

<b>STANDARD OPERATING PROCEDURE:</b>	<b>ASBESTOS MANAGEMENT PLAN</b>
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<b>CONSULTED WITH</b>	<b>ASBESTOS WORKING GROUP</b>

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**AT ALL TIMES, STAFF MUST TREAT EVERY INDIVIDUAL WITH RESPECT  
AND UPHOLD THEIR RIGHT TO PRIVACY AND DIGNITY**

**SECTION 1: INTRODUCTION/BACKGROUND INFORMATION**

**1. INTRODUCTION**

The purpose of this document is to clearly set out how Wrightington, Wigan and Leigh NHS Foundation Trust (WWL), will implement an Asbestos Management and Control Policy and associated Asbestos Management Plan procedures relating to the management and control of Asbestos and Asbestos Containing Materials (ACM's) across the Trust's main acute sites estate so as to achieve statutory compliance under the Control of Asbestos Regulations 2012. It is important to note that separate Asbestos Policy and Asbestos Management Plan documents cover the Trust's Community premises because the way that those premises are managed and operated is different to that for the main acute hospital sites.

**2. ASBESTOS BACKGROUND**

- 2.1 Asbestos is a silicate mineral, which occurs in nature as long thin crystalline fibres. The fibres have high tensile strength, flexibility, chemical resistance, heat resistance, thermal insulation and electrical insulation properties. Consequently asbestos has been widely used in many building materials. The period between 1950 and 1980 covered the most extensive use of ACM's in buildings because it met with technical requirements and was cost effective and there was limited appreciation of the risks it posed to health.
- 2.2 The risk to health from asbestos occurs when fibres are released into the air and then breathed in by any persons within the vicinity of the material. Provided that ACM's are intact and in a position where they will not be disturbed or damaged they will not pose a significant risk to health.
- 2.3 The health effects attributed to asbestos have been well researched and documented at both national and international level. In general it is accepted that asbestos, in its many and varied forms, where damaged or likely to be damaged or disturbed in the future, should be totally withdrawn from use and substitute materials installed in its place.
- 2.4 As asbestos was so commonly used for many years in widely differing situations, the creation of an asbestos free environment would be unrealistic, financially impossible to achieve and in some cases, unnecessary.
- 2.5 There is currently no statutory requirement to remove asbestos containing materials; therefore its discovery and identification may not necessitate a statutory mandated need for removal. There is, however, a statutory duty to prevent asbestos creating a risk and the method of achieving this will require careful consideration in each individual case identified.
- 2.6 Risks to health from asbestos generally arise through the everyday occupation and use of buildings containing ACMs or more often as a result of carrying out other works and modifications to a building that may result in the release of asbestos fibres.
- 2.7 This policy is based on a balanced approach that is achievable, deliverable and meets statutory requirements. The policy gives priority for the management and/or removal of asbestos and ACMs, according to the degree of risk to people working in or occupying Wrightington, Wigan and Leigh NHS Foundation Trust properties within which asbestos containing materials are present.

## **SECTION 2: ASBESTOS POLICY STATEMENT**

### **3. ASBESTOS STATEMENT**

- 3.1 Wrightington, Wigan and Leigh NHS Foundation Trust, (the Trust) recognises and accepts its statutory responsibilities under the Health and Safety at Work etc. Act 1974 (HSWA), the Control of Substances Hazardous to Health Regulations 2002 (COSHH), the Control of Asbestos Regulations (CAR) 2012 and the associated Approved Code of Practice and Guidance -L143 (second edition) published by the Health and Safety Executive (HSE).
- 3.2 The Trust recognises its statutory responsibility to effectively identify, document, manage and control any asbestos and asbestos containing materials across the Trust's estate.
- 3.3 The Trust's Asbestos Management and Control Policy and this associated Asbestos Management Plan are specifically based upon achieving compliance with the relevant parts of the Control of Asbestos Regulations 2012 and the associated Approved Code of Practice and Guidance - L143 (second edition).
- 3.4 The Chief Executive and the Director of Estates and Facilities are identified as having responsibility for organisational compliance with the Trust's Asbestos Management and Control Policy and Asbestos Management Plan. These responsibilities are then appropriately delegated to the Head of Operational Estates, the Senior Operational Estates Manager, Estates Managers, Estates Officers, Estates Operatives, Trust employees and contractors employed by the Trust.

### **4. WRIGHTINGTON, WIGAN AND LEIGH NHS FOUNDATION TRUST ASBESTOS MANAGEMENT POLICY**

- 4.1 Wrightington, Wigan and Leigh NHS Foundation Trust recognise that asbestos and asbestos containing materials have been installed within a number of buildings across the Trust's estate in the past. Where such ACMs have been installed, and those materials are in good condition and well maintained, those materials will not present any appreciable risk to health. However, the hazards associated with the presence of asbestos are recognised and it is the Trust's intention to reduce the exposure of all persons to airborne asbestos where it is reasonably practicable to do so.
- 4.2 Wrightington, Wigan and Leigh NHS Foundation Trust recognises and accepts its responsibilities under the current asbestos related legislation and aims to achieve the effective management and control of asbestos, as far as is reasonably practicable by undertaking the following:-
  - 4.2.1 Identify where asbestos and asbestos containing materials are present across the Trust's premises. Please refer to the Trust's asbestos register and the associated Nominated Asbestos Consultant's web-portal.
  - 4.2.2 Assess the condition of any asbestos and asbestos containing materials on a periodic basis where they are found to be present. Please refer to the Trust's asbestos register, the associated Nominated Asbestos Consultant's web-portal and the findings of the Nominated Asbestos Consultant's survey/periodic re-survey and / or (more recent) management survey reports.
  - 4.2.3 Undertake appropriate surveys and sample for asbestos and asbestos containing materials including carrying out an analysis of suspect materials to determine what type of asbestos is present. These actions will be carried out by suitably trained persons utilising accredited UKAS laboratories. Please refer to the Trust's asbestos register, the associated Nominated Asbestos Consultant's web-portal and the findings of the Nominated Asbestos Consultant's survey/periodic re-survey and / or (more recent) management survey reports and latest sample results.

- 4.2.4 Maintain an up-to-date asbestos register that details the location, type and condition of asbestos and asbestos containing materials. Ensure that the asbestos register is consulted before any installation, maintenance or alteration works are undertaken that may disturb any asbestos or asbestos containing materials that may be present. Please refer to the Trust's asbestos register and the requirement to commission additional Refurbishment and Demolition (R&D) surveys before commencing more intrusive/destructive work activities.
- 4.2.5 Undertake appropriate actions based upon the findings of any asbestos surveys and the content of the asbestos register. This will include designating access instructions (including appropriate levels of precautions, PPE/RPE and training required to safely gain access) for areas such as basement sub-ways, walk-ways, service ducts and certain loft spaces. Please refer to the colour coding of the Trust's sub-ways, walk-ways, service ducts within the appendices of this Asbestos Management Plan and the local arrangements for accessing loft spaces upon the Wrightington Hospital and Leigh Infirmary sites.
- 4.2.6 Assess whether any asbestos or asbestos containing material that is present, is being or is likely to be disturbed and assess the risk of anyone being exposed to released fibres from the materials identified. Please refer to the findings and recommendations of the periodic re-inspection surveys or (more recent) management survey reports undertaken by the Nominated Asbestos Consultant.
- 4.2.7 Undertake (much more intrusive and destructive) Refurbishment and Demolition asbestos surveys (and associated sampling) before undertaking any work that is likely to disturb the building fabric or any lagging material etc. This is especially important where an earlier Type 2 or management type asbestos survey would not provide sufficient detail or information to cover the intrusive/destructive nature of the planned work activity. Please refer to the Trust's asbestos register and the requirement to commission additional Refurbishment and Demolition (R&D) surveys for more intrusive/destructive work activities.
- 4.2.8 Develop and effectively implement an asbestos management plan to manage any risks identified with respect to the presence of any asbestos and asbestos containing materials. Please refer to the detailed procedures outlined within this Asbestos Management Plan Standard Operating Procedure (SOP) document.
- 4.2.9 Where appropriate and practicable arrange for the safe removal of asbestos and asbestos containing materials using appropriately trained and licensed specialist asbestos removal contractors. The Nominated Asbestos Consultant will provide WWL with appropriate advice and guidance upon employing appropriate licenced asbestos removal specialists.
- 4.2.10 Where appropriate and practicable repair, seal or enclose (encapsulate) any asbestos or asbestos containing materials to prevent damage and the release of asbestos fibres using appropriately trained and licensed specialists. The Nominated Asbestos Consultant will provide WWL with appropriate advice and guidance upon employing appropriate licensed asbestos specialist contractors.
- 4.2.11 Where appropriate and practicable, effectively manage any asbestos or asbestos containing materials that are (purposefully) left in-situ, in line with HSE guidelines. Please refer to this Asbestos Management Plan Standard Operating Procedure (SOP) document and the findings and recommendations of the asbestos surveys periodically undertaken by the Nominated Asbestos Consultant, relating to the in-situ management of asbestos.
- 4.2.12 Develop and implement effective safe working procedures (including Permit-to-Work arrangements) for situations where work may need to be (safely) undertaken in close proximity to asbestos or asbestos containing materials. Please refer to the Trust's Permit-to-Work Policy that specifically includes an Asbestos Permit to Work.

- 4.2.13 Ensure that relevant Trust employees receive appropriate asbestos awareness training, are issued with appropriate RPE/PPE (including face fit testing) and are provided with the equipment required to safely undertake their duties with respect to asbestos issues. Please refer to the records of the asbestos awareness and asbestos non-licensed asbestos work training that relevant WWL employees periodically undertake.
- 4.2.14 Develop and implement effective procedures for situations where work may need to be undertaken upon asbestos or asbestos containing materials. Please refer to the flow diagrams contained within the appendices of this Asbestos Management Plan.
- 4.2.15 Introduce a system that clearly determines what basic (asbestos essentials) works may be undertaken by WWL staff and ensure that adequate guidance, training, equipment and associated health surveillance is in place. Please refer to Section 10 regarding “Asbestos Essentials” and the flow diagrams contained within the appendices of this Asbestos Management Plan. The Nominated Asbestos Consultant will provide appropriate advice, guidance and “Asbestos Essentials” training for WWL DEL operatives.
- 4.2.16 Introduce a system that clearly determines what (asbestos) works must only be undertaken by a specialist licensed asbestos contractor. Please refer to the flow diagrams contained within the appendices of this Asbestos Management Plan. The Nominated Asbestos Consultant will provide WWL with appropriate advice and guidance upon employing appropriate licenced asbestos contracting specialists.
- 4.2.17 Develop and implement effective procedures for the management of uncontrolled, unexpected or unplanned release of asbestos fibres. Ensure that any such incidents are reported and investigated promptly via the Trust’s DATIX system and are brought to the attention of the ARP/DARP and the Trust’s Health and Safety Team. Please refer to the flow diagrams contained within the appendices of this Asbestos Management Plan.
- 4.2.18 Continue to monitor and review the effectiveness of the Trust’s asbestos management policy and asbestos management plan. Please refer to the activities of the Trust’s Asbestos Working Group, the findings and recommendations of the asbestos surveys periodically undertaken by the Nominated Asbestos Consultant and the periodic review and WWL audit of the Trust’s Asbestos Policy and Asbestos Management Plan.
- 4.2.19 Appoint suitably qualified individuals (Asbestos Responsible Persons) within the organisation to have responsibility for the effective control and management of asbestos and asbestos containing materials. Please refer to the nomination of the Asbestos Responsible Person (Director of Estates and Facilities – delegated to the Head of Operational Estates) and the Deputy Asbestos Responsible Person (Senior Operational Estates Manager).
- 4.2.20 Appoint an external independent company (Nominated Asbestos Consultant) to provide WWL with specialist asbestos advice, guidance and consultancy services. Please refer to 7.14 for details of the current appointment of the Trust’s Nominated Asbestos Consultant.

## **5. POLICY CATEGORISED BY BUILDING AND TYPE OF PRODUCT**

- 5.1 The use of blue (crocidolite) and brown (asbestos grunerite) asbestos was prohibited in 1985, and the use of white (chrysotile) asbestos was prohibited in 1999. These historic prohibitions were detailed within the asbestos legislation applicable at the time. The Control of Asbestos Regulations 2012 (Part 3) replaces those historic documents and encompasses the statutory (general) prohibition of Asbestos use in the UK.

- 5.2 Therefore since November 1999, (with the exception of a few, very specialist exempt applications) Asbestos and ACMs should not have been used in the UK as their use is prohibited by law.
- 5.3 Therefore, all Wrightington, Wigan and Leigh NHS Foundation Trust properties, built post 2000 ("New Buildings") - shall not form part of this management system as they will be considered to be free of asbestos or asbestos containing materials.
- 5.4 However, if a suspected ACM is identified, please follow the procedures outlined in Section 11 and Appendix B. (All Estates staff have undertaken appropriate asbestos awareness training)
- 5.5 All Existing Buildings - ACM's within existing pre 2000 buildings shall be managed in accordance with their risk assessment rating as stated in the relevant Asbestos Type 2 or Management Survey information. The risk assessment rating has been determined in accordance with 'HSG264 - Asbestos: The survey guide' and the superseded HSE document 'MDHS 100 Surveying, sampling and assessment of asbestos-containing materials'.

