

Asbestos UHL Policy

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REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW

October 2019 - Complete re-write to account for changes in roles and responsibilities, format and content

May 2023

- 1.7 Telephone Number updated
- 3 Definition of ACM changed (removed >1%)
- 3 MICAD definition added
- 3 Layout change for UKAS paragraph
- 4.5 “Regional” removed from title
- 4.5(e) “and maintenance contractors” added
- 4.8.1(b) “located in Estates Reception “ replaced with “on MICAD”
- 4.8.1(e) Added – Wear PPE in certain locations if required to do so by Permit to Work
- 5.6 “Should” replaced by “Shall”
- 5.6 “Project Sponsor” removed
- 5.8.5 “Approved” replaced with “agreed”
- 5.10.1(f) Telephone Number updated
- 5.13.4 “to the enforcing authority via HSE form ASB 5” added
- 5.13.4 “change of ACM to be removed” added
- 7.2 Pagination changed
- 9 Supporting References dates and edition numbers updated

KEY WORDS

ACM, Asbestos, Asbestos Awareness, Asbestos Management, Management Survey, Refurbishment and Demolition Survey,

1 INTRODUCTION AND OVERVIEW

- 1.1 The University Hospitals of Leicester NHS Trust recognises its responsibilities and duties under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and the Control of Asbestos Regulations 2012 to provide a healthy and safe environment for all employees, contractors and member of the public.
- 1.2 This document sets out the University Hospitals of Leicester (UHL) NHS Trusts Policy for the management, supervision and control of asbestos across all UHL sites as required by Regulation 4 of the Control of Asbestos Regulation 2012 (CAR12).
- 1.3 The aim of this Policy is to:
- a) Provide information and guidance for staff, who have a role or responsibility for the Duty to Manage Asbestos at the Trust;
 - b) Provide a point of reference for all staff to consult in the event of an asbestos incident, or asbestos related concern;
 - c) Assist the Trust in complying with asbestos related legislation approved codes of practice, guidance and relevant standards.
- 1.4 Asbestos is the generic name for a group of fibrous mineral silicates used extensively in building products in the 1980s and prior, which have been proven to cause lung disease when the fibrous dust is inhaled. Their use in buildings was prohibited in 2000, therefore any building built before that date must be presumed to contain asbestos unless it is proved otherwise.
- 1.5 No safe level of exposure is known however it is important to remember that asbestos products only present a danger when fibres are released to the atmosphere.
- 1.6 Under normal conditions UHL staff would not be exposed to airborne asbestos fibre whilst carrying out their duties. The Trust does have asbestos containing material within the estate; however, this is sealed to prevent fibre release and is subject to regular condition inspection.
- 1.7 If staff have any asbestos concerns, they should contact their Line Manager in the first instance and notify the Customer Service Centre (CSC) on extension 17888 who will inform the Estates and Facilities Compliance team.

2 POLICY SCOPE

- 2.1 This policy applies to all employees of the Trust and all contractors engaged by the Trust who are involved in the management, maintenance, refurbishment, construction, design, upgrading, in all premises owned and operated by UHL.
- 2.2 The policy is also applicable to any other person who may come into contact with Asbestos Containing Materials (ACMs) on any Trust premises.
- 2.3 The Control of Asbestos Regulations (CAR) 2012 came into force on April 2012 and require mandatory training for anyone liable to be exposed to asbestos fibres at work. This includes maintenance workers and others who may come into contact with or who may disturb asbestos (see list on page 10) as well as those involved in asbestos removal work.
- 2.4 The trust shall ensure that all contactors working on UHL site have sufficient asbestos awareness and training for the works commissioned.

ACM

Asbestos Containing Material means any material containing asbestos.

ACOP

Approved Code of Practice are specific guidance that describe 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.

Asbestos

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

BOHS

The British Occupational Hygiene Society is a science-based, charitable body that provides information, expertise and guidance in the recognition, control and management of workplace health risks.

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.

Control Limit

The control limit for asbestos is 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm³). The control limit is not a 'safe' level and exposure from work activities involving asbestos must be reduced to as far below the control limit as possible.

Control Measure

Action(s) that can be taken to reduce the potential of exposure to the hazard, or the control measure could be to remove the hazard or to reduce the likelihood of the risk of the exposure to that hazard being realised.

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.

