include:

- a) ASB5 notification
- b) Contractors Risk Assessment and Method Statements (RAMS)
- c) Leak air test results
- d) Waste Consignment notes
- e) Certificate of reoccupation

5.19 Incident/Near Miss Reporting

- 5.19.1 If it is found or suspected that persons have been exposed to airborne asbestos fibres (normally taken to mean a level that exceeds 0.01 fibres per ml of air) the incident report must be recorded on DATIX and sent to the Compliance Team
- 5.19.2 In the event of an asbestos emergency, the Project Manager with the assistance of UHL asbestos consultant shall:
- Immediately raise a DATIX and contact the compliance team;
 - Ensure that the DATIX is updated following the incident and investigation progresses;
 - Ensure the Incident report cross-references to air test or sample numbers.
 - When the area has proven to be safe to reoccupation, removes restriction notices etc. and liaises with all relevant stakeholders.
 - Retain incident log records
- 5.19.3 Following the investigation, the Project Manager shall supply the compliance team with additional information for the incident report that shall include the nature of the incident or near miss, exposure or potential exposure, the type of asbestos material/fibre content and copies of any analytical or air test records.
- 5.19.4 The Compliance team shall assess the requirement to report under the RIDDOR regulations. And recommend follow up action (lesson learned, system improvements, training needs analysis)
- 5.19.5 Information to be obtained and provided
- “Exposure” shall be taken to mean exposure to a level that exceeds the current Control Limits set out in CAR12 (as measured by air testing or in the absence of an air test an informed judgement should be made by the asbestos consultant
- 5.19.6 Details to be obtained during the investigation include:
- Contractor/Employee name;
 - Date and time of the incident;
 - Nature of exposure or near miss (damage or work to ACM, uncontrolled release of asbestos fibre from asbestos removal enclosure etc.);
 - Location of incident;
 - Type of asbestos fibre/asbestos material;
 - Duration and level of exposure;
 - Copies of any associated analytical records;
 - Details of advice etc. given to an individual (health risks of asbestos etc.)

5.20 Release of Information about Personal Exposure

- 5.20.1 Requests for information relating to personal exposure shall be managed by the compliance team
- 5.20.2 Where personal, sensitive data relates to an identifiable individual then the provisions of the Data Protection Act apply. Such data shall only be issued to the named individuals to whom the data relates although these may need to be disclosed to Insurers.

6 EDUCATION AND TRAINING REQUIREMENTS

- 6.1 The Trust will ensure that all members of staff who will encounter asbestos as part of their daily duties will receive an appropriate level of training.
- 6.2 The key training requirements will be as follows:
- a) Asbestos Co-ordinator BOHS P405, P402 qualifications.
 - b) Estates Project and Maintenance Management Staff will receive tailored asbestos awareness training relating to a general knowledge of asbestos in buildings and responsibilities under law.
 - c) Estates Maintenance Staff and Facilities Directorate will receive asbestos awareness training focusing on the ACMs to be found within the estate, along with reporting and emergency procedures will be provided to this group of staff.
- 6.3 Further training will be provided to all parties on the availability and contents of this document, together with how they can gain access to the information contained within the register.
- 6.4 An on-line Asbestos Awareness Training course is also available on HELM <https://uhlhelm.com/course-catalogue/1253/9536/>
- 6.5 Awareness refresher training is to undertaken as far as reasonably practicable.