### **SECTION 3: DUTIES AND RESPONSIBILITIES**

#### **6. OVERVIEW**

- 6.1 The Control of Asbestos Regulation 2012 place specific statutory responsibilities on the Trust for the effective management of the risks associated with ACM's across the Trust's estate. Although the Regulations are generally not applicable to domestic properties, the Trust will endeavour to apply the Trust's Asbestos Management and Control Policy and Asbestos Management Plan across the entire WWL estate; including residential properties.
- 6.2 The Control of Asbestos Regulations 2012 requires that Responsible Persons having statutory duties are nominated with regard to the effective management of the risks associated with the asbestos and asbestos containing materials.

#### **7. DESIGNATED PERSONS FOR MANAGEMENT OF ASBESTOS**

##### **7.1 Trust Board**

- 7.1.1 The Trust Board has a general statutory duty under the Health and Safety at Work etc Act 1974, to ensure, so far as is reasonably practicable, the health, safety and welfare of all the Trust's employees.
- 7.1.2 The Trust Board also has a statutory duty to those not directly employed by the Trust but who may be affected by the Trust's acts or omissions (Health and safety at Work etc Act – Section 3).
- 7.1.3 The Trust Board has specific statutory duties under the Control of Asbestos Regulations 2012 and the associated Approved Code of Practice and Guidance - L143 (second edition).

##### **7.2 Chief Executive**

- 7.2.1 The Chief Executive on behalf of the Trust Board has overall ultimate responsibility for all aspects of the management and control of asbestos across the Trust's Estate.
- 7.2.2 The Chief Executive will require the Associate Director of Estates and Facilities to undertake the duties of the Asbestos Responsible Person (ARP). The Asbestos Responsible Person will advise upon and monitor the effective implementation of this Policy and the associated Standard Operating Procedure.

##### **7.3 Director of Estates and Facilities**



The Director of Estates and Facilities' duties shall include:-

- 7.3.1 Responsibility for the overall accountability of the day to day management of the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan.
- 7.3.2 Responsibility for the designated role of Asbestos Responsible Person (duties delegated to the Head of Operational Estates) and appointment of a Deputy Asbestos Responsible Person (Senior Operational Estates Manager).
- 7.3.3 Responsibility to monitor and report on the suitability and effectiveness of the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan.
- 7.3.4 Responsibility for the delegation of the effective day to day operational management of the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan to the relevant parts of the Estates and Facilities Division and other relevant departments (such as IM&T, telecommunications and security) across the Trust.

**7.4 Asbestos Responsible Person (ARP)**

- 7.4.1 The Associate Director of Estates and Facilities will delegate his/her duties as Asbestos Responsible Person to the Head of Operational Estates.
- 7.4.2 The Asbestos Responsible Person will have responsibility for monitoring the organisational compliance with the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan.

**7.5 Deputy Asbestos Responsible Person (DARP)**

- 7.5.1 The Senior Operational Estates Manager will be designated the role of Deputy Asbestos Responsible Person.
- 7.5.2 The Asbestos Responsible Person will have responsibility for managing, monitoring and auditing the day to day operational compliance with the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan.
- 7.5.3 The Deputy Asbestos Responsible Person will provide day-to-day operational advice and guidance to the Trust's Estates Managers, Estates Officers, Estates Officers (Capital Projects), P22 and other associated teams (IM&T, Telecommunications and Security) on Asbestos related issues. The Deputy Asbestos Responsible Person will also fulfil the role of liaison between the Trust and the independent nominated asbestos consultant appointed to provide the Trust with specialist asbestos consultancy services.
- 7.5.4 The Deputy Asbestos Responsible Person will chair the Trust's Asbestos Working Group.

**7.6 Trust Asbestos Working Group**

The Trust Asbestos Working Group will meet on a quarterly basis; the group will be chaired by the Deputy Asbestos Responsible Person and will operate under Terms of Reference so as to act as a forum to support the effective management and control of asbestos and asbestos containing materials across the Trust's estate.

**7.7 Operational Estates Managers**

- 7.7.1 The Trust's Operational Estates Managers will be responsible for the effective operational day-to-day compliance with the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan across the relevant Trust's site(s). This will include the effective management of asbestos related works on each relevant site and the issuing of Asbestos Permits to Work. This will be an important responsibility towards ensuring organisational statutory compliance with the Control of Asbestos Regulations 2012.

- 7.7.2 The Trust's Operational Estates Managers will be responsible for actively undertaking regular asbestos awareness training provided by the Trust.
- 7.7.3 The Trust's Operational Estates Managers will be responsible for actively participating in the Trust's Asbestos Working Group.

## **7.8 Operational Estates Officers**

- 7.8.1 The Trust's Operational Estates Officers will be responsible for supporting the Operational Estates Managers in achieving the effective operational day-to-day compliance with the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan across the relevant Trust's site(s). This will include the effective management of asbestos related works on each relevant site. This will be an important responsibility towards ensuring organisational statutory compliance with the Control of Asbestos Regulations 2012.
- 7.8.2 The Trust's Operational Estates Officers will be responsible for actively undertaking regular asbestos awareness training provided by the Trust.

## **7.9 Operational Estates Operatives**

- 7.9.1 The Trust's Operational Estates Operatives will be responsible for pro-actively carrying out their day-to-day duties in compliance with the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan across the relevant Trust's site(s). This will be an important responsibility towards ensuring organisational statutory compliance with the Control of Asbestos Regulations 2012.
- 7.9.2 The Trust's Operational Estates Operatives will be responsible for carrying out first responder actions for the management of any uncontrolled, unexpected or unplanned release of asbestos fibres.
- 7.9.3 The Trust's Operational Estates Operatives will be responsible for actively undertaking regular asbestos awareness training provided by the Trust.
- 7.9.4 The Trust's Engineering Operational Estates Operatives (Technicians, Electricians, Fitters & Plumbers) that may engage in non-licenced asbestos works will be responsible for actively participating in any health surveillance activities (generally undertaken by WWL Occupational Health) that the Trust is required to put into place.

## **7.10 Estates Officers (Capital Projects) and P22 Team**

- 7.10.1 The Trust's Estates Officers (Capital Projects) and P22 Team members will be responsible for carrying out their day-to-day duties in compliance with the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan. This will include the effective management of asbestos related works on each relevant scheme and the issuing of any associated Asbestos Permits to Work. This will be an important responsibility towards ensuring organisational statutory compliance with the Control of Asbestos Regulations 2012.
- 7.10.2 The Trust's Estates Officers (Capital Projects) and P22 Team will be responsible for actively undertaking regular asbestos awareness training provided by the Trust.
- 7.10.3 The Trust's Estates Officers (Capital Projects) and P22 Team will be responsible for actively participating in the Trust's Asbestos Working Group.

## **7.11 Trust IM&T, Telecommunications and Security Teams**

- 7.11.1 The Trust's IM&T, Telecommunications and Security team members will be responsible for carrying out their day-to-day duties in compliance with the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan across the relevant Trust's site(s). This will be an important responsibility towards ensuring organisational statutory compliance with the Control of Asbestos Regulations 2012.

- 7.11.2 The Trust's IM&T, Telecommunications and Security team members will be responsible for ensuring that their staff and contractors/sub-contractors operate in compliance with the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan. This will be an important responsibility towards ensuring statutory compliance with the Control of Asbestos Regulations 2012.
- 7.11.3 The Trust's IM&T, Telecommunications and Security teams will be responsible for actively undertaking regular asbestos awareness training provided by the Trust.
- 7.11.4 The Trust's IM&T, Telecommunications and Security teams will be responsible for actively participating in the Trust's Asbestos Working Group.

#### 7.12 **Trust Health and Safety Team**

The Trust's Health and Safety Team will be responsible for actively participating in the Trust's Asbestos Working Group and involvement in Trust asbestos and asbestos containing material issues from a Health and Safety perspective.

#### 7.13 **Trust Employees**

All Trust employees have a duty to comply with the Trust's Asbestos Management and Control Policy and the associated Asbestos Management Plan across the relevant Trust's site(s). This will be an important element towards ensuring organisational statutory compliance with the Control of Asbestos Regulations 2012. In reality for most Trust employees this will simply relate to reporting any damage or concerns and following the advice, guidance and instructions provided by Estates in relation to asbestos and asbestos containing materials.

#### 7.14 **Nominated Asbestos Consultant (subject to periodic review)**

- 7.14.1 An (independent) nominated asbestos consultant will be appointed by the Asbestos Responsible Person on behalf of the Trust. The nominated asbestos consultant will provide independent specialist guidance and advice with regard to implementing effective asbestos management and control across the Trust.
- 7.14.2 The appointed asbestos consultant will oversee and monitor any asbestos removal exercise and carry out any appropriate air monitoring as necessary in order to minimise the likelihood of any exposure to asbestos.
- 7.14.3 Current Nominated Asbestos Consultant:

Airborne Environmental Consultants (AEC) Ltd (Manchester).

Contact Tel: 0161 872 7111

Emergency (Out of Hours) Contact Tel 07899 792 860

Website [www.aec.uk.net](http://www.aec.uk.net)

Email [aec@aec.uk.net](mailto:aec@aec.uk.net)

## **SECTION 4: PROVISION OF INFORMATION AND TRAINING**

### **8. RESPONSIBILITIES**

- 8.1 The Control of Asbestos Regulations 2012 states that employers must provide training and awareness to persons who are likely to disturb asbestos while carrying out their daily work activities. Typical examples of such staff at WWL would include Operational Estates Technicians, Electricians, Plumbers, Fitters, Carpenter/Joiners, Painter and Decorators and Maintenance Trade Assistants.
- 8.2 The Trust therefore provides bespoke general asbestos awareness training for the following Trust Estates staff. Asbestos training records are retained/maintained by the DARP as evidence:-
  - 8.2.1 Head of Operational Estates

- 8.2.2 Senior Operational Estates Manager
- 8.2.3 Operational Estates Managers
- 8.2.4 Operational Estates Officers
- 8.2.5 Operational Estates (Directly Employed Labour – DEL) Operatives  
(Technicians, Electricians, Plumbers, Fitters, Carpenter/Joiners, Painter and Decorators and Maintenance Trade Assistants)
- 8.2.6 Estates Officers (Capital Projects)

8.3 The Trust will also provide bespoke enhanced asbestos awareness training (covering some non-licensed works) for the following Trust Estates staff. Asbestos training records are retained/maintained by the DARP as evidence:-

- 8.3.1 Operational Estates Managers
- 8.3.2 Operational Estates Officers
- 8.3.3 Operational Estates (Directly Employed Labour – DEL) Engineering Operatives  
(Technicians, Electricians, Plumbers, Fitters)

8.4 In addition bespoke general asbestos awareness training is also offered/arranged for the following Trust staff:-

- 8.4.1 Nominated IM&T Managers and Staff (data equipment, systems and cabling installations)
- 8.4.2 Nominated Telecommunications Managers and Staff (telecommunications equipment, systems and cabling installations)
- 8.4.3 Nominated Security Managers and Staff (Security equipment, systems and cabling installations)

## 9. TRAINING REQUIREMENTS

### 9.1 Duty Holders responsible for the Management of Asbestos

- 9.1.1 The Trust Asbestos Responsible Person and Deputy Asbestos Responsible Person shall be a trained as competent persons in the day to day management of asbestos to a minimum standard of the British Occupation Health Society (BOHS) - P405 'The Management of Asbestos in Buildings' course/qualification to ensure a thorough knowledge of legislative requirements and the associated practical application of the Trust's Asbestos Management and Control Policy and Asbestos Management Plan.
- 9.1.2 The BOHS – P405 'The Management of Asbestos in Buildings' course and examinations shall include the following:
  - 9.1.2.1 Types and uses of asbestos.
  - 9.1.2.2 Asbestos health effects.
  - 9.1.2.3 Asbestos and related legislation.
  - 9.1.2.4 Recording and management systems.
  - 9.1.2.5 Prevention of damage to asbestos/asbestos containing materials.
  - 9.1.2.6 Asbestos registers.
  - 9.1.2.7 Asbestos removal, repair and encapsulation.
  - 9.1.2.8 Asbestos waste disposal.
  - 9.1.2.9 Asbestos analysis, sampling and testing.
  - 9.1.2.10 Clearance and 4-stage re-occupation certificate.
  - 9.1.2.11 An awareness of the statutory need to develop and maintain an organisational Asbestos Policy and Asbestos Management Plan.
  - 9.1.2.12 Subsequent refresher training should ideally be undertaken on a bi-annual basis.