BS EN ISO 13982-1

Internationally recognised standard for protective clothing for use against solid particulates. Performance requirements for chemical protective clothing providing protection to the full body against airborne solid particulates (type 5 clothing)

BS EN ISO/IEC 17020

Internationally recognised standard for the general criteria for the operation of various types of bodies performing inspection / surveying

BS EN ISO/IEC 17025: 2005

Internationally recognised standard for the General requirements for the competence of testing and calibration laboratories

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).

RICS

The Royal Institution of Chartered Surveyors is one of the world's leading professional bodies for qualifications and standards in land, property and construction.

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.

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 AND RESPONSIBILITIES

4.1 Trust Board

Overall responsibility for the management of Asbestos will rest with the Trust Board. The Trust Board have overall accountability for the activities of the Organisation. The Trust Board should ensure that it receives appropriate assurance of compliance with Trust policy, legislation, codes of practice and guidance documents

4.2 Trust Chief Executive

4.2.1 The Chief Executive has overall responsibility for the health, safety and welfare of staff and others affected by the work activities of the Trust including the effective implementation of asbestos management policies and ensuring compliance with the Control of Asbestos Regulations 2012 for all properties under the ownership and/or control of the Trust

4.2.2 The Chief Executive is also responsible for the appointment of an Executive Director responsible for the Management of Asbestos.

4.3 Director of Estates, Facilities and Sustainability (DoEFS)

4.3.1 Acting as the Executive lead the DEF has the executive responsibility for this policy, and for ensuring:

- a) Arrangements are in place to achieve compliance with requirement of current legislation;
- b) Appointment of competent personnel from within the Estates & Facilities Management Statutory Compliance Team in order to monitor and review the Trust's asbestos management arrangements and develop and maintain an Asbestos Management Plan;
- c) Ensuring that staff under their direct control have sufficient and suitable funds, time, resource and training to ensure successful management of asbestos in UHL premises.

4.4 Estates and Facilities Directorate (E&F)

4.4.1 The primary responsibility for the operational management of asbestos on UHL premises rests with E&F by:

- a) Maintaining "up to date" Asbestos Records on the Trust's MICAD property management software;
- b) Maintaining accessible Asbestos Register(s), listing the location, type and condition of the asbestos;
- c) Making available asbestos related information, on request, from interested parties.

45 Estates Managers (EM)

4.5.1 Are responsible for:

- a) The delegated day-to-day operational responsibility for maintaining the buildings and building services on-site;
- b) Ensuring permit to work controls are in place to authorise work on their sites that may potentially disturb asbestos;
- c) Promotion of safe management of asbestos across the estate;
- d) Ensure the Estates & Facilities Compliance Team is kept informed of incidents and deviations from procedures;
- e) Ensure that the asbestos register/asbestos survey information is available to their staff and maintenance contractors via the MICAD portal and to those whose services they procure, who have a legitimate reason for requesting such information.

46 Project Managers (PM)

4.6.1 The appointed Project Manager (PM) are responsible for:

- a) Ensuring that asbestos and ACMs are identified and not disturbed during building, refurbishment and construction work, where the fabric of the building is to be disturbed;
- b) Ensuring no works are commissioned until such investigations have taken place;
- c) Distributing and communicating existing asbestos information with CDM principal designer and other relevant personnel;
- d) Ensuring the financial and logistical requirements posed by the presence of asbestos are allowed for in all Capital and Maintenance works;
- e) Ensuring prior to building works, a refurbishment and demolition survey as described by Regulation 5 of CAR 2012 is carried out. This work must be carried out by a competent asbestos survey company holding UKAS Accreditation to *ISO 17020: "General criteria for the operation of various types of bodies performing inspection"*;
- f) Ensuring that contractors working on site have the requisite competencies, awareness and training required to work with and in the vicinity of, asbestos containing materials (Regulation 10 of CAR 2012), via permit to work;
- g) Approval of risk assessments and method statements for the work with and in the vicinity of known asbestos;
- h) All asbestos remediation works are suitably procured and managed in line with current guidance and legislation.
- i) For all asbestos work, irrespective of whether it is 'notifiable' to the HSE, the Project Manager for the asbestos work is responsible for ensuring it is carried out by a competent licensed asbestos removal contractor and that arrangements for the work is communicated and work schedules and demarcation is agreed with those affected.