7 PROCESS FOR MONITORING COMPLIANCE

- 7.1 The Executive Director of Estates, Facilities and Capital Development is responsible for Asbestos has responsibility for the overall monitoring of this Policy.
- 7.2 Local monitoring will be via the Estates and Facilities Compliance team and/ or Appointed Asbestos Co-ordinator through planned and ad hoc audits of the following (but not limited to):
- a) Periodic review of Asbestos survey reports and Registers;
 - b) Periodic review of Asbestos Awareness training records;
 - c) Periodic asbestos assurance audits
 - d) Periodic third-party Asbestos audits
- 7.3 Quarterly reports submitted to the UHL Health and Safety Committee;
- 7.4 A full review of the Asbestos Management plan will be undertaken annually as per Appendix B

POLICY MONITORING TABLE

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements Who or what committee will the completed report go to.
Asbestos Management Plan	Asbestos Co-ordinator	Desk top / Physical audit	Annually as per Appendix 2	Included in EF quarter 3 report – UHL H&S committee
Overdue Inspection	Asbestos Co-ordinator	MICAD Reporting	Quarterly	E&F Risk and Governance meeting
Policy / AMP adherence	Asbestos Co-ordinator	Compliance Audit / Observation	1 per scheme per year	E&F Risk and Governance meeting
Plan of Works	Asbestos Co-ordinator	Compliance Audit / Observation	1 per scheme per year	E&F Risk and Governance meeting
Asbestos Awareness Training for E&F Staff	Asbestos Co-ordinator	Desk top audit of Training files	Annually	E&F Risk and Governance meeting
Asbestos Re-inspection Surveys	Asbestos Co-ordinator	MICAD Reporting	Annually	E&F Risk and Governance meeting

8 EQUALITY IMPACT ASSESSMENT

- 8.1 The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.
- 8.2 As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

9 SUPPORTING REFERENCES, EVIDENCE BASE AND RELATED POLICIES

UHL Management of Contractors Policy B24/2004

UHL Asbestos Policy B27/2005 and all references documented in Section 9

UHL Incident and Accident Policy A10/2002

UHL Estates and Facilities Contracts Code of Conduct

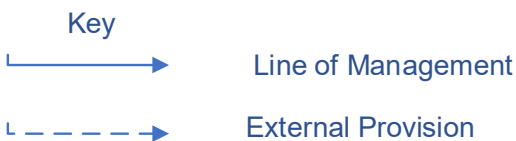
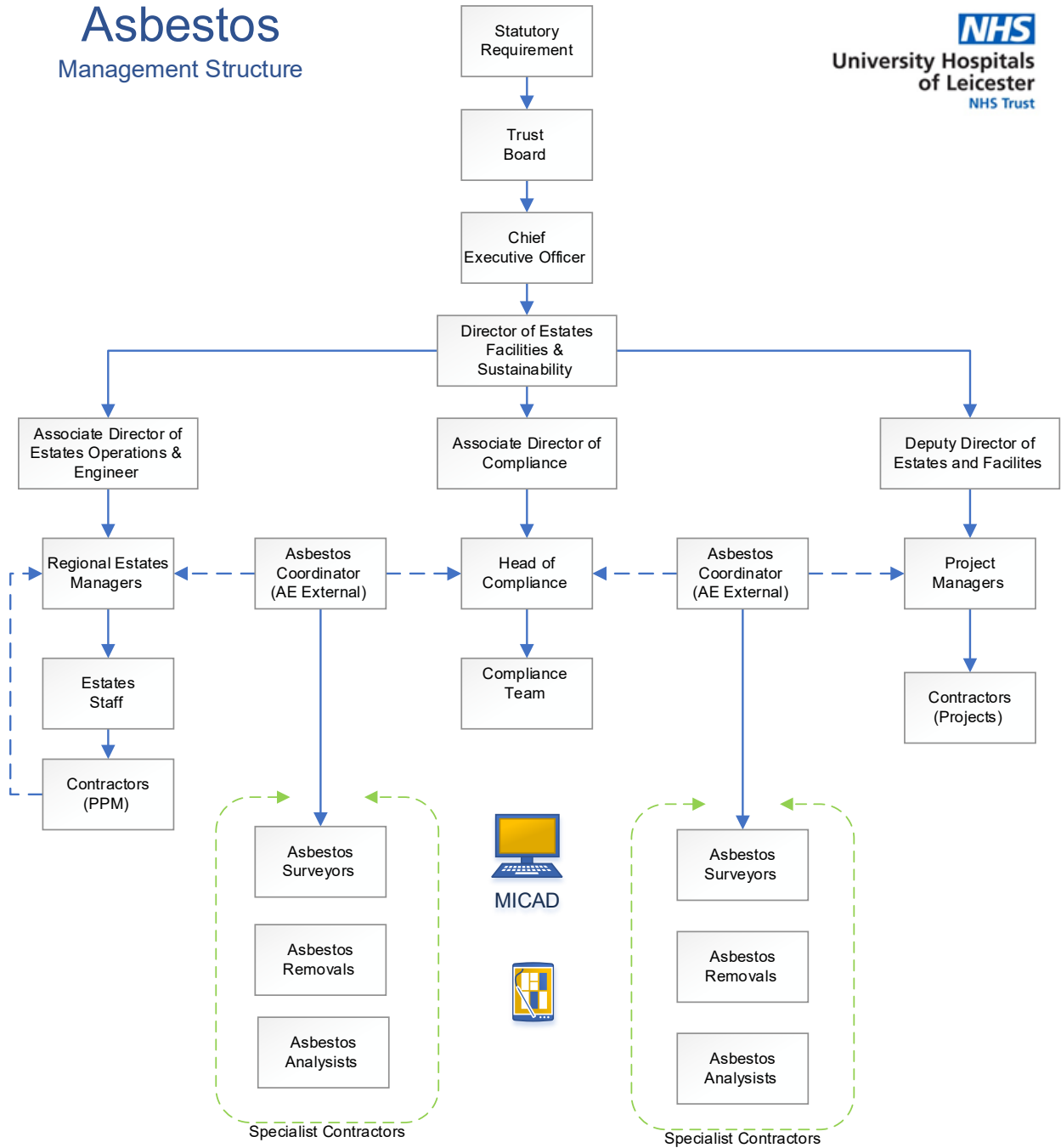
UHL Asbestos Information Request Guideline – see appendix F