## **9.2 Operational Estates Managers, Operational Estates Officers and Estates Officers (Capital Projects) and nominated IM&T/Telecommunications and Security Staff;**

All Trust employees that have responsibilities that may impact on asbestos within their day-to-day work shall undergo general asbestos awareness training, covering the following topics:-

- 9.2.1 Training in the Trusts asbestos policies and procedures.
- 9.2.2 Asbestos – the material.
- 9.2.3 Health effects.
- 9.2.4 Legislation.
- 9.2.5 Asbestos in buildings.
- 9.2.6 Asbestos management.
- 9.2.7 Asbestos removal.
- 9.2.8 Asbestos analysts.9.3.9 Estates Managers and Estates Officers will also undertake Non-Licensed Asbestos Work Training - Asbestos Essentials specific task training and instructions.

## **9.3 Operational Estates (Directly Employed Labour); Technicians, Electricians, Plumbers, Fitters, Carpenter/Joiners, Painter and Decorators and Maintenance Trade Assistants**

All Trust employees that undertake duties that may bring into direct contact with asbestos and asbestos containing materials within their day- to-day work shall undergo general asbestos awareness training, covering the following topics:

- 9.3.1 Training in the Trusts asbestos policies and procedures.
- 9.3.2 Asbestos – the material.
- 9.3.3 Health effects.
- 9.3.4 Legislation.
- 9.3.5 Asbestos in buildings.
- 9.3.6 Asbestos management.
- 9.3.7 Asbestos removal.
- 9.3.8 Asbestos analysts.
- 9.3.9 Non-Licensed Asbestos Work Training - Asbestos Essentials specific task training and instructions (Estates Engineering Trades only; Technicians, Electricians, Plumbers, Fitters)

## **9.4 External Contractors/Sub-Contractors (Estates Related)**

9.4.1 All Estates related contractors that are to work on the Trusts sites where it can be reasonably foreseen that they may impact on asbestos within their day-to-day work will be required to produce certification that they have undergone general asbestos awareness training, covering the following topics:-

- 9.4.1.1 Asbestos – the material.
- 9.4.1.2 Health effects.
- 9.4.1.3 Legislation.
- 9.4.1.4 Asbestos in buildings

9.4.2 The Trust's Estates Manager, Estates Officers, Estates Officers (Capital Projects) and P22 team member responsible for engaging the external contractor will be responsible for ensuring that the contractors provide sufficient evidence and documentation before they commence any work.

## **9.5 Other Bespoke Asbestos Courses**

Other employees who may have responsibilities as highlighted in the training matrix below or highlighted in section 3.0 or have specific duties with regard to asbestos may (where

appropriate) undergo a bespoke course specific to their needs in agreement with the Asbestos Responsible Person and the / Deputy Asbestos Responsible Person.

## 10 ASBESTOS TRAINING MATRIX

Duty Holders	BOHS-P405 Management of Asbestos in Buildings	Post BOHS-P405 Qualification Refresher (every 2 years)*	Asbestos Awareness Training	Asbestos Non-Licensed Work Training	Refresher Training
Asbestos Responsible Person & Deputy Asbestos Responsible Person	X	X	N/A - Optional	N/A	N/A
Estates Managers & Estates Officers	N/A	N/A	X	X	Asbestos Awareness – every 2 years  Non-Licensed Training every year
Estates (DEL) Trade Staff	N/A	N/A	X	X Engineering Trades – Non-Licensed Work Training	Asbestos Awareness – every 2 years  Non-Licensed Training every year
IM&T, Telecomms & Security Nominated Staff	N/A	N/A	X	N/A	Asbestos Awareness – every 2 years

\* Or sooner in the event of any major change to regulations

## 11 GENERAL ASBESTOS INFORMATION

If further information is required other than that provided in the Trust Asbestos Management and Control Policy and Asbestos Management Plan, then the HSE website should be used to provide further information ([www.hse.gov.uk](http://www.hse.gov.uk)). A list of comprehensive guidance/publications is also listed in section 5.0. The nominated asbestos consultant will also be able to provide advice and guidance specific to scenarios encountered at WWL.

## SECTION 5: LEGISLATION

## 12 REGULATIONS

The Trust will endeavour to ensure that all asbestos related work activities are carried out in compliance with current United Kingdom statutory requirements. The following section lists the current regulations, guidance notes and approved codes of practice that relate to asbestos work issues:-

## **12.1 Statutory Legislation – Acts of Parliament**

- 12.1.1 Health and Safety at Work etc. Act 1974
- 12.1.2 The Environmental Protection Act 1990

## **12.2 Statutory Instruments - Regulations:**

- 12.2.1 The Management of Health and Safety at Work Regulations 1999
- 12.2.2 The Control of Asbestos Regulations 2012
- 12.2.3 The Hazardous Waste Regulations 2005
- 12.2.4 The Construction (Design and Management) Regulations 2015
- 12.2.5 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- 12.2.6 The Control of Substances Hazardous to Health Regulations 2002
- 12.2.7 Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (the Carriage Regulations)
- 12.2.8 The Workplace (Health, Safety and Welfare) Regulations 1992
- 12.2.9 Personal Protective Equipment at Work Regulations 1992

## **13 APPROVED CODES OF PRACTICE**

L143 – Managing and Working with Asbestos

## **14 GUIDANCE NOTES**

- 14.1 HSG247 – Asbestos: The Licensed Contractors' Guide
- 14.2 HSG248 – Asbestos: The Analysts' Guide for Sampling, Analysis and Clearance Procedures
- 14.3 HSG264 – Asbestos: The Survey Guide (formerly MDHS 100 – Surveying, Sampling and Assessment of Asbestos Containing Materials)
- 14.4 HSG213 – Introduction to Asbestos Essentials
- 14.5 HSG210 – Asbestos Essentials Task Manual
- 14.6 HSG227 – A Comprehensive Guide to Managing Asbestos in Premises

## **15 OTHERS**

- 15.1 HSG 189/2 – 'Working with asbestos cement' (Archived)
- 15.2 HSG 53 – 'Selection, use and maintenance of respiratory protective equipment'
- 15.3 L25 – 'Personal Protective Equipment at Work'

## **SECTION 6: ASBESTOS MANAGEMENT AND CONTROL**

## **16 RESPONSIBILITIES**

The Asbestos Responsible Person and Deputy Asbestos Responsible Person (with oversight provided by the Asbestos Working Group) will determine the continued strategy for managing the ACM's identified in any historical 'Type 2' or more recent Management asbestos survey report(s) as required under Regulation 4 of the Control of Asbestos Regulations 2006. Management Surveys replaced the previous "Type 2" surveys within the 2012 revision to the Regulations.

## **17 STRATEGY**

- 17.1 The Trust commissioned an asbestos survey (originally undertaken by National Britannia Ltd) of its estate in 2001. This survey information is held on site in electronic and hard copy

format. In addition the information is also held upon the Nominated Asbestos Consultant's web-portal management system. The Nominated Asbestos Consultant is updating this existing information via Management Surveys being undertaken during 2019 / 2020.

- 17.2 An asbestos register was produced based upon the 2001 survey information. This asbestos register identifies all known ACM's and states the associated condition of the asbestos and a relevant risk rating. The site based asbestos registers are updated periodically following any re-inspection of all identified ACM's and any additional survey or sampling activity.
- 17.3 The Trust's asbestos register must be consulted prior to undertaking any works that may disturb asbestos/ACMs. If suspected (previously unidentified) Asbestos/ACMs are discovered they should be reported to the Asbestos Responsible Persons as outlined within the flowchart contained within Appendix B of this Asbestos Management Plan document.
- 17.4 The Trust shall implement and develop a suitable, workable asbestos management prioritisation plan based upon the findings of the asbestos surveys and the asbestos register. This plan should co-ordinate with the Trust's Sites and Service Strategy. It is intended that this approach will provide a co-ordinated asbestos management and control strategy across the Trust.
- 17.5 The Asbestos Management Plan is a LIVE document. The Asbestos Management Plan should undergo annual monitoring and audit. The Trust's DARP will carry out the monitoring and audit review. The Asbestos Management Plan will be fully reviewed on a 3 yearly basis as per the Trust's Governance procedures and systems.
- 17.6 All information and outcomes obtained through the annual monitoring/audit/ local E&F Review and 3 yearly Trust formal reviews shall be reported through the Asbestos Working Group.
- 17.7 Ideally prioritisation will be applied to controlling any asbestos related risks where they are highest. However other factors such as site strategy and business continuity will also need to be factored into the asbestos management prioritisation plan process. The related (Asbestos) management terms are defined below:
  - 17.7.1 **Short Term Management** – Generally asbestos items identified by the assessments/surveys that require urgent attention. Generally the items should be promptly removed, repaired, encapsulated or enclosed (as appropriate). When any remedial works are completed, then a re-assessed should be carried out so that the asbestos prioritisation plan can be promptly updated.
  - 17.7.2 **Medium Term Management** – Generally asbestos items that require repair, encapsulation or enclosure, but do not need urgent attention and can be addressed as part of the normal maintenance schedule of the building.
  - 17.7.3 **Long Term Management** – Generally asbestos items that are best left in place and monitored/managed in-situ in line with HSE guidelines. This category will be applicable to the vast majority of the sites, buildings and engineering services that are entered onto the Trust asbestos register.

## 18 LABELLING OF ASBESTOS

- 18.1 The Trust's policy is that ACM's in non-public/non-patient areas will be labelled specifically with reference to the presence of asbestos. The presence of such asbestos should continue to be monitored/managed through the Trust's Asbestos Management Plan procedures.
- 18.2 The Trusts policy is that ACM's in public/patient areas will be labelled with a reference to contacting Estates before commencing any works (but **WITHOUT** any specific reference to



the presence of Asbestos). The presence of such asbestos should continue to be monitored/managed through the Trust's Asbestos Management Plan procedures.

## **SECTION 7: INSPECTIONS AND SURVEYS**

### **19 WRIGHTINGTON, WIGAN AND LEIGH NHS FOUNDATION TRUST ASBESTOS SURVEY**

- 19.1 Historic 'Type 2' asbestos surveys and more recent asbestos Management Surveys have already been carried out across all relevant Trust sites with ongoing (update) Management Surveys being undertaken through 2019 / 2020. This survey information forms the basis of the Trust's asbestos register and is held on site in electronic and hard copy format. In addition the information is also held upon the Nominated Asbestos Consultant's web-portal management system.
- 19.2 The Trusts asbestos register should always be consulted before any work activity is undertaken that may result in the disturbance of asbestos/asbestos containing materials. This will allow a dynamic (if no asbestos present) or more formal risk assessment (if asbestos is present) to be completed and appropriate actions implemented (such as work under suitable method statements and a Permit-to-Work arrangement) to negate the risk of exposure to asbestos fibres.
- 19.3 A more destructive/intrusive Refurbishment and Demolition (R&D) asbestos survey must be carried out where any maintenance, installation, alteration or refurbishment work that is likely to disturb the fabric of the building or insulation etc. is planned. Likewise a Refurbishment and Demolition (R&D) asbestos survey should also be undertaken where the extent or nature of the asbestos in a building (relevant to the planned task) cannot be determined by the historical 'Type 2' survey / Management Surveys or is in an area not covered by the historical Type 2 or (more recent) Management Surveys.

### **20 WRIGHTINGTON, WIGAN AND LEIGH NHS FOUNDATION TRUST ASBESTOS SURVEY METHODOLOGY**

- 20.1 All asbestos surveys undertaken across the Trust's estate shall be carried out by a specialist in accordance with 'HSG264 - Asbestos: The survey guide' which has superseded the previous HSE document 'MDHS 100 Surveying, sampling and assessment of asbestos-containing materials'.
- 20.2 A UKAS accredited laboratory shall be used to carry out all sample analysis in accordance with Regulation 21 of the Control of Asbestos Regulations 2012.
- 20.3 Suitable qualified and experienced survey teams shall carry out all surveys, with surveyors holding the British Occupational Health Society P402 qualification and a minimum of 12-month experience within the asbestos industry. The surveyors shall inspect all accessible parts of each building and associated services, and investigate for installations that potentially could contain asbestos.
- 20.4 Any suspect materials shall be sampled and subsequently analysed in accordance with HSG 248 – 'asbestos: The analysts' guide for sampling, analysis and clearance procedures'. This method will identify the type(s) of asbestos present.

### **21 WRIGHTINGTON, WIGAN AND LEIGH NHS FOUNDATION TRUST SAMPLING PROCEDURES**

- 21.1 Samples of ACM's or suspected ACM's shall only be taken by qualified and experienced authorised competent persons. It is the Trust's policy that the nominated asbestos

consultant should be contacted and employed to undertake the sampling, as soon as is reasonably practicable when such sampling is required.