4.6.2 The Project Manager may be a Trust, or an external appointment by a UHL Project Director.

47 The Estates and Facilities Compliance Team

4.7.1 The Estates and Facilities Compliance Team are responsible for:

- a) Delivering asbestos awareness training to staff;
- b) Maintaining and updating of the asbestos register and asbestos management policy and plan;
- c) Implementing the review and audit of asbestos management arrangements;
- d) Giving advice and guidance on asbestos to contractors and staff;
- e) Incident investigation and monitoring the efficacy of precautionary measures;
- f) Review of New Staff inductions and training;
- g) Communicate asbestos related issues to the health and safety committee.

48 Maintenance Operatives

4.8.1 The Maintenance Operatives are required to:

- a) Demonstrate asbestos awareness of associated risks and understanding of emergency procedures;
- b) Refer to the asbestos register, located at Estates Reception, prior to commencement of works;
- c) Ensure that any damaged materials that are suspected of containing asbestos are reported to Estates immediately;
- d) Attend any necessary training when requested.

49 Employees

4.9.1 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 their work.

410 Contractors

4.10.1 All UHL appointed contractors shall:

- a) Comply with the requirements of the Asbestos Policy and Trust procedures.
- b) Comply with all relevant health and safety legislation and Approved Codes of Practice
- c) Give their staff sufficient information instruction and training regarding asbestos in order for them to safely complete their work.

5. POLICY IMPLEMENTATION AND ASSOCIATED DOCUMENTS

- 5.1 Asbestos must be dealt with on a priority basis, based upon the risk presented by the material. This must take into account the potential for fibre release, condition of the material, its location, vulnerability and the likelihood of the material being damaged or disturbed.
- 5.2 Asbestos identified in Asbestos Survey Reports are assigned a risk classification in order to prioritise the risk. This risk assessment is carried out by a competent person holding BOHS Proficiency Module P402: Building surveys and bulk sampling for asbestos, the RICS equivalent qualification and/or BOHS P405: Management of Asbestos in Buildings.
- 5.3 Asbestos materials that are not considered to be creating a significant risk may be left in-situ to be considered for removal as part of a planned programme.
- 5.4 Asbestos materials will be sealed in accordance with asbestos remediation standards and labelled by those engaged to undertake the works.
- 5.5 When buildings are shut down for major refurbishment or for a change of occupancy, the possibility for more extensive asbestos removal should be considered.
- 5.6 Any work locations where the proposed work may disturb the fabric of the building will be preceded by a refurbishment and demolition survey. Work in these areas shall be subject to a 'precautionary approach' as it is acknowledged by HSE Publication HSG264 The asbestos Survey Guide that even with complete access demolition surveys all ACMs may not be identified and this only becomes apparent during demolition itself. This will entail all contractors and UHL staff being vigilant during works and consulting the asbestos register or if in doubt having areas inspected. Advice and Guidance can be obtained through the Project Manager or the Estates & Facilities Compliance Team.

5.7 Monitoring the Condition of ACMs in Known and Accessible Locations

- 5.7.1 The Estates & Facilities Statutory Compliance Team will audit, monitor and review the Trust's asbestos management arrangements on an annual basis.
- 5.7.2 Under current HSE guidance, it is recommended that condition monitoring or 're-inspections' of ACM's is carried out between 6 – 12 months from the last assessment/inspection, and whenever building or engineering activities may have caused material changes to an area containing asbestos materials.
- 5.7.3 The Manager must escalate to Estates and Facilities as appropriate and all staff have a duty to report any damage to asbestos materials or to materials suspected of containing asbestos to their manager.

5.8 Contractor Procurement

- 5.8.1 The Management of Contractors UHL Policy (B24/2004) provides the framework

for the safe use of contractors.

5.8.2 All building and construction contractors should be engaged through a UHL Estates & Facilities Project Manager in order to provide the required Professional and Technical interface and to ensure that asbestos issues are taken into consideration at the earliest stage.

5.8.3 Prior to procurement Contractors must provide evidence that the staff attending site are asbestos aware and have the relevant training and competencies to work in the vicinity of asbestos.