10 PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW

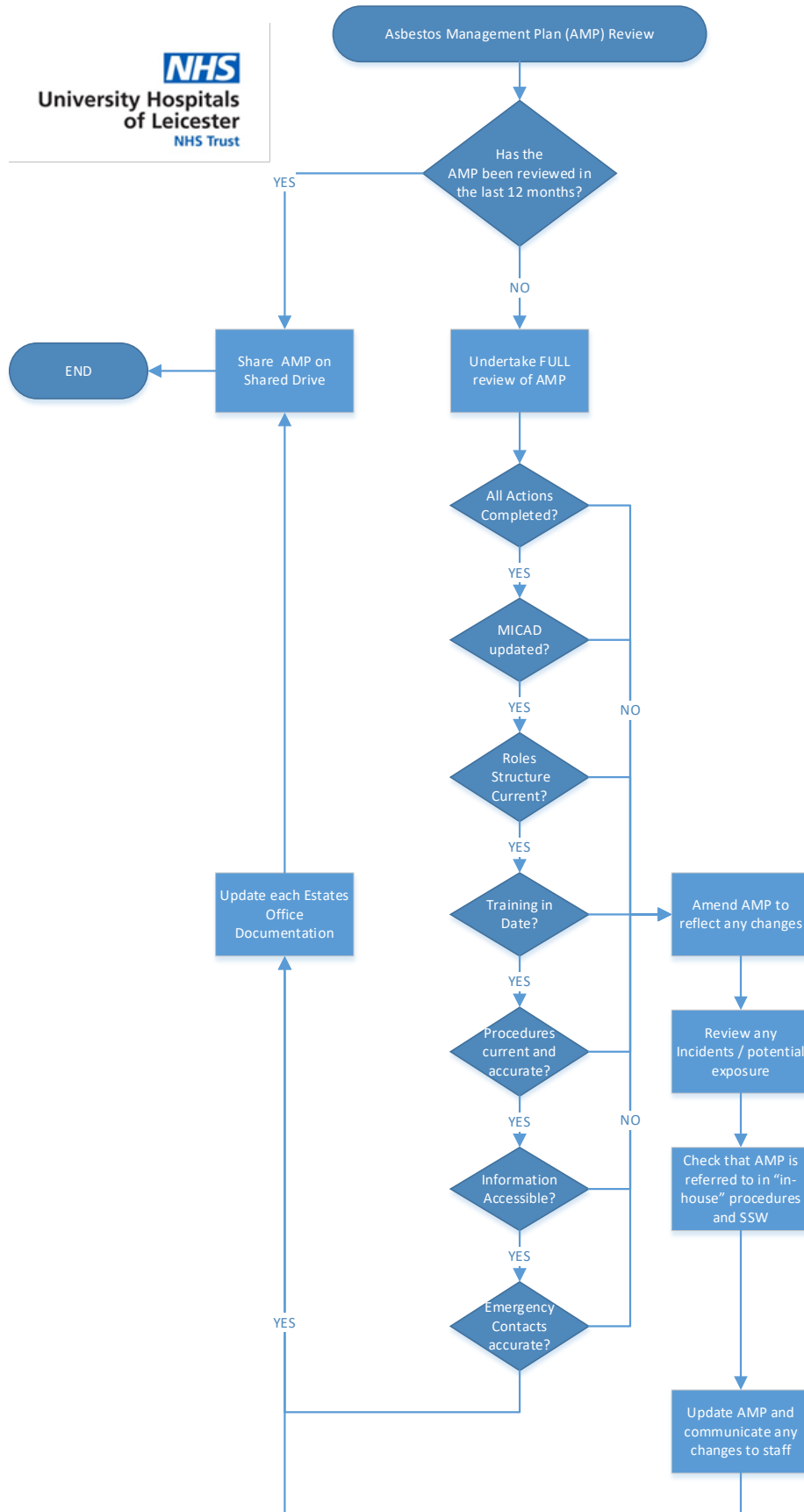
- 10.1 The updated version of the Policy is uploaded and available through INsite Documents and the Trust's externally-accessible Freedom of Information publication scheme. It will be archived through the Trusts PAGL system
- 10.2 It should be noted that paper copies may not be the latest up-to-date version.
- 10.3 This policy and associated documentation will be reviewed every 12 months in line with legislative requirements as set out in CAR12
- 10.4 Review will be conducted by the EF Compliance Team, Capital Projects and Operational Estates Teams and approval sought by the Trust H&S Committee