- 21.2 Samples shall be taken using low - disturbance techniques. A small amount of material will be taken, after firstly wetting the sample location with a polyvinyl alcohol (PVA) solution spray. This procedure will minimise the release of asbestos fibres during the sampling process. Proven air monitoring records carried out during sampling work of this type have evidenced that airborne fibre concentrations will stay below the clearance indicator level of 0.01 fibres per millilitre of air.
- 21.3 Sampled materials shall be immediately placed in sealable, airtight sample bags and appropriately labelled. Sample points shall be immediately suitably filled/sealed using PVA spray, 'Polyfilla' or adhesive tape by the individual undertaking the sampling.
- 21.4 The surveyors shall not disturb any suspected asbestos installation in any other way than to take a representative sample. This industry recognised and approved measure shall minimise the risk of asbestos fibre release. However this procedure will prevent access above and/or behind a suspected asbestos installation. It is therefore possible, that further asbestos materials could potentially be present behind an existing asbestos installation.
- 21.5 All relevant sample point data shall be recorded and clearly detailed within reports. The relevant information should include location, accessibility, condition and extent of material, etc.
- 21.6 The material risk assessment is an assessment of the ability of the identified asbestos installations to release fibres into the air. It is not an assessment of the likelihood of damage to the materials identified. The likelihood of damage or disturbance would need to be determined by carrying out a priority assessment. This will require a thorough understanding of the activities on the site and therefore this will be the responsibility of the duty holder (with advice and guidance from the nominated asbestos consultant) as defined in the Control of Asbestos Regulations 2012 and the Management of Health and Safety at Work Regulations 1999.
- 21.7 It should be noted that the findings of surveys are discussed across each survey report in its entirety. Readers should therefore note holistically the contents of all sections of the
- 21.8 survey report and should not rely purely on the information provided within individual sections of each survey report.

## **22 ASBESTOS SURVEY TYPES – DEFINITIONS**

- 22.1 Management surveys
  - 22.1.1 A management survey is the standard asbestos survey. Its purpose is to locate (as far as reasonably practicable) the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation. The management survey will also assess the condition of that asbestos/asbestos containing material.
  - 22.1.2 Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and will depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc. A management survey should include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way. This 'material assessment' will give a good initial guide to the priority for managing ACMs as it will identify the materials that will most readily release airborne fibres if they were to be disturbed.

- 22.1.3 The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, solely presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment).
- 22.1.4 Management surveys should cover the activities associated with routine and simple maintenance work. However it has to be recognized that where 'more extensive' and "intrusive/destructive" maintenance or repair work is involved, there may not be sufficient information in the management survey. In such instances a refurbishment and demolition (R&D) survey will be needed. A refurbishment and demolition survey will be required for all work which disturbs the fabric of the building in areas where the management survey has not been intrusive. The decision on the need for a refurbishment survey should be made by the duty holder. However this will routinely be applicable to all relevant capital development schemes, minor works and major maintenance activities involving extensive disruptive works.
- 22.2 Refurbishment and demolition survey (R&D Survey)
  - 22.2.1 A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, (as far as reasonably practicable) all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for gaining access to insulated pipelines, access to pipeline devices, plant removal or the dismantling of systems/parts of systems.
  - 22.2.2 There is a specific requirement in the Control of Asbestos Regulations 2012 for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment situations, which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc). Under the Construction (Design and Management) Regulations (CDM), the survey information should be used to assist in the tendering process for removal of ACMs from the building before work starts. The survey report should be supplied by the client to the designers and contractors that may be bidding for the work, so that the asbestos risks can be addressed. In this type of survey, where the asbestos is identified so that it can be removed (rather than to 'manage' it), the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present. However, it should be noted that where the asbestos removal may not take place for some time, the ACMs condition will also need to be assessed so as to provide the relevant information to allow the materials to be suitably managed.
  - 22.2.3 Refurbishment and demolition surveys are intended (as far as reasonably practicable) to locate all the asbestos in the building or the relevant part(s) of the building. It is a disruptive and fully intrusive survey, which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos. Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise any risks to the public or employees on the premises. Ideally, the building should not be in operational service and all furnishings should have been removed. For

minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting. The 'surveyed' area must be shown to be fit for reoccupation before people move back and reoccupy the area. This will require a thorough visual inspection and, if appropriate (e.g. where there has been significant destruction), reassurance air sampling with disturbance undertaken by the nominated asbestos consultant. Under no circumstances should staff remain in rooms or areas of buildings when intrusive sampling is performed.

## **SECTION 8: TRUST ASBESTOS REGISTER(S)**

### **23 TRUST ASBESTOS REGISTER(S)**

- 23.1 The asbestos register is the foundation stone of the Asbestos Management Plan, forming the basis of informed decisions made regarding the presence of Asbestos/ACM's.
- 23.2 The Trust has an asbestos register for each main acute site that it owns and operates. The Trust's Asbestos Responsible Person, Deputy Responsible Person and all Estates staff shall have access to all of the relevant information. This information will be held in both electronic hard copy and electronic copies on each site. In addition the information will be held upon the Nominated Asbestos Consultant's web-portal management system.

### **24 RESPONSIBILITIES FOR MANAGING THE TRUST ASBESTOS REGISTER(S)**

- 24.1 The Asbestos Responsible Person and Deputy Asbestos Responsible Person should ensure that a comprehensive asbestos register is in place and up to date for each of the sites buildings and associated services across the Trust estate.
- 24.2 The Asbestos Responsible Person and Deputy Asbestos Responsible Person should arrange a periodic assessment of the condition of ACM's identified in the historical 'Type 2' or more recent Management Surveys and asbestos register. A competent person should carry out this exercise with supporting advice and guidance from the nominated asbestos consultant.
- 24.3 The Asbestos Responsible Person and Deputy Asbestos Responsible Person should ensure that where any maintenance works or development works are undertaken that result in changes to the known presence or condition of ACM's, that sufficient information is provided to update the asbestos register as soon as possible.
- 24.4 The Asbestos Responsible Person and Deputy Asbestos Responsible Person should ensure that the asbestos register is maintained and kept up to date.
- 24.5 Trust maintenance staff that may disturb ACM's whilst carrying out their work shall be provided with appropriate training and shall be familiar with/have access to the asbestos register and associated survey reports. They must avoid disturbing any ACM's that may be present and be aware of the procedures in place to avoid the release of asbestos fibres.
- 24.6 Third parties that may undertake work on Trust premises, such as external contractors, must be provided with relevant asbestos related information before commencing any work. Where it is deemed appropriate (e.g. for work likely to disturb an ACM) the relevant Estates Manager/Estates Officer shall also provide the contractor with a specific (asbestos) permit to work as detailed within the Trust's permit to Work Policy. The individual or team undertaking the work(s) shall be advised on the limitations of the register and be instructed to inform on any findings which they consider may require amendment to the survey

information provided (i.e. the suspected discovery of a suspect material not previously indicated within the asbestos register and asbestos survey findings).

## **25 TRUST ASBESTOS REGISTER(S) – FORMAT AND CONTENT**

The asbestos register (copy located on each main site) should summarise the detailed findings within the asbestos survey report. As a minimum the register shall include the following information:

- Site name
- Survey date
- Item number
- Location of ACM's
- Accessibility
- Installation type
- Photographs
- Asbestos type
- Condition
- Surface treatment
- Risk assessment
- Remedial Actions/dates
- Extent

## **26 AVAILABILITY OF INFORMATION**

- 26.1 The asbestos register shall be a controlled document, maintained through the Asbestos Responsible Person and Deputy Asbestos Responsible Person in conjunction with the nominated asbestos consultant.
- 26.2 The asbestos register shall be maintained via a web-portal management system provided by the nominated asbestos consultant. Estates staff will have individual log on arrangements for the system and 3<sup>rd</sup> party contractors will be provided with company log on arrangements when required in relation to planned works and/or schemes.
- 26.3 Parties or individuals that may require information from the asbestos register but are not direct employees of Wrightington, Wigan and Leigh NHS Foundation Trust shall be provided with the relevant information by the Trust on request or alternatively provided with access to the Nominated Asbestos Consultant's web-portal arrangements.

## **27 INSPECTIONS/UPDATING THE TRUST ASBESTOS REGISTER(S)**

- 27.1 A requirement of the Control of Asbestos Regulations 2012 is that the location and condition of any known asbestos or asbestos containing materials is re-inspected on a periodic basis at a frequency relevant to exposure risk.
- 27.2 The Asbestos Responsible Person and Deputy Asbestos Responsible Person shall program these inspections (to be undertaken by the nominated asbestos consultant) as part of the Trust's system of management and control of asbestos and maintenance of the Trust's asbestos register(s). The Asbestos Working Group will have oversight of this process.
- 27.3 The asbestos register must contain the latest up-to date information regarding location, condition and exposure risk assessment. Updates must be promptly made following changes in circumstances, example of such changes will include:-
- 27.3.1 Change in condition of previously identified ACM's.
  - 27.3.2 Removal of ACM's from site.

- 27.3.3 Repair of ACM's.
- 27.3.4 Encapsulation of ACM's.
- 27.3.5 Update inspection records.
- 27.3.6 Change in environmental conditions.
- 27.3.7 Identification of new ACM's.
- 27.3.8 Change in usage of a building, may affect accessibility.

- 27.4 The Asbestos Responsible Person and Deputy Asbestos Responsible Person should arrange for any required changes to be made to the asbestos register(s) in conjunction with the nominated asbestos consultant.

## **SECTION 9: PREVIOUSLY UN-IDENTIFIED ASBESTOS**

### **28 SCOPE**

This section is intended to detail the procedure for identifying new or previously unidentified materials that are suspected of containing asbestos.

### **29 RESPONSIBILITIES**

- 29.1 It is a statutory duty for all staff and appointed contractors to report to the Trust (via local Estates Manager) any newly identified materials suspected of containing asbestos. The local Estates Manager Trust Estates Manager shall restrict access to the area in question and immediately inform the Asbestos Responsible Person and Deputy Asbestos Responsible Person. Please refer to the associated flowchart within Appendices of this Asbestos Management Plan document.
- 29.2 The local Estates Manager (when notified of the presence of any suspect material) will be responsible for arranging suitable sampling and analysis in order to determine the nature of the material by the nominated asbestos consultant. The Estates Manager must also inform the Asbestos Responsible Person and Deputy Asbestos Responsible Person of the actions taken. Please refer to the associated flowchart (AFD02) within Appendix B of this Asbestos Management Plan document.
- 29.3 The local Estates Manager (when notified of the presence of any suspect material) will be responsible for ensuring effective and appropriate communication of the situation to those within the affected areas, the Asbestos Responsible Person, the Deputy Asbestos Responsible Person and the Trust Health and Safety team.
- 29.4 The Asbestos Responsible Person and Deputy Asbestos Responsible Person (when notified of the presence of any suspect material) in conjunction with the local Estates Manager will be responsible for ensuring that any appropriate updates are made to the Trust's asbestos regarding the newly identified material. The local Estates Manager will also be responsible for ensuring that a DATIX incident is completed and that the Asbestos Responsible Person, Deputy Asbestos Responsible person and the Trust's Health and Safety Team is informed of any possible Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIIDDOR) situation.

### **30 PROCEDURE**

- 30.1 Newly identified materials suspected of containing asbestos shall be reported directly to the local Estates Manager e.g. Estates Manager dealing directly with the relevant external contractors or WWL Directly Employed Labour (DEL) operatives.
- 30.2 If the suspect material is reported as damaged then the area of concern must be isolated and all access restricted. All works in the area must cease immediately.

- 30.3 The relevant Estates Manager (where required with assistance from the Asbestos Responsible Persons) shall then check the suspect material against the Trust's asbestos register.
- 30.4 If the material is confirmed as non-asbestos then the findings must be reported to all relevant persons that have been involved and the work activities in the area may resume.
- 30.5 If the suspect material is listed within the asbestos register (and thereby confirmed to be asbestos) then all relevant involved parties should be included in determining the appropriate course of action to be taken. However, if the material has been damaged the Trust Asbestos Responsible Persons should be informed immediately and the actions contained within Section 10 - Work Involving ACMs of this Asbestos Management Plan must be followed. Such an incident will require the involvement of the Trust's Health and Safety team and subsequent potential RIDDOR investigations and notification.
- 30.6 If the asbestos register does not hold sufficient information with regard to the suspicious material then the local Estates Manager should arrange for the nominated asbestos consultant to undertake a suitable survey and/or sample for clarification. The local Estates Manager should also notify the Asbestos Responsible Person and Deputy Asbestos Responsible Person of the situation.
- 30.7 If the material is confirmed as containing asbestos and the material is damaged then the procedure identified within Section 10 - Work Involving ACMs of this Asbestos Management Plan must be followed. The material must be added to the asbestos register and all employees working in the area must be informed of the presence of ACM's.
- 30.8 Such an incident will require the involvement of the Trust's Health and Safety team and subsequent potential Datix and RIDDOR investigations and notification. If the material is found to be non-asbestos then the actions contained within Section 9 – Previously Un-Identified Asbestos of this Asbestos Management Plan should be followed.

## **SECTION 10: WORK INVOLVING ASBESTOS/ASBESTOS CONTAINING MATERIALS**

### **31 SCOPE**

This section is intended to detail the procedures for controlling the risk associated with work involving asbestos/asbestos containing materials.

