

ASBESTOS RISK MANAGEMENT POLICY

POLICY		
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	X	
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1.0 INTRODUCTION

This policy covers the management of asbestos, and applies to all buildings owned, occupied or maintained by the Sherwood Forest Hospitals NHS Foundation Trust (hereafter known as the Trust). It covers activities where inadvertent exposure to asbestos may occur (e.g. maintenance, IT and telecoms, refurbishment and demolition work).

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in. Past exposure to asbestos currently kills over 5,000 people a year in Great Britain. Workers who carry out building maintenance and repair are particularly at risk.

There is usually a long delay between first exposure to asbestos and the onset of disease. This can vary from 15 to 60 years. Only by preventing or minimising these exposures now can asbestos-related disease eventually be reduced.

It is now illegal to use asbestos in the construction or refurbishment of any premises, but many thousands of tonnes of it were used in the past and much of it is still in place. There are three main types of asbestos that can still be found in premises, commonly called 'blue asbestos' (crocidolite), 'brown asbestos' (amosite) and 'white asbestos' (chrysotile). All of them are dangerous carcinogens, but blue and brown asbestos are more hazardous than white. Despite their names, you cannot identify them just by their colour.

Any buildings built or refurbished before the year 2000 may contain asbestos. As long as the asbestos-containing material (ACM) is in good condition, and is not being or going to be disturbed or damaged, and is effectively managed there is negligible risk. However, if it is disturbed or damaged, it can become a danger to health, because people may breathe in any asbestos fibres released into the air.

The specifics of how asbestos will be managed are covered in section 6 of this document, which lays out the board structures to be put in place by the Trust to achieve the goal of effective asbestos management.

2.0 EXECUTIVE SUMMARY

This policy is intended to prevent exposure of any individuals to asbestos containing materials (ACMs) and to prevent the spread of fibres. We will complete surveys and risk assessments and re-inspections at the required frequency and will ensure that ACMs are protected and where appropriate removed. A detailed asbestos register will be maintained and staff will be trained.

3.0 POLICY STATEMENT

3.1 Introduction

Sherwood Forest Hospitals NHS Foundation Trust (hereafter referred to as the “Trust”) is committed to taking all reasonably practicable steps to prevent exposure of staff, contractors, patients or visitors to asbestos.

It is also committed to ensuring that the Trust complies with its legal requirements relating to identification of areas containing asbestos, prevention and control of exposure and selection of suitable licensed contractors to carry out asbestos work.

This policy sets out the management approach to be adopted by the Trust and their PFI Partners; Project Co and their Hard Facilities Management service providers (Skanska Facilities Services (SFS) regarding the management of asbestos in Trust premises.

The purpose of this policy is to define the terms of reference for the management of asbestos in Trust premises. This will allow the Trust and their partners to coordinate and implement effectively best practice in the management of asbestos. The terms of reference will reflect:

- Recognised industry best practice
- The Control of Asbestos Regulations 2012
- Other statutory requirements
- HSE Approved Codes of Practice and guidance
- Health & Safety at Work etc. Act 1974
- The Health and Social Care Act 2008
- Other NHS guidelines

3.2 Statement of Intent

The Trust, as a major healthcare provider, is fully committed to maintaining an appropriate level of care and management in relation to the management of asbestos in Trust premises. Sherwood Forest Hospitals NHS Foundation Trust are the owners and operators of the Trust premises and are therefore appointed as Duty Holders under Regulation 4 of the Control of Asbestos Regulations 2012, and will ensure that the following are undertaken.

- Maintaining the site(s) asbestos register;
- Ensuring that there is an effective asbestos management plan;
- Providing advice on the action/procedures for minimising the risks from asbestos;
- Provide liaison and management services for employees, contractors, patients and public;

The Trust recognise that, although they outsource some of the management of asbestos to others, through the PFI Agreement, it still retains a duty of care to manage quality and check that appropriate management controls and procedures are in place and to ensure that Trust staff, involved with or working within the buildings which contain asbestos, are appropriately trained and informed and comply with the requirements of the asbestos management plan as relevant to their work.