Appendix A – Asbestos Management Structure

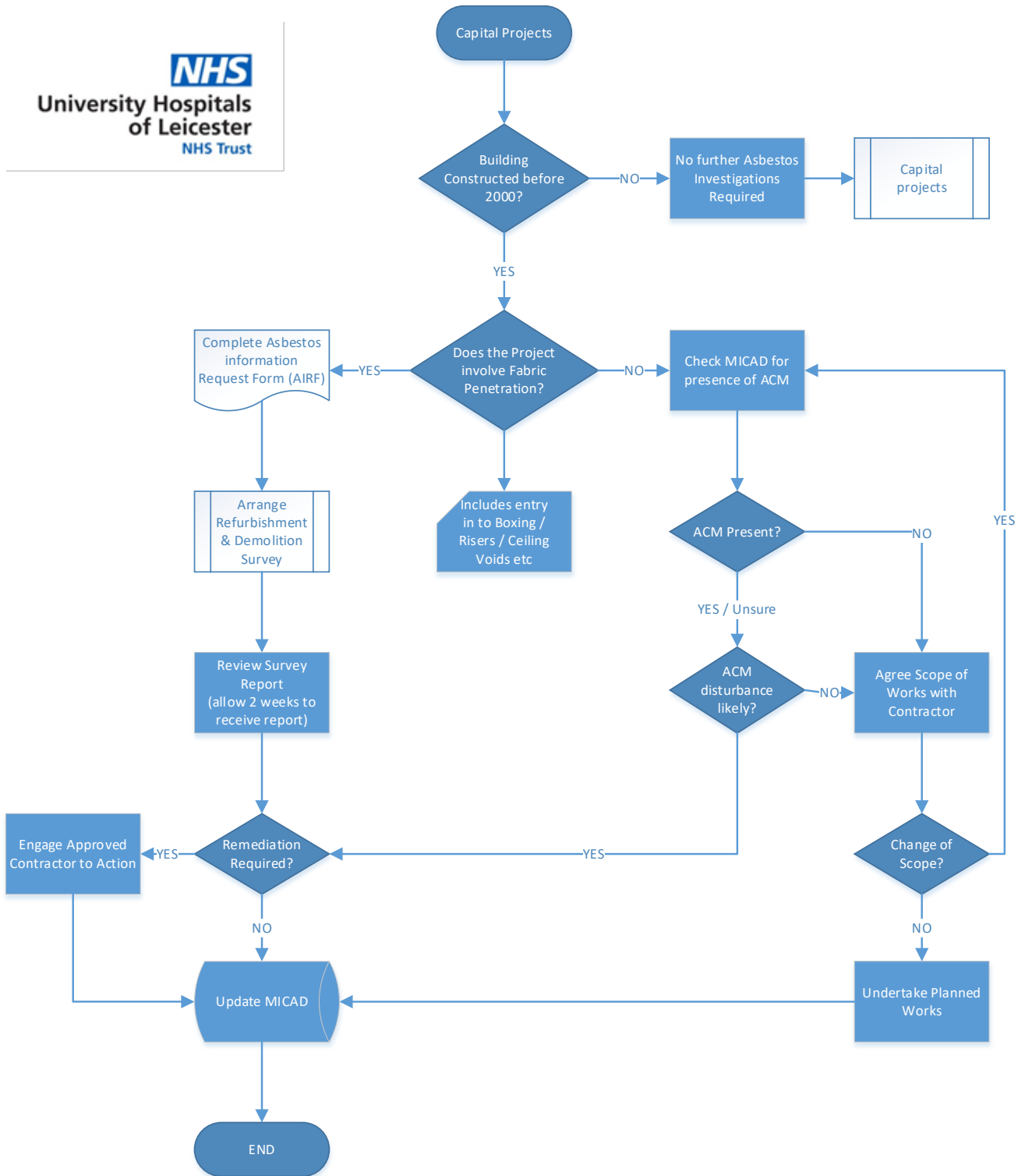
Asbestos Management Structure



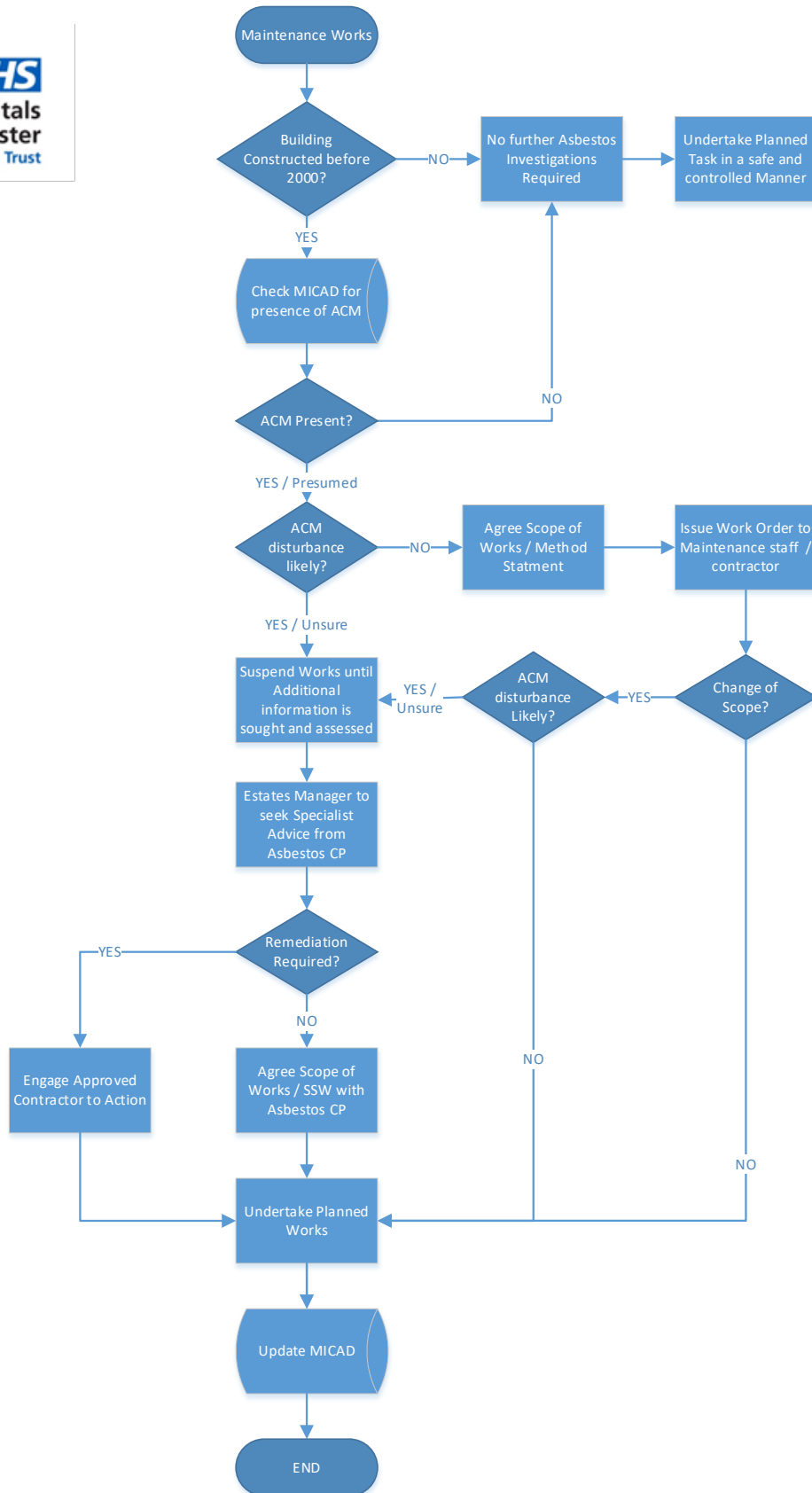
Appendix B – Asbestos Management Plan Review



Appendix C Asbestos Management Flow Chart – Capital



Appendix D Asbestos Management Flow Chart – Maintenance



Appendix E - Duct Entry Control Form

Site / Building:		Location (MICAD no) :	
Work Order #No		Entry Number: (refer to site plan)	
Authorised Person (UHL):(print name)		Contractor/maintenance team	
Valid from (time / date) (hh:mm / dd/mm/yyyy)		Valid to (time / date) (hh:mm / dd/mm/yyyy)	

Scope of Works:

(to be signed by UHL authorised person(AP) and person in charge(PIC) or Competent Person (CP) undertaking the work)

Details of precautions to be considered		Answer	Sign	Sign
		Yes / No / N/A	AP	PIC/CP
1	Have alternative work methods have been considered to eliminate working in ducts?			
2	Has the operative been issued with latest asbestos information for the work areas?			
3	Do operatives fully understand the asbestos information provided and the consequences of disturbing ACMs			
4	Are operatives suitably asbestos trained and competent for the task?			
5	Is lone working involved?			
6	Is a rescue plan in place and communicated to Permit Users prior to work commencing?			
7	Will the work disturb known ACM			
8	Will invasive works be carried out on the walls/ceiling /floor/existing pipework insulation?			
9	Will any work methods cause sufficient vibration to dislodge existing encapsulant			
10	Are operatives aware of asbestos emergency procedures			
11	Are contractors RAMS/POW sufficient with regards to the presence of asbestos?			