### **32 RESPONSIBILITIES**

- 32.1 Operational Estates Managers, Estates Officers, Estates Officers (Capital Projects) and P22 team members will be responsible for ensuring that the Trust's Asbestos Management and Control Policy and Asbestos Management Plan procedures, associated risk assessments and method statements are adhered to and are followed when planning and implementing works where ACM's may be disturbed or removed.
- 32.2 The Trust's Asbestos Responsible Person and Deputy Asbestos Responsible Person will have an overarching responsibility for ensuring that all works involving ACM's are carried out in accordance with the Trust's Asbestos Management and Control Policy and Asbestos Management Plan procedures.
- 32.3 The Trust's preferred procedure will be that works involving ACM's should be undertaken under circumstances where the minimum number of people will be in the immediate vicinity. Where possible the local Estates Manager should ensure that the affected area shall not be in general occupation. However, following evaluation, risk assessment and a review of the hazards, the required works may be planned to be undertaken during normal working hours.

### **33 LICENSED AND NON-LICENSED ACM'S**

- 33.1 The Control of Asbestos Regulations 2012 under Regulation 8 requires that any work on asbestos insulation, coating and asbestos insulating board (licensed works) should only be undertaken by a HSE Licensed Contractor (Please refer to Section 13 Use of Asbestos ... Contractors and Appendix B AFD02 of this Asbestos Management Plan document).
- 33.2 It should be fully understood that the statutory 14 day notification period will apply to all work carried out under Regulation 8 of The Control of Asbestos Regulations 2012. It is therefore essential (as best as possible) to ensure through adequate planning that the presence of ACM's is not overlooked. Any subsequent disruption due the finding of ACMs will be likely to result in delays to the work programme and subsequent return to operational use.
- 33.3 Only in very exceptional circumstances would the Health and Safety Executive permit a waiver of the 14-day notification – this must be sought by the licensed contractor and endorsed by the Trust's Asbestos Responsible Person or Deputy Responsible Person if required for emergencies. Any application of notification waiver would most likely result in further detailed scrutiny of the Trust's procedures by the HSE.
- 33.4 The exemption from licensing only applies to short duration work where the risk assessment shows that the work will only produce sporadic and/or low intensity exposure and will not exceed the control limit of 0.1f/ml over a 4-hour period or 0.6 f/ml over a 10 minute periods or where the work is considered short duration and any one person carrying out the work works on it for less than 1 hour within any seven-day period. The total time spent by all workers on the work shall not exceed a total of 2 hours (work shall include set up, clearing etc).
- 33.5 Work with asbestos cement, textured decorative coating and with materials such as bitumen, plastic, resins or rubber, which may contain asbestos, or products which are used at high temperatures but have no insulation purposes i.e. gaskets, washers, ropes, seals and packers etc are materials which may be worked on by suitable trained and competent individuals. In such instances the work would be classified as non-licensed as a licence would NOT be required.
- 33.6 The operatives undertaking the work would still have to comply with the requirements of the Control of Asbestos Regulations 2012. However these materials are not considered to pose the same risk as licensable ACM's, as asbestos fibres are bound into the material and are unlikely to become airborne in significant concentrations.
- 33.7 However, if a risk assessment of the planned work on asbestos cement or textured decorative coating identified that the control limit of 0.1f/ml would be exceeded or if the exposure would not be sporadic and low intensity then the activity would have to be classified as licensed work.
- 33.8 Therefore historically (under previous WWL Asbestos Management Plans) it has been the Trust's policy that only work upon Compressed Asbestos Fibre (CAF) joints should routinely be undertaken by (suitably trained) Trust directly employed labour (DEL) Estates operatives. Please refer to Appendix D – AFD04 of this Asbestos Management Plan document.
- 33.9 However where appropriate certain non-licensed; "Asbestos Essentials" tasks should now also be undertaken (following adequate risk assessment based on Asbestos Essentials) by the Trust's directly employed labour (DEL) Estates operatives. The Trust has included these tasks within the Independent Asbestos Training Providers (IATP) Non-Licensed



Asbestos Works training delivered to nominated (engineering trade) WWL DEL by the Nominated Asbestos Consultant. It is important to note that the HSE clearly advise that the (generic) Asbestos Essentials task sheets can act as a risk assessment/method statement if they match the work that is to be carried out. The Trust has also put into place the required health records and medical surveillance arrangements (undertaken by WWL Occupational Health) as required under The Control of Asbestos Regulations 2012.

- 33.10 Therefore where appropriate, tasks covered by the following (HSE) asbestos essentials, non-licensed task sheets may be undertaken by WWL Estates DEL Operatives following the completion of a suitable risk assessment and method statement. The risk assessment and method statement should also identify if the task will need to be notifiable to the HSE via the use of the online (HSE) ASB>NNLW 1 form (i.e. work will be notifiable where the ACM condition is poor or degradation of the ACM material is likely to occur during removal):-

- 33.10.1 A3 – Removing a door with asbestos insulating board fireproofing.
- 33.10.2 A5 – Cleaning light fittings attached to asbestos insulation board.
- 33.10.3 A6 - Repairing minor damage to asbestos insulation board.
- 33.10.4 A8 – Enclosing undamaged asbestos materials to prevent impact damage.
- 33.10.5 A23 – Removing asbestos containing floor tiles and mastic.
- 33.10.6 A25 – Removing CAF gaskets and asbestos tape.
- 33.10.7 A26 – Drilling and boring through textured coatings.
- 33.10.8 A27 – Inserting and removing screws through textured coating.
- 33.10.9 A28 – Removing textured coating from a small area.
- 33.10.10 A29 – Clearing of debris following collapse of textured coating.
- 33.10.11 A30 – Removing an asbestos containing “arc shield” from electrical switchgear.
- 33.10.12 A33 – Replacing an asbestos containing fuse box or a single fuse assembly.
- 33.10.13 A37 – Removing asbestos containing mastic, sealant, beading, filler, putty ... etc.

#### **34 PROCEDURES FOR MAINTENANCE/PLANNED WORK – SEE ALSO APPENDIX C – AFD03.**

- 34.1 The following procedures shall be implemented at the earliest opportunity when considering any building, refurbishment, demolition, maintenance, or installation works etc.
- 34.1.1 The relevant Operational Estates Manager, Estates Officer, Estates Officers (Capital Projects), P22 team member or other relevant manager (IM&T, Telecommunication and Security) should check the asbestos register and associated asbestos survey information for the areas where works are planned. It should be assessed if any ACMs are present and if any such ACMs are likely to be disturbed by the work activity.
  - 34.1.2 If disruptive structural works, building fabric works or more intrusive maintenance and repair work need to be carried out (such as gaining access to insulated pipelines, access to pipeline devices, plant removal or the dismantling of systems/parts of systems) then the nominated asbestos consultant should be instructed to carry out a Refurbishment and Demolition Survey for the affected area.
  - 34.1.3 In many situations, such as refurbishments or electrical cabling schemes, it is possible to modify designs to avoid routes where ACM's may be present. Investigation for the presence of ACM's is therefore best undertaken at the initial planning stage for the proposed work or scheme.
  - 34.1.4 Following the refurbishment and demolition survey undertaken by the nominated asbestos consultant, an appropriate written report should be provided advising the Trust on the findings of the survey and samples. The report should also state whether the proposed works will be likely to disturb any ACMs that may be present.

- 34.1.5 If ACM's are present and there is no practicable alternative but to remove or disturb those ACMs, then appropriate advice and assistance should be sought from/provided by the nominated asbestos consultant.
  - 34.1.6 If ACM's are present and are likely to be disturbed, then the Trust should employ a HSE licensed asbestos removal contractor to remove those ACM's. The nominated asbestos consultant will be able to provide advice and guidance on this process.
  - 34.1.7 Following notification of the works to the HSE, the Trust should organise a pre-start site meeting with all parties involved with the works e.g. Estates Manager, Deputy Asbestos Responsible Person, nominated asbestos consultant, asbestos removal contractor etc. in order that the planned work can be discussed and the work organised.
  - 34.1.8 The asbestos removal contractor must (within a reasonable timeframe) provide the Trust and the nominated asbestos consultant with a detailed risk assessment and method statement (RAMS) for the works. These RAMS should (within a reasonable timeframe) be reviewed and approved by the nominated asbestos consultant and issued to the Trust. This information should be included within the Construction Health and Safety file for the scheme.
- 34.2 The risk assessment and method statement should contain (as a minimum) the following:
- 34.2.1 Details of the contract.
  - 34.2.2 Scope of work and Risk Assessment.
  - 34.2.3 Control Measures.
  - 34.2.4 Method of work for removal.
  - 34.2.5 Air testing requirements.
  - 34.2.6 Other relevant site specific information e.g. Decontamination Unit (DCU) locations, welfare facilities, waste disposal, emergency procedures.
- 34.3 The relevant Estates Manager should issue an (Asbestos) permit to work prior to the commencement of any works as per the Trust Permit to Work Policy.
- 34.4 The nominated asbestos consultant shall monitor all site works and feedback to the Asbestos Responsible Person and the Deputy Asbestos Responsible Person on a regular basis.
- 34.5 Following the safe removal of the asbestos/asbestos containing material,, the nominated asbestos consultant shall retain a copy of the '4 Stage Reoccupation Certificate' and issue a copy to the Asbestos Responsible Person and the Deputy Asbestos Responsible Person. This certificate should be retained on the Health and Safety File. A copy of the certificate should also be used to maintain and update the asbestos register.

## **35 WRIGHTINGTON, WIGAN AND LEIGH NHS FOUNDATION TRUST PERMIT TO WORK SYSTEM**

- 35.1 It is a requirement of the Trust's asbestos management plan and the Trust's permit-to-Work Policy that a Permit to Work is issued for all work in the vicinity of ACM's – this may include work such as:
- 35.1.1 Maintenance work and any activities in the vicinity of ACMs that may potentially affect the structure or damage those ACM's. (Determined via Asbestos Register and/or R&D Survey)
  - 35.1.2 The undertaking of any Asbestos Essentials tasks.(Please refer to Section 10 of this document)
  - 35.1.3 The repair, removal or encapsulation of ACM's.
  - 35.1.4 Working in Wrightington Hospital or Leigh Infirmary roof spaces where ACM debris is known to be present. (Detailed within Asbestos Register)

- 35.1.5 Working in Amber coded areas where ACMs are present. (Detailed within Appendix F of this document).
- 35.1.6 Working in Red coded areas (by specialist licensed asbestos consultants or contractors) where ACMs are present. (Detailed within Appendix F of this document).
- 35.2 It will be the responsibility of the relevant Operational Estates Manager or Estates Officers (Capital Projects) to ensure that an (asbestos) permit to work is issued prior to any relevant works commencing on site as per the Trust Permit to Work Policy.
- 35.3 The Permit to Work form shall be accompanied by the following documents:-
  - 35.3.1 Estates or contractor's risk assessment and method statement relating the work activity in the vicinity of ACMs.
  - 35.3.2 Asbestos register summary for location of work the work activity.
  - 35.3.3 Where appropriate; a comprehensive risk assessment and method statement provided by the appointed licensed asbestos contractor.
- 36 COMPRESSED ASBESTOS FIBRE (CAF) REMOVAL PROCEDURES**

The Trust has a longstanding procedure for the removal of CAF joints by Trust DEL Estates operatives. Please refer to Appendix D of this asbestos Management Plan document for removal of CAF joints procedure details.
- 37 WORK IN RED, YELLOW, GREEN TRUST DESIGNATED ASBESTOS AREAS (SEE APPENDIX E FOR DETAILED PLANS)**
  - 37.1 Red Designated Areas – General access is strictly prohibited within Red Designated Areas. These areas contain ACM's that are in poor condition. The areas should be treated as being contaminated by asbestos fibres. Red areas should not be accessed by any Trust employees including Estates staff. Red areas should only be accessed by specialist licensed asbestos contractors and consultants utilising appropriate PPE/RPE under an (Asbestos) Permit to Work issued by the Deputy Asbestos Responsible Person.
  - 37.2 Yellow Designated Areas – Access is restricted and controlled within Yellow Designated Areas. These areas are environmentally clean but contain ACMs that are encapsulated, marked/labelled and are generally in good condition. General (Estates) pedestrian access is permitted without PPE/RPE or an (Asbestos) Permit-to-Work. However where any works are planned within Yellow Designated Areas that may disturb the structure or fabric of the building or any insulation/lagging materials, then the asbestos register must be consulted and a task and location specific risk assessment should be completed in conjunction with the Deputy Asbestos Responsible Person. The procedure set out in Section 10 – Work Involving ACMs of this document should be followed. If deemed appropriate by risk assessment, work may be undertaken in adherence to a task and location specific method statement and the use of standard asbestos PPE/RPE (Type 5 or Type 6 disposable overall and a P3 filter (half face mask) or nasal respirator). Please refer to the AFD05 flowchart contained within the appendices of this Asbestos Management Plan document. Any works within a Yellow designated area must only be undertaken under an (Asbestos) Permit to Work arrangement issued by the local Estates Manager.
  - 37.3 Green Designated Areas – Access is restricted to authorised (Estates) persons only, within Green Designated Areas. These areas are deemed to be (generally) asbestos “free” based upon the historical Type 2 or more recent Management Surveys asbestos surveys and any recent clearance works - however this must always be checked via the asbestos register. General (Estates) pedestrian access is permitted without PPE/RPE or an (Asbestos) Permit-to-Work. However where more intrusive works are planned within Green Designated Areas that may disturb the structure or fabric of the building, any insulation/lagging

materials or that extend into areas where the historical 'Type 2' or more recent Management Surveys did not access, then the procedure set out in Section 10 – Work Involving ACMs of this document should be followed. The asbestos register must be consulted and a task and location specific risk assessment should be completed in conjunction with the Deputy Asbestos Responsible Person. This may where deemed appropriate at times involve the need to undertake additional potential ACM sampling.