5.8.4 Work activities that may encounter asbestos include (but not limited to):

- a) Fitting Lighting removal/replacement;
- b) Electrical wiring installations;
- c) Installation of Security and fire alarm systems;
- d) IT installations;
- e) Installation of scientific/medical equipment;
- f) Maintenance and refurbishment of ventilation ducting;
- g) Maintenance and refurbishment of water, steam and gas systems;
- h) Demolition;
- i) Installation of windows, curtains, shelves and blinds;
- j) Any intrusive work to floors, walls, ceilings and roofs, guttering, fascia and soffits;
- k) Drilling;
- l) Scrabbling floors/removing floor tiles;
- m) Decoration;
- n) Pest Control.

5.8.5 Contractors are subject to their own job specific risk assessments which must be produced and approved by the Project Manager prior to asbestos related work starting. Any planned removals or any works in areas with high risk asbestos items require express written permission from the Estates Department.

5.8.6 All contractors will be periodically required to prove that their staff training is relevant and kept up to date

5.9 Encountering Asbestos during Maintenance Work

5.9.1 The area in which staff or contractors are proposing to work should be checked against the Asbestos Inspection Records held by the Estates Team. If suspected Asbestos is encountered during work, the operative must stop work and report their concerns to a supervisor immediately.

5.9.2 For work that may involve disturbing asbestos material, a competent licensed asbestos removal contractor must be used. In all cases, a risk assessment must be carried out and a method of work proposed and accepted by the Project Manager, prior to starting work.

- 5.9.3 Contractors must satisfy minimum requirements in line with Regulation 10 of CAR, for the competency / training of workers. This will ensure that contractors are aware of; the dangers from asbestos exposure, the likelihood of finding asbestos in typical ACM locations, and the precautions to be taken in areas that may contain ACM's.
- 5.9.4 For planned building/refurbishment work, or major maintenance activities, a refurbishment and demolition survey must be carried out prior to the works being programmed, to comply with Regulation 5 of CAR.

5.10 Procedure for Uncontrolled Fibre Release

5.10.1 If there is an uncontrolled release of asbestos into the workplace the following procedures should be implemented, in line with Asbestos Essentials and the below escalation process:

- a) The affected area(s) should be immediately evacuated, and steps taken to secure the area from re-entry of unauthorised persons;
- b) Any persons who may be contaminated with asbestos fibres should minimise disturbance to any fibres on their person/clothing to protect themselves and others from inhaling asbestos fibres;
- c) Potentially contaminated clothing must be removed carefully (inside-out) and placed into a plastic bag for testing or disposal. The affected person should carry out personal decontamination with washing facilities or showers if possible;
- d) The Regional Estates Manager and/or a UHL H&S Advisor should be called immediately to advise what actions to take to mitigate the risk in the particular circumstances of the fibre release;
- e) The Regional Estates Manager or their representative should seek advice from a UKAS accredited asbestos survey and analytical company who would assist in testing the area to ascertain the extent and scope of the contamination;
- f) The Estates and Facilities Central Helpdesk must be notified as soon as possible on Extension 17888. The Trust Duty Manager should be informed immediately;
- g) Steps should be taken to isolate other areas which may be affected (i.e., close doors/windows, isolate ventilation systems);
- h) The cause of the uncontrolled release should be established;
- i) Management escalation is through the UHL Duty Manager & Director on-call

5.10.2 In response to an asbestos fibre release incident, an asbestos removal contractor will then be employed to thoroughly clean all visible debris and dust, in accordance with Regulation 3 of CAR 2012. Any necessary measures to seal damaged sources or remove the asbestos material will be taken in accordance with industry standards. When remedial actions have been completed, air sampling by a UKAS Accredited analytical company is completed to confirm that the area had been suitably remediated. Upon which the area will be given a

certificate of reoccupation.

5.10.3 All information regarding the incident shall be relayed to the Estates & Facilities Statutory Compliance Team for root cause investigation and potential RIDDOR requirements.

5.11 Asbestos Removal

5.11.1 In line with CAR 2012, asbestos works must be carried out under the following three work categories:

- a) Licensed Works (LW)
- b) Non-Licensed Works (NLW)
- c) Notifiable Non-Licensed works (NNLW)

5.11.2 The decision on what category the works will apply is determined by Regulation 3 of CAR 2012.

5.11.3 Asbestos work is notifiable unless:

- a) The exposure to asbestos of employees is sporadic and of low intensity;
- b) It is clear from the risk assessment that the exposure to asbestos of any employee will not exceed the control limit;
- c) The work involves short, non-continuous maintenance activities in which only non-friable materials are handled, or removal without deterioration of non-degraded materials in which the asbestos fibres are firmly linked in a matrix,
- d) Encapsulation or sealing of asbestos-containing materials which are in good condition,
- e) Air monitoring and control, and the collection and analysis of samples to ascertain whether a specific material contains asbestos.