**NOTE: If any of the proposed works will involve the disturbance of the encapsulant, work must be carried out in conjunction with an approved licensed asbestos removal contractor
This permit must be available for inspection, in the work area, on request.**

Section 1: Acceptance (to be completed by UHL authorised person)

I am aware of the activity to be conducted and verify that a suitable and sufficient risk assessment and method statement has been implemented that addresses the associated hazards and applicable control measures

Name (print)	Signature	Date:	Time
Contact Number:	Designation:		

Section 2: Acceptance (to be completed by the PIC or CP for the intended works)

I am competent to supervise/perform the works described and accept responsibility for conducting the work detailed in this permit and associated risk assessment. No attempt will be made by me or others to deviate from the agreed work method and controls

Contact Number:	Company:	Date:	Time
Name (print)	Signature:		

Section 3: Completion (to be completed by the PIC or CP for the intended works)

I declare that the work has been completed and all equipment and people under my supervision have been withdrawn and the area left in a safe condition.

Name (print)	Signature	Date:	Time
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Section 4 Cancellation(to be completed by UHL authorised person)

The described works have been completed satisfactorily and the area left in a safe condition. The permit is now cancelled.

Name (print)	Signature	Date:	Time
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1. Introduction

The intention of this guideline is to outline the course of action the Estates and Facilities Compliance team, via the appointed Asbestos Co-ordinator, will follow in response to any request for Asbestos information including the associated timescales to respond and any further actions that may be required to clarify the position.

2. Scope

The guideline is applicable to all staff that, through the course of their work, may need to request asbestos information prior to planned and/or reactive maintenance and /or project works

This includes but is not limited to:

- a) Capital Project Managers;
- b) Capital Project Principle Contractors;
- c) Estates Maintenance staff;
- d) Estates and Facilities appointed Contractors;
- e) Fire Officers;
- f) IM&T staff;
- g) IM&T appointed contractors;
- h) Security Staff;

3. Recommendations. Standards and Procedural Statements

Making a Request for Asbestos Information	
No.	Action
01	A request for asbestos information should be made by the persons undertaking the work (Originator) via email (or phone if urgent) to the Estates and Facilities Compliance team (Responder) via the AC (Asbestos Coordinator)
02	Detail of Originator required: <ul style="list-style-type: none"> ▪ Name; ▪ Department; ▪ Contact details (landline / mobile and email address; ▪ Date of request.
03	Details of the relevant site to be entered <ul style="list-style-type: none"> ▪ Site ▪ Building and Building Code (where known) ▪ Block Number where applicable for LGH and Glenfield ▪ Room and/or areas to aid identification on MICAD system (where possible provide MICAD numbers)
04	Detail the materials to be investigated
05	Reason for the Investigation

Making a Request for Asbestos Information	
06	Special / Specific Access arrangements for the location i.e., live ward, plant area, construction site etc.
07	It is also essential to indicate the required response time to enable the AC or Compliance team to prioritise all requests
08	Please note: Not all requests should be deemed URGENT and should be based on RISK e.g. reporting damage sustained to a known asbestos containing / suspect material will have a higher response priority than a proposed refurbishment project. Approximate response time are as follows: URGENT – within 2 hours (e.g. disturbance of ACM/ suspect material) PRIORITY – within 1 week (e.g. suspect material identified) STANDARD 1-3 weeks (e.g. planned/ proposed activity)
09	If the reason for the request is as a result of accident damage or discovery of suspected ACM the Emergency Procedures must be followed the initial request can be made via telephone 0116 258 4230 Verbal requests MUST be followed by email to the AC
10	In an Emergency Request situation - Restrict access by closing and locking doors or by putting up hazard warning signs. If in situ and accessible turn off / isolate any A/C units or forced ventilation units