- 37.4 Work activities should be undertaken in adherence to the task specific risk assessment and method statement. Consideration should be given, where appropriate, to undertaking works within a Green designated area under an (Asbestos) Permit to Work arrangement issued by the local Estates Manager.

## **SECTION 11: UNPLANNED DISTURBANCE OF ACM's/EMERGENCY PROCEDURES – SEE ALSO AFD02 (APPENDIX B)**

### **38 SCOPE**

This section is intended to detail the procedure for managing the response to the unplanned disturbance of asbestos.

### **39 RESPONSIBILITIES**

- 39.1 It will be the responsibility of all Trust employees and appointed contractors to ensure that they report any incidents of ACM damage to their on-site/project manager or Trust representative.
- 39.2 It will be the responsibility of local Estates Managers to report the incident to the Trust's Asbestos Responsible Person, Deputy Asbestos Responsible Person and the Trust's Health and Safety team.
- 39.3 It will be the responsibility of the local Estates Manager to ensure that access to the affected area is restricted and that the emergency procedures outlined below are followed.
- 39.4 It will be the responsibility of the Trust's Health and Safety Team to initiate the reporting of any significant incidents of exposure to asbestos in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

### **40 PROCEDURES**

- 40.1 In situations where suspect or known ACM's have been disturbed or damaged to the extent that they may be releasing fibres, the local Estates Manager must inform the Trust's Asbestos Responsible Person/Deputy Asbestos Responsible Person and all work should stop within the area. The affected location must be secured to prevent access if possible or alternatively the immediate area isolated. This may be achieved by locking an affected room, or cordoning off an area with barrier tape etc.
- 40.2 The local Estates Manager shall check the site asbestos register to see if the suspected material is recorded.
- 40.3 If the material is identified as an Asbestos Containing Material or is not recorded and is reasonably suspected of containing asbestos, the local Estates Manager shall notify the nominated asbestos consultant and the Asbestos Responsible Person/Deputy Asbestos Responsible Person as soon as is possible.
- 40.4 The nominated asbestos consultant shall identify and recommend the appropriate remedial actions and if necessary, make arrangements for a site visit and any monitoring works.

- 40.5 A licensed asbestos removal contractor shall be contacted by the local Estates Manager to carry out a decontamination of the area and address the source of the damaged material.
- 40.6 If further removal work is required and the ACM is a licensable material the HSE must be contacted and, if required, a waiver notification issued for immediate removal proposes due to the risk to persons within the environment.
- 40.7 All asbestos removal works shall be carried out in accordance with the statutory requirements outlined within section 10 – Work Involving ACMs of this document.
- 40.8 A list of all personnel that have been exposed to any known release of asbestos fibres shall be collated by the local Estates Manager and recorded along with the details of how the damage occurred. This information shall be forwarded to the Trust's Asbestos Responsible Person, Deputy Asbestos Responsible Person and the Health and Safety Team/Manager.
- 40.9 If it has been determined that the exposure levels have exceeded control limits detailed within the Control of Asbestos Regulations 2012 then the HSE must be contacted in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- 40.10 Following remedial works, the Trust's Asbestos Responsible Person/Deputy Asbestos Responsible Person shall arrange for the on-site asbestos register to be updated with relevant information, documentation and certification.
- 41 INCIDENT REPORTING**
- 41.1 Any incident whereby a person was unknowingly exposed to asbestos fibres should be recorded via the Trust's DATIX incident reporting system and reported to the Trust's Asbestos Responsible Persons and the Trust's Health and Safety Team. The Trust Health and Safety Team will initiate RIDDOR notification and advise the Health and Safety Executive (HSE) if appropriate.
- 41.2 Exposure records must be maintained by the Trust for 40 years.

## **SECTION 12: MONITORING AND REVIEW OF MANAGMENT PLAN**

### **42 SCOPE**

This section is intended to detail a procedure for the monitoring and review of the asbestos management plan in order that the Trust achieves compliance with the Control of Asbestos Regulations 2012 and Management of Health and Safety at Work Regulations 1999.

### **43 RESPONSIBILITIES**

It is the responsibility of the Trust's Asbestos Responsible Person/Deputy Responsible Person to monitor and audit compliance with the asbestos management plan on an annual basis. The plan will be formerly reviewed every three years as per the Trust policy and standard operating procedure review arrangements.

### **44 OVERVIEW**

- 44.1 In order for the asbestos management plan to work effectively it will require monitoring and audit on an annual basis and full review on a 3 yearly basis. The asbestos management and control process will include a regular asbestos re-inspection programme of identified Asbestos Containing Materials.
- 44.2 The scheduled re-inspections should identify any naturally deteriorating condition of Asbestos Containing Materials or any failures in the Asbestos Management Plan.

Appropriate actions or alterations to the Asbestos Management Plan should be undertaken based upon the findings of the re-inspection programme.

## **45 REVIEW**

- 45.1 As well as the ongoing monitoring and auditing, the plan should also be subject to a three yearly formal Trust review. However the plan should also be locally reviewed by the Trust's Asbestos Responsible Person and Deputy Asbestos Responsible Person on an annual basis in line with asbestos legislation guidance.
- 45.2 It is intended that these Trust formal 3 yearly and E&F annual reviews of the Asbestos Management Plan (SOP) will check that the plan is used correctly by the organisation and is being communicated to relevant parties.
- 45.3 It is also important to ensure that the emergency procedures make reference to the asbestos management plan and that the emergency services are aware of the presence of ACM's within Trust properties.
- 45.4 The formal review will also address how effective the Asbestos Management Plan is in:
  - 45.4.1 Preventing asbestos exposure;
  - 45.4.2 Controlling the activities of maintenance workers/contractors;
  - 45.4.3 Highlight the need for action to repair/ remove Asbestos Containing Materials;
  - 45.4.4 Raising appropriate awareness for Trust employees and appropriate contractors.
- 45.5 This Asbestos Management Plan review will only be fully successful if all relevant employees are providing relevant information and reporting damage to Asbestos Containing Materials etc.
- 45.6 Where the Asbestos Management Plan has been shown to fail, the Trust Asbestos Responsible Person and Deputy Asbestos Responsible person shall carry out a thorough investigation and correct the Asbestos Management Plan arrangements accordingly.
- 45.7 Information which is vital to assess these situations would include:-
  - 45.7.1 Where procedures have not been followed and the reasons why not;
  - 45.7.2 Where procedures have been inadequate and the reasons why;
  - 45.7.3 Where exposure to airborne asbestos fibres has occurred and the reasons why and how.

## **SECTION 13: USE OF ASBESTOS CONSULTANTS, ANALYSTS AND CONTRACTORS**

### **46 SCOPE**

This section is intended to detail the procedures for the procurement of competent consultants, analysts and contractors to assist in the management and works with ACM's.

### **47 RESPONSIBILITIES**

It is the responsibility of the Trusts Asbestos Responsible Person/Deputy Asbestos Responsible Person to ensure that all consultants, analysts or contractors used in connection with ACM's are adequately qualified and accredited.

### **48 ASBESTOS CONSULTANTS**

- 48.1 The appointed consultants that undertake asbestos consultation and/or surveying will need to provide following:

- 48.1.1 Current UKAS accreditation and to ISO17025 and EN45001 for survey work.
- 48.1.2 Current Public Liability, Employers Liability and Professional Indemnity Insurance.
- 48.1.3 Current full training records and qualifications for staff providing services to the Trust.
- 48.1.4 References from similar organisations, where similar work has been undertaken.

48.2 The Trust's current Nominated Asbestos Consultant is:

Airborne Environmental Consultant (AEC) Ltd (Manchester):-  
Contact Tel: 0161 872 7111  
Emergency (Out of Hours) Contact Tel 07899 792 860  
Website [www.aec.uk.net](http://www.aec.uk.net) Email [aec@aec.uk.net](mailto:aec@aec.uk.net)

## **49 ASBESTOS ANALYST/ANALYSIS LABORATORIES**

49.1 The Trust's appointed asbestos analysts or analysis laboratories must hold the following:

- 49.1.1 Current UKAS accreditation and to ISO17025 and EN45001 for bulk sampling, air sampling and air clearance procedures.
- 49.1.2 Shall participate in the Regular Inter-Laboratory Counting Exchange (RICE) and AIMS for bulk sampling analysis.
- 49.1.3 Full training records and qualifications for staff providing services to the Trust.
- 49.1.4 Current Public Liability, Employers Liability and Professional Indemnity Insurance.

49.2 The Trust's current nominated asbestos analyst/analysis laboratory is:

Airborne Environmental Consultant (AEC) Ltd (Manchester):-  
Contact Tel: 0161 872 7111  
Emergency (Out of Hours) Contact Tel 07899 792 860  
Website [www.aec.uk.net](http://www.aec.uk.net) Email [aec@aec.uk.net](mailto:aec@aec.uk.net)

## **50 ASBESTOS REMOVAL CONTRACTORS**

50.1 The Trust's appointed asbestos removal contractors employed to undertake remedial work or removal of ACM's must hold the following:

- 50.1.1 Current HSE asbestos removal license.
- 50.1.2 Full membership of an appropriate asbestos removal association.
- 50.1.3 Current Public Liability and Employers Liability Insurance.
- 50.1.4 Current Waste carrier's license.
- 50.1.5 Use of licensed transfer stations.
- 50.1.6 Use of directly employed operatives – no sub contracted personnel.
- 50.1.7 Full training records and qualifications for all staff involved in the contract.
- 50.1.8 References from similar organisations, where similar work has been undertaken.
- 50.1.9 Sample method statements for the completion of similar work.

## **SECTION 14: ENFORCING AUTHORITY and EMERGENCY SERVICES**

### **51 THE HEALTH AND SAFETY EXECUTIVE (HSE)**

- 51.1 The HSE will normally be the enforcing authority on Wroughtington, Wigan and Leigh NHS Foundation Trust premises.
- 51.2 HSE North West Division  
Redgrave Court  
Merton Road

Bootle  
Merseyside  
L20 7HS

## **52 EMERGENCY SERVICES**

- 52.1 The Asbestos Management Plan requires that information be made available to the Fire and Rescue Services. The Greater Manchester Fire and Rescue Service (Wigan RAEI and Leigh Infirmary) and Lancashire Fire and Rescue Service (Wrightington Hospital) will have access to the Trust's Asbestos Register and the Nominated Asbestos Consultant's web-portal.
- 52.2 A copy of the Asbestos register and access to the Nominated Asbestos Consultant's web-portal is readily available for inspection by any of the emergency services.



## **SECTION 15 – ASBESTOS GLOSSARY**

ACM	Asbestos Containing Material – generic term used to describe a wide range of asbestos containing materials.
ASB5	A form that must be issued to the HSE 14 days prior to works being carried out on a licensable material. A license holder must issue the form.
Asbestos Analyst	An independent consultant employed to inspect, test, monitor and approve the nature of asbestos work – see also section 13.
Asbestos Bulk Samples	A sample of material taken by an accredited laboratory (section 13) and tested for asbestos fibre content by an UKAS accredited laboratory (section 13).
Asbestos Register	Register identifying locations and conditions of ACM's within the premises.
Asbestos Regulations	A series of Regulations made under the Health and Safety at Work Act 1974 which control management of ACM's, in site, removal of and disposal of together with the responsibilities for employers, managers, employees, contractors, visitors etc – see also section 5.
Asbestos Grunerite (Amosite)	The technical name for brown asbestos.
CAR 2012	The Control of Asbestos Regulations 2012
Chrysotile	The technical name for white asbestos.
Crocidolite	The technical name for blue asbestos.
Green Designated Areas	These subway areas have generally been deemed asbestos free following the historical 'Type 2' surveys. However please refer to Section 37 of this document.
ARP	Asbestos Responsible Person
DARP	Deputy Asbestos Responsible Person
Method Statement	The document supplied by the contractor carrying out works on ACM's for the method they intend to use when working on or removing ACM's (section 13.3.1). If a licensed removal contractor is used, the statement shall also include locations of skips, decontamination units, enclosure, negative pressure units etc.
MHSAWR 1999	The Management of Health and Safety at Work Regulations 1999

Notification Period	The HSE requires that a two-week notification period is given for work carried out on a licensable material. The notification form ASB 5 must have the method statement available upon request. On occasion, a waiver request of this notification period MAY be granted by HSE for unplanned incidents involving notifiable materials. This request is submitted by the ARC and endorsed with a letter by the customer.
PPE	Personal Protective Equipment such as overall, gloves etc.
RPE	Respiratory Protective Equipment such as masks/respirators.
Red Designated Areas	Subway areas where access is restricted and ACM's have been identified as being a very poor condition. Please refer to Section 37 of this document.
Management Survey	Please refer to Section 22 Asbestos Survey Types – Definitions of this Asbestos Management Plan document.
R&D Survey	Please refer to Section 22 Asbestos Survey Types - Definitions of this Asbestos Management Plan document.
Re-occupation certificate	UKAS accredited Certificate issued by asbestos analyst following removal of an ACM under full enclosure stating that the area is suitable for re-occupation.
Visual Inspection	An inspection of an enclosure carried out by an asbestos analyst prior to dismantling in order to see if all ACM's specified have been removed.
Yellow Designated Areas	These subway areas contain ACMs that are in a fair to good condition. However, all personnel entering these areas MUST follow the correct Trust procedures. Please refer to Section 37 of this document.