5.11.4 Licensed Asbestos Works involving the removal of notifiable products (Sprays, Insulation and Insulating Board) must only be carried out by licensed contractors engaged through the Estates and Facilities Department, who must be responsible for their supervision and ensuring that the work is carried out in accordance with the legal requirements and HSE codes of practice. This also involves the notification to the HSE 14 days prior to commencement of works.

5.11.5 Where possible a licensed asbestos removal contractor will be employed to carry out any works on asbestos. However, works may be carried out by other non-licensed asbestos contractors if it is assessed that the risk from the works outweighs the risk from the asbestos removal, for example removal of an asbestos cement roof at height by competent asbestos trained roofing contractor.

5.11.6 All works should be subject to a suitable and sufficient risk assessment, method statement and a permit-to-work, and general asbestos best practices and guidance, laid out by the HSE.

5.11.7 Prior to the commencement of asbestos works, the Project Manager must agree the necessary arrangements with the operational Estates Management and Consult with the Department(s) concerned, and ensure:

- a) Arrangements for CDM requirements;
- b) HSE notification;
- c) Access controls;
- d) Route for entry and egress from the working area to the decontamination facilities;
- e) Route to transit waste materials;
- f) Fire Exit routes are maintained;
- g) Environmental monitoring; and
- h) Clearance Procedures are in place.

5.11.8 Asbestos survey reports must be made available to the contractor by the Estates and Facilities department, on request through the Project Manager. They are to be checked beforehand to identify those jobs which may have an asbestos involvement. After the satisfactory completion of the works, the Project Manager must ensure that all asbestos related information from the project is given to the Estates & Facilities Compliance Team and the Operational Estates Management in a suitable format, to ensure that Trust asbestos records are updated.

5.12 Licensed Asbestos Works

5.12.1 Asbestos Licensed Works, is clearly defined in CAR 2012 and involves:

- a) Considerable pre-planning and production of Plans of Works, Risk Assessments and Notifications by professional licensed asbestos removal contractors;
- b) Constructing and working within a temporary enclosure maintained under constant negative pressure and in which all air which leaves the enclosure is filtered through HEPA filters;
- c) Careful and specified asbestos removal in which the site supervisor will ensure that works are carried out in accordance with the Plan of Work, all site documentations is available and updated as needed, all workers have the correct PPE and RPE, all control measures are in place and the access is prohibited from unauthorised personnel.
- d) Setting up and maintaining a Decontamination Unit on site.
- e) Testing the integrity of the enclosure by an analyst carrying out 'Leak' air monitoring surrounding the enclosure during the work.
- f) Testing the airborne fibre concentrations within the enclosure by an analyst carrying out personal air monitoring.

5.13 Notification of work with asbestos

5.13.1 A Contractor must not carry out Asbestos Licensed work unless he has notified the HSE at least 14 days before commencing that work using form ASB 5. Prior to this notification, a thorough and an approved code of practice compliant

Plan of Work must have been written, which may be requested by the HSE immediately after notification.

- 5.13.2 A Contractor must not carry out Notifiable, Non-Licensable Work unless he has notified the enforcing authority prior to commencement of works using the NNLW1 form.
- 5.13.3 A Contractor carrying out Non-Licensed Work (as defined by regulation 3 of CAR 2012), does not need to inform the enforcement authority, and works may proceed providing general control measures and pre-planning is in place.
- 5.13.4 Where a contractor has notified work to the enforcing authority via HSE form ASB 5 and there is a material change in that work which might affect the particulars so notified (including change of ACM to be removed, the cessation of the work, changing of dates and size of job or manpower), the contractor must materials notify the enforcing authority of that change.

5.14 Disposal Arrangements

- 5.14.1 Licensed contractors carrying out work which generates asbestos waste or contaminated articles will be responsible for the collection, secure storage and disposal of the waste. All asbestos waste generated, including used protective clothing must be double bagged, clearly identified and securely stored.
- 5.14.2 Labelling of packaged and unpackaged materials containing asbestos must include one of the following methods of hazard identification:
 - a) an adhesive label firmly affixed to the product or its packaging; or
 - b) a tie-on label firmly attached to the product or its packaging, or
 - c) Direct printing onto the product or its packaging.