3.3 Policy Aims

Through implementation of this policy, the Trust aims to:

- Prevent exposure to ACM fibres, and prevent it spreading;
- Provide guidance to those responsible for the management of the asbestos;
- To provide terms of reference for co-operation and co-ordination between, The Trust, and their PFI Partners (Project Co) and other agencies;
- To ensure compliance with HSE guidance and Approved Codes of Practice;
- To ensure compliance with the Control of Asbestos Regulations (2012) Regulations; Asbestos Risk Management Policy August 2017.
- To set out responsibilities required for compliance with the Health and Safety at Work etc. Act 1974;

4.0 DEFINITIONS/ ABBREVIATIONS

This policy covers the management of asbestos, and applies to all buildings owned, occupied or maintained by the Sherwood Forest Hospitals NHS Foundation Trust (hereafter known as the Trust). It covers activities where inadvertent exposure to asbestos may occur (e.g. maintenance, IT and telecoms, refurbishment and demolition work).

- **ACM** - Asbestos Containing Materials
- **Nominated Person** – Head of Estates and Facilities, Sherwood Forest Hospitals NHS Foundation Trust
- **Asbestos** - A naturally occurring fibrous silicate mineral
- **Asbestos Register** - A paper and electronic register of all identified locations, types and condition of asbestos materials. The record of ACM's will be kept for a period of 50 years.
- **Duty Holder** - Sherwood Forest Hospitals NHS Foundation Trust
- **Enforcing Authority** - Health and Safety Executive
- **HSG 264** - HSG 264 'Asbestos – the survey guide'. A Health and Safety Executive publication relating to the surveying, sampling and assessment of asbestos containing minerals
- **Method Statement** - Details of how the work is to be done safely
- **Permit to work** - A permit-to-work ensures a formal authorisation is given incorporating written checks to ensure all the elements of a safe system of work are in place before people are allowed to enter, or work in a potentially dangerous environment. It incorporates a means of communication between those carrying out the hazardous work. Essential features of a permit-to-work are:

- Clear identification of who may authorise particular jobs (and any limits to their authority)
 - Who is responsible for the specifying of the necessary precautions (e.g. isolation, air testing, emergency arrangements etc.)
 - Provision for ensuring that contractors have engaged to carry out work are included.
 - Training and instruction in the issue of permits.
 - Closure of the permit to confirm a safe condition on the completion of the work
- **Types of asbestos** - Three main types: chrysotile (white), amosite (brown), crocidolite (blue). Other types of asbestos include actinolite and tremolite.
 - **UKAS** - United Kingdom Accreditation Service (which is currently the sole recognised accreditation body)

5.0 ROLES AND RESPONSIBILITIES

5.1 Chief Executive

The Chief Executive has overall responsibility on behalf of the Trust for all matters relating to health and safety. The Trust is the statutory “Duty Holder” for Asbestos management as defined by the Control of Asbestos Regulations (2012). The responsibility of the Chief Executive includes ensuring that all Asbestos management matters are seen as an important priority for the Trust as addressed through comprehensive policies and management procedures that are effectively implemented and appropriately resourced within the overall financial position of the Trust.

The Chief Executive will ensure that financial resources are made available to support this policy based upon a risk assessment of priorities.

The Chief Executive has appointed a nominated person, the Head of Estates & Facilities, to do all, or part, of the work to assist in complying with the duties.

5.2 Executive Director of Human Resources

The Executive Director of Human Resources is the lead Executive Director for Health and Safety within the Trust and is responsible for ensuring:

- That the Trust has in place Trust wide policies, procedures and management systems in place for the management of asbestos containing materials;
- That rigorous monitoring arrangements and asbestos management plans are in place to facilitate the effective implementation of this policy;
- That sufficient financial resource is made available following approval by either the Trust Management Board or Head of Estates and Facilities to either encapsulate, repair or remove asbestos containing materials;

- That the Trust's Health and Safety Committee receive regular reports on all risks arising from the outcomes of asbestos surveys and risk assessments

5.3 Head of Estates and Facilities

The Head of Estates & Facilities is responsible for ensuring that this policy is implemented across the Trust. For the purpose of this policy the