## APPENDIX A - AFD01 – OVERALL ASBESTOS MANAGEMENT FLOW DIAGRAM

### Abbreviations used:

**ARP** – Asbestos Responsible Person  
**NAC** – Nominated Asbestos Consultant  
**AMP** – Asbestos Management Plan

### Tasks / Ownership Key

Queries / Questions

The Trusts responsible person for management of asbestos (ARP/DARP)

Nominated Asbestos Consultant (NAC)

Wrightington Wigan and Leigh NHS Trust's ARP / DARP to appoint asbestos Consultant to carry out Management Surveys for all Trust sites and services – ARP / DARP to advise Health and Safety Manager

NAC to compile and supply site specific survey Reports and asbestos registers to ARP/DARP

Are Asbestos Materials Present?

YES

NO

Are Remediation works required ASAP?

YES

NO

Refer to FD02

Are there planned refurbishments / maintenance work etc planned for the future?

YES

NO

Refer to FD03 or FD04 for CAF removal

Has someone in your building disturbed some asbestos or suspicious material?

YES

NO

Isolate the area and refer to FD02

ARP / DARP to arrange periodic re-inspection of ACM's

Have Asbestos Materials Deteriorated?

YES

NO

Refer to FD02

ARP / DARP to record all findings.

ARP / DARP to arrange for the asbestos register to be updated

NO FURTHER ACTION REQUIRED

## APPENDIX B- AFD02 – PROCEDURE FOLLOWING IDENTIFICATION DISTURBANCE OF AN ACM OR SUSPECTED ACM

### Abbreviations used:

**ARP – Asbestos Responsible Person**  
**NAC – Nominated Asbestos Consultant**  
**AMP – Asbestos Management Plan**

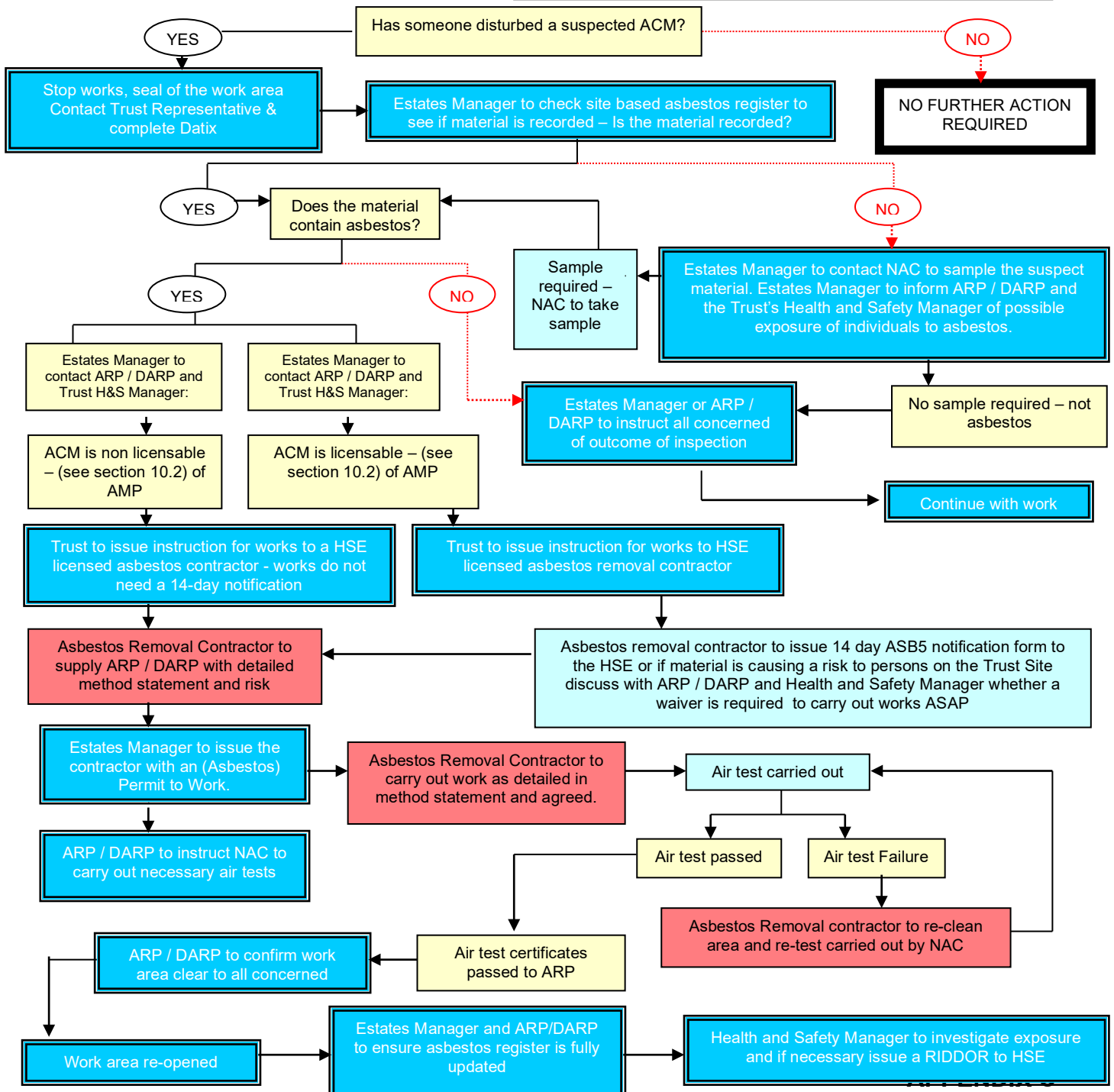
### Tasks / Ownership Key

Queries / Questions

The Trusts responsible Person For Management of Asbestos (ARP/DARP)

Nominated Asbestos Consultant (NAC)

HSE Asbestos Removal Contractor



## APPENDIX C - AFD03 – PROCEDURE FOR PLANNED/MAINTENANCE WORK

### Abbreviations used:

**ARP – Asbestos Responsible Person**  
**NAC – Nominated Asbestos Consultant**  
**AMP – Asbestos Management Plan**

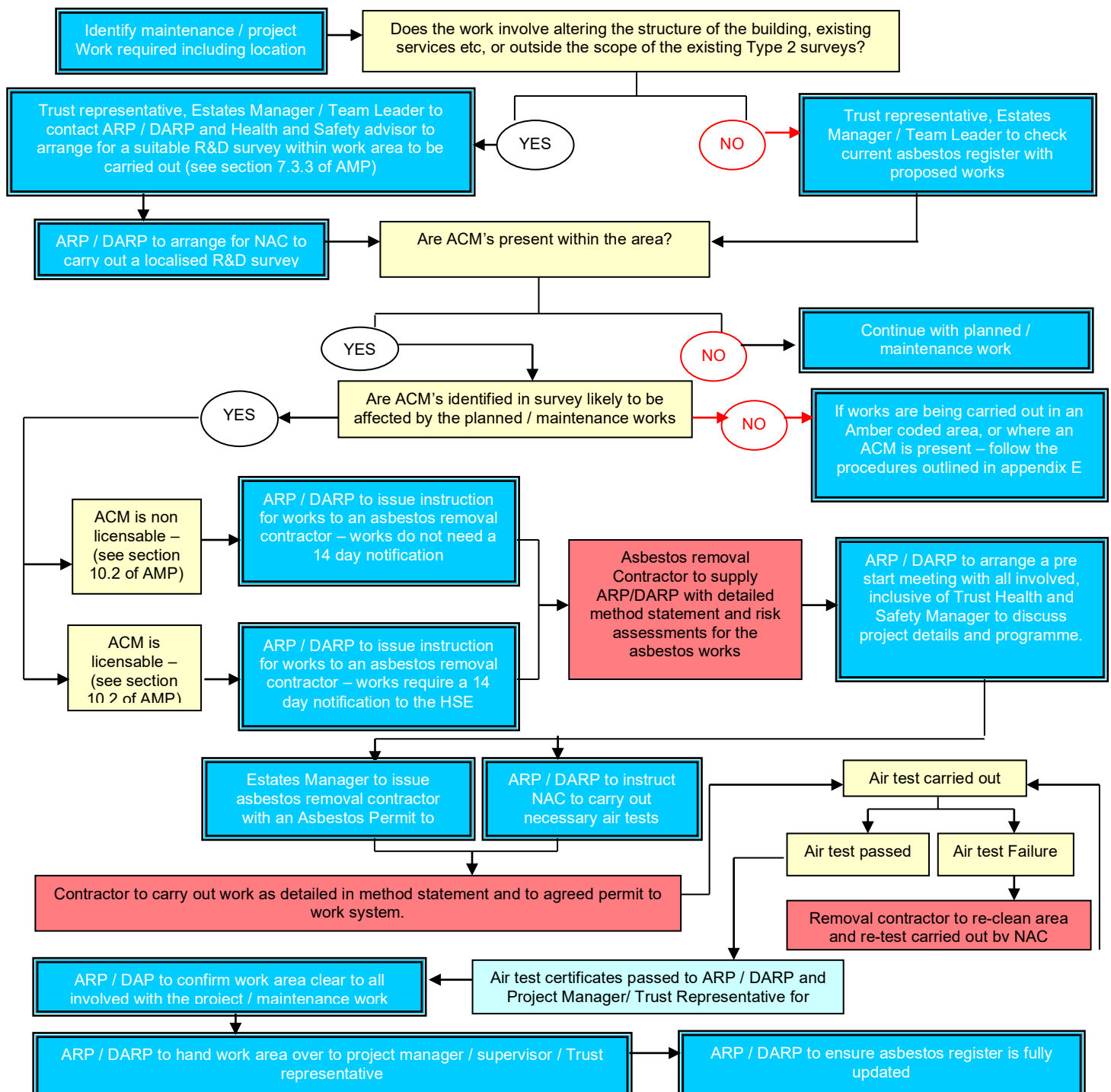
### Tasks/Ownership Key

Queries / Questions

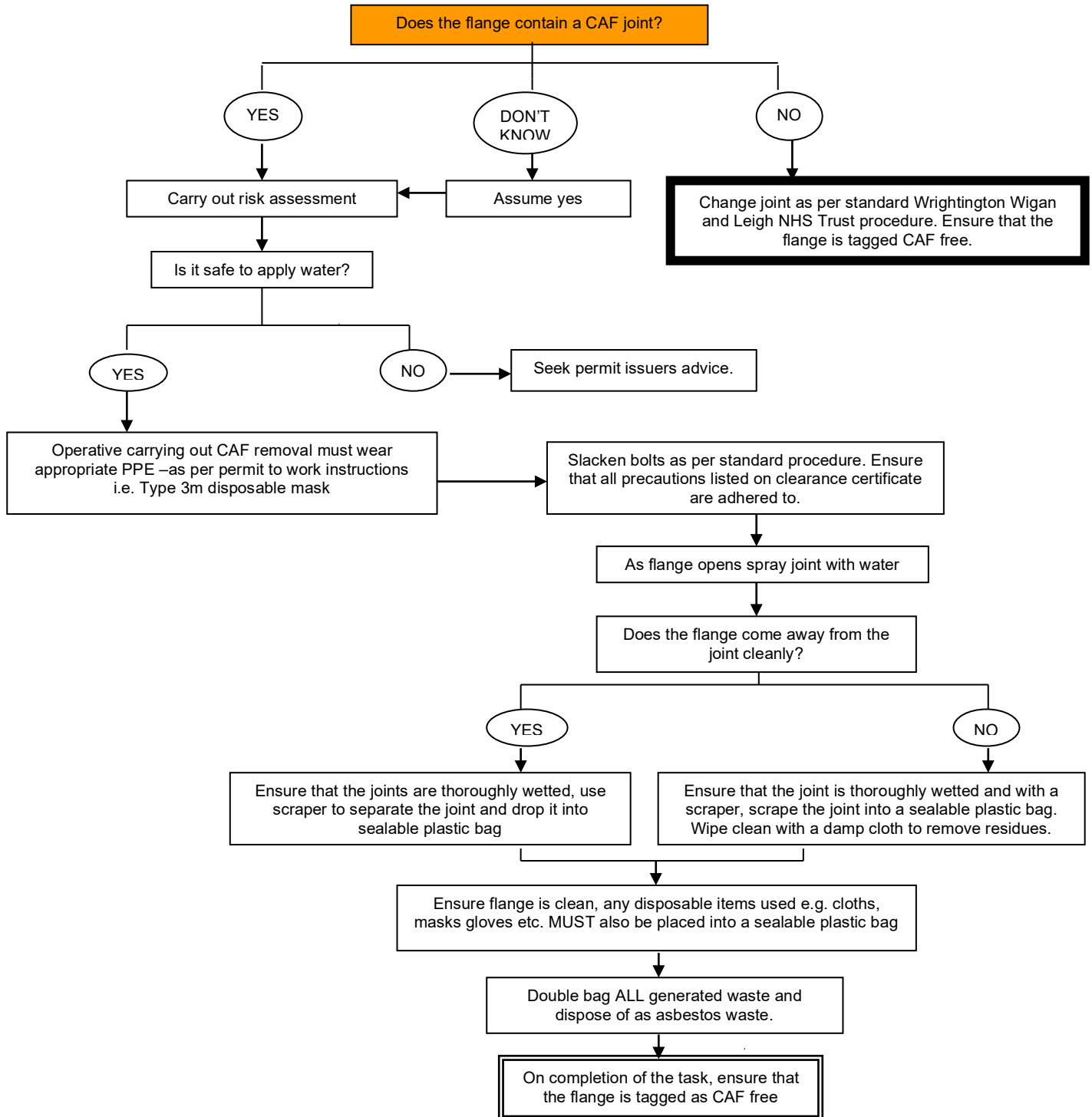
The Trusts responsible Person For  
management of asbestos (ARP/DARP)