6 EDUCATION AND TRAINING REQUIREMENTS

- 6.1 Regulation 10 CAR, states that every employer must ensure that anyone liable to disturb asbestos during their work or who supervise such employees receives the correct level of information instruction and training;
- 6.2 As a minimum, Asbestos Awareness training courses should be provided to all relevant Estates and Facilities staff who are involved with asbestos works and those who have been identified by their manager as being at risk of encountering asbestos (e.g., building/maintenance staff).
- 6.3 The frequency and content of the training will be managed by the UHL Estates and Facilities Statutory Compliance Team
- 6.4 To be competent an organisation or individual must have:
 - a) Sufficient knowledge of the tasks to be undertaken and the risks involved
 - b) The experience and ability to carry out their duties in relation to the project, to recognise their limitations and take appropriate action to prevent harm to those carrying out construction work, or those affected by the work

7 PROCESS FOR MONITORING COMPLIANCE

- 7.1 The Executive Director 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 through planned and ad hoc audits of the following:
 - 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 (as deemed appropriate).
- 7.3 Quarterly reports submitted to the UHL Health and Safety Committee;

POLICY MONITORING TABLE

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements	Action Leads
Policy Assurance	Estates Head of Compliance	Audit a minimum of 10% of notifiable works	Annually	Estates and Facilities Senior Management Team (SMT) UHL H&S Committee	Regional Estates Manager
Policy Review	Estates Head of Compliance	Review	Six Month before policy review date (unless legislative requirements or organisational structure alter prior to scheduled review)	Policy and Guideline Committee Report in Premises Assurance Model (PAM)	UHL Health and Safety Committee Members Estates Compliance Team
Annual Asbestos Awareness Training	Estates Head of Compliance	Audit	Annually	Report to the SMT	Estates Managers Capital Project Team
Asbestos Regulations	Estates Head of Compliance/ Asbestos Co-ordinator	Review	Annually	Report to the SMT	Capital Project Team Estates Managers
Micad System Updates	Estates Head of Compliance/ Asbestos Co-ordinator	Review	Quarterly	Report to SMT	Estates Managers Capital Project Team

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

Act of Parliament 1974 The Health and Safety at Work etc. Act 1974 (c. 37)

British Standards Institution 2004 BS EN ISO 13982-1

British Standards Institution 2004 BS EN ISO/IEC 17020

British Standards Institution 2005 BS EN ISO/IEC 17025

HSE Books 2013 (second Edition) L143 Managing and Working Asbestos Materials ACOP and Guidance;

HSE Books 2014 (second edition) Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended) Safety representatives and safety committees L87

HSE Books Asbestos: The analysts' guide for sampling, analysis and clearance procedures HSG248 (second edition) 2021

HSE Books Asbestos essentials task guidance HSG210 HSE Books Asbestos: The Survey Guide HSG264 (second edition) 2012

HSE Books Asbestos: The licensed contractors' guide HSG247 (2006)

HSE Books ACOP 2005 (fifth edition) L5 The Control of Substances Hazardous to Health

Statutory Instruments (SI) 2009 No.1348 The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009

Statutory Instruments (SI) 1997 No.1713 The Confined Spaces Regulations 1997

Statutory Instrument (SI) 2015 No 51 The Construction (Design and Management) Regulations 2015

Statutory Instrument (SI) 2012 No 632 The Control of Asbestos Regulations 2012;

Statutory Instruments (SI) 2002 No.2677 The Control of Substances Hazardous to Health Regulations 2002 (as amended)

Statutory Instruments (SI) 2005 No.894 The Hazardous Waste (England and Wales) Regulations 2005

Statutory Instruments (SI) 2013 No.1471 The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

Statutory Instruments (SI) 1992 No 3004 The Workplace (Health, Safety and Welfare) Regulations 1992

UHL Management of Contractors Policy B24/2004

10 PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW

- 10.1 The updated version of the Policy will then be 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 3 years or sooner as deemed necessary due to changes in Legislation, Healthcare guidance, local practice, responsibilities or arrangements.
- 10.4 Review will be conducted by the Estates and Facilities Compliance Team, Capital Projects and Operational Estates Teams and approval sought by the Trust H&S Committee