Responding to Request for Asbestos Information	
No.	Action
01	Asbestos Information Request form (AIRF) Response to be completed electronically by the Compliance Team and/or the Asbestos Co-ordinator only
02	Each Request to be provided a unique reference number using the following naming convention to allow traceability: YYMMDD AIRF RequestorInitialsSiteBuildingBlockDepartment e.g.210107 AIRF MBLRIBaWard12
03	Each request will be reviewed and the response prioritised based on Risk Profile (this may be challenged with the Originator if the Responder believes the response request time to be disproportionate to the risk)
04	The response will include any previously identified materials and the date an inspection, assessment or survey was carried out for this location
05	Details of required precautions and/or further actions required will be included, along with the details of any sampling / analysis (if a sample or samples were taken).
06	There may also be a need to undertake a Refurbishment and Demolition Survey for the location(s)
07	All associated details including further survey or sampling results will be entered on the Risk Register within MICAD to ensure the Asbestos Register remains current.

4. Education and Training

Briefing note issued to all relevant parties on how to successfully request information,

Response forms only to be completed by Asbestos Co-ordinator with the competencies outlined in the letter of appointment

5. Monitoring and Audit Criteria

Refer to Section 8 of the Asbestos Policy and the Asbestos Management Plan.

6. Legal Liability Guideline Statement

See Section 6.4 of the UHL Policy for Policies for details of the Trust Legal Liability statement for Guidance documents

7. Supporting Documents and Key References

UHL Asbestos Policy B27/2005

UHL Asbestos Management Plan (AMP)

AMP Asbestos Information Request Form (AIRF) included at rear of document.

8. Key Words

Asbestos, Asbestos Management, Asbestos Management Plan (AMP)

This line signifies the end of the document

This table is used to track the development and approval and dissemination of the document and any changes made on revised / reviewed versions

DEVELOPMENT AND APPROVAL RECORD FOR THIS DOCUMENT			
Author / Lead Officer:	Michael Blair		Job Title: Head of Compliance
Reviewed by:			
Approved by:	Policy and Guideline Committee		Date Approved: 19.3.21
REVIEW RECORD			
Date	Issue Number	Reviewed By	Description Of Changes (If Any)
DISTRIBUTION RECORD:			
Date	Name	Dept	Received

Estates and Facilities - Asbestos Information Request Form (AIRF)

Reference	
Originator	
Department and Contact Details Contact No.	
Date of Request:	

Site:	
Building:	
MICAD Room(s) Number(s)	
Material(s) / Area(s) to be investigated:	
Reason for Investigation:	

Materials Identified	
Source of Materials Identified:	
Precautions Required:	
Further Action Required: Including requirement for sampling/R&D Survey	
Findings/Recommendations	
Name:	Date sent to originator:

R&D SURVEY PLEASE NOTE:

A full scope of works is required before any intrusive investigations can be made.
 A UKAS accredited survey company from the approved list should be contracted to carry out project specific inspections of the relevant areas prior to works being carried out.
 Any proposed M&E service routes should be agreed prior to engaging a survey company to carry out these intrusive investigations.
 Project specific inspections including refurbishment and demolition surveys should be carried out when the building/area is vacant or unoccupied.
 Damage to the building fabric should be expected during the invasive inspection.
 Any restrictions / limitations in place or imposed on the intrusive nature of an R&D survey will limit the effectiveness of the investigation and may lead to caveats in the reported survey information.
 Proper consideration should be given to any restrictions/limitations that may be in place or imposed, to ensure that the investigation and subsequent survey report, is suitable for its intended purpose.
 Due to the nature of the proposed works, any building usage or other site wide elements that may influence the project, it may not be possible to carry out intrusive investigations in all areas within the scope of works at the initial visit. In these cases it may be feasible to carry out phased investigations in specific areas ahead of any associated maintenance/construction/refurbishment or demolition activity.
 These scenarios should be discussed and agreed before works commence to enable a suitable survey scope to be achieved