Nominated Asbestos Consultant (NAC)

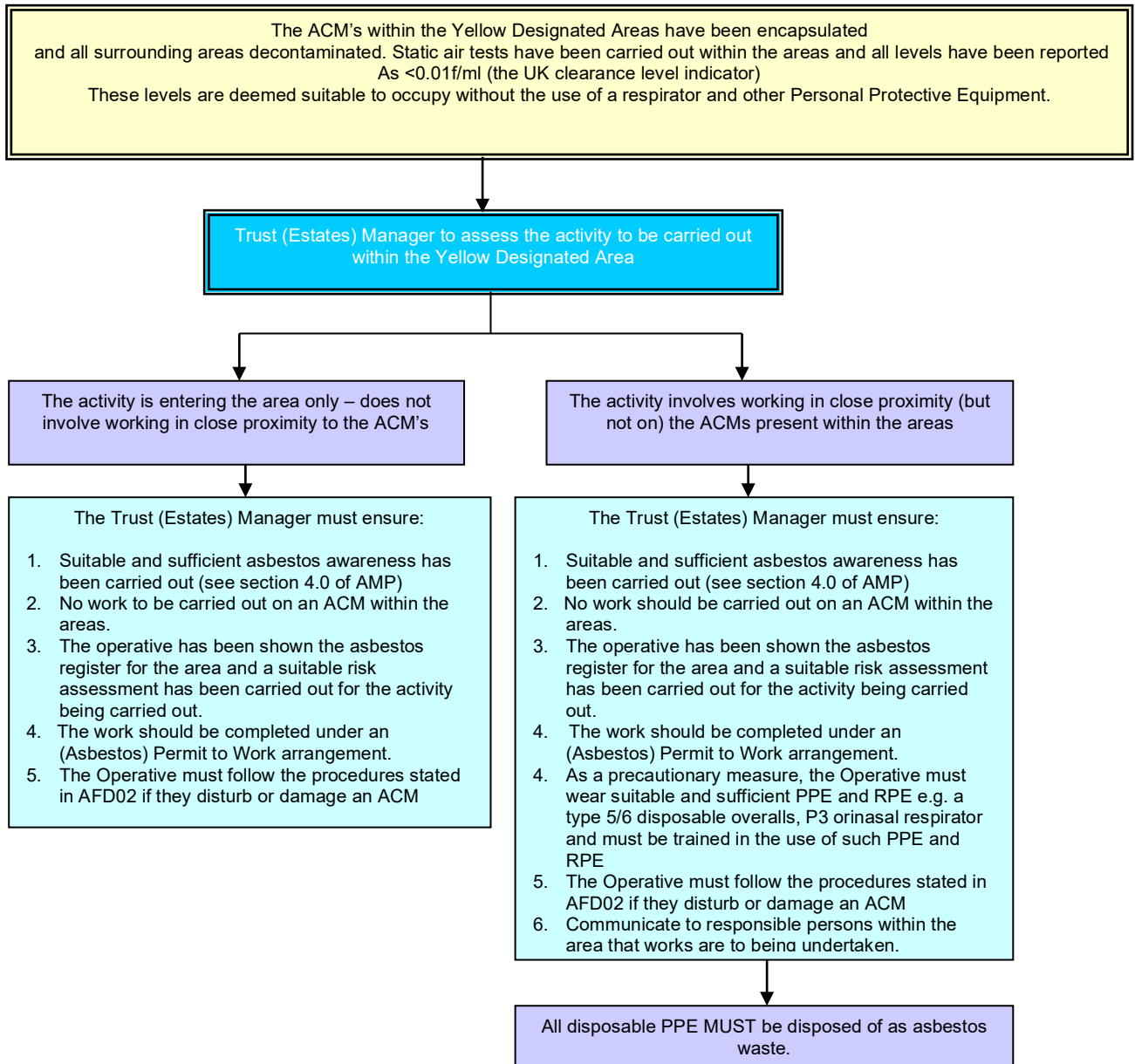
HSE Asbestos Removal Contractor



## **APPENDIX D - AFD04 – PROCEDURE FOR COMPRESSED ASBESTOS FIBRE (CAF) JOINT REMOVAL**



## **APPENDIX E - AFD05 - RISK ASSESSMENT/PROCEDURES FOR STAFF/CONTRACTORS ENTERING YELLOW AREAS.**



## APPENDIX F; - RED, AMBER GREEN CODED ACM SUBWAY AREAS ACROSS 3 No OFF HOSPITAL SITES

**WIGAN RAEI SITE – Always check with the local Estates Office for the latest designated asbestos area drawing information.**

### Site: 02 - R.A.E.Infirmary

01 -	14 - Central Stores	27 - Gardener's Cabin	40 - Security	54 - Plumber's Store	66 - PET Scanner
02 -	15 -	28 -	41 -	55 - Painter's Store	68 - Waste Store
03 -	16 - Planned Investigation Unit (PIU)	29 - Elms: Residential Block B	42 -	56 - Electrician's Store	70 - Security Lodge
04 - Pharmacy	17 - Offices/Porters/On Call Staff	30 - Social Workers	43 -	57 - Generator	
05 -	18 - Kitchen/General Office	31 -	44 - Main Corridors (Inc Chris Home link)	58 - Porter's Garage	
06 - Chapel	19 -	32 - Medical Records	45 - Residential Flats	59 -	
07 -	20 -	33 - Residential/Medical Directorate	46 - Medical Electronics Dept	60 - Linen Store	
08 - Nurses Home	21 -	34 - Workshops	47 - Medical Out-patients Dept/Offices	61 -	
09 - Gidlow Ward / Staff Accom	22 -	35 - Education Centre	48 - Phase 2	62 - Baller	
10 - Johnson Wards / Highfield	23 -	36 -	49 - Phase 3	63 - Compactor	
11 - Boiler House/Works Department	24 - Christopher Home	37 - Elms: Classrooms	50 - Phase 4 / Phase 5 (Future Extension)	64 - IT Waste Store	
12 - Mortuary	25 - Elms / Trust HQ	38 - Phase 1 & Linen Extension	51 - Cancer Care Centre & Emergency Services Lab	65 - Estates Store	
13 - Emergency Generator	26 - NEC Building	39 -	52 - Bat House/Electrical Switch Room	66 - Medical Electronics Store	
			53 - Offices / Garages	67 - Estates Welfare	



### ROYAL ALBERT EDWARD INFIRMARY SITE PLAN

Always check the latest information via the local Estates Department prior to access / commencement of any works.

#### Notes:

Dimensions must not be scaled off this drawing.

All dimensions must be checked on-site by the contractor prior to commencement of work.

Any discrepancies must be brought to the attention of the Project Designer.

This drawing must be read in conjunction with the specification and relevant drawings/documentation.

Rev.	Date	Issue	Description
Q	Oct 18	ASR	Issued for info. Officer & Head of Care.
R	Sept 19	MC	BLOCK 70 ADDED
S	Feb 20	ASR	Asbestos Update



Wrightington  
Wigan & Leigh  
NHS Foundation Trust

Estates & Facilities Division  
Buckingham Row  
Suite 8, Brick Kiln Lane  
Wigan, WN1 1XX

Telephone: (01942) 773732  
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David A Evans M.C.I.O.B  
Associate Director of  
Estates & Facilities

#### Job Title/Scheme

Royal Albert  
Edward Infirmary  
WIGAN LANE  
WIGAN WN1 2NN

#### Drawing Title

SITE PLAN  
Showing Asbestos Ducts

#### Job Title/Scheme No.

N/A

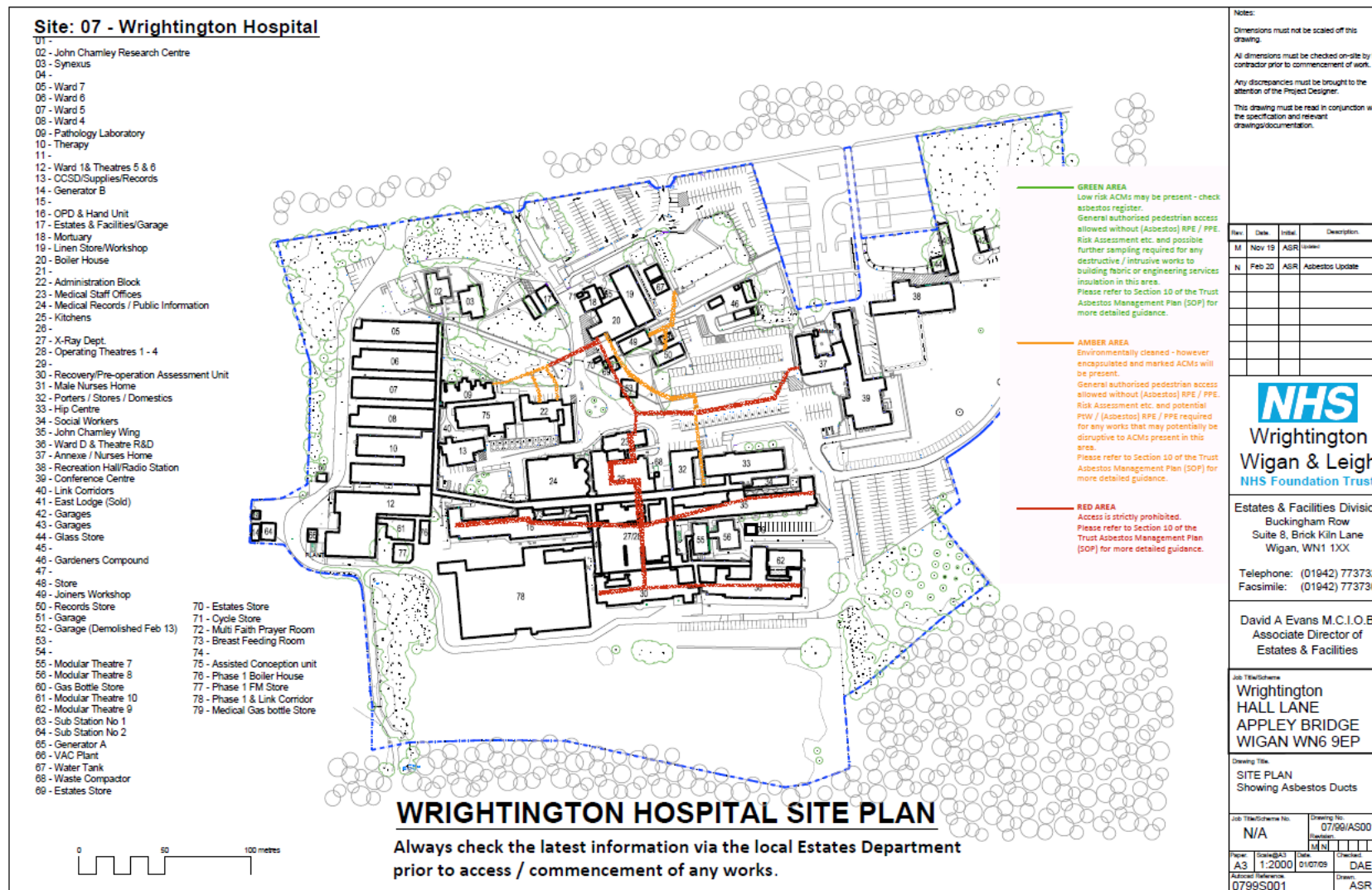
#### Drawing No.

02/99/AS/001

Rev.	Date	Issue	Description
A3	1-2000	21/07/09	MS
0099AS001			ASR



**WRIGHTINGTON HOSPITAL SITE – Always check with the local Estates Office for the latest designated asbestos area drawing information.**



**LEIGH INFIRMARY SITE – Always check with the local Estates Office for the latest designated asbestos area drawing information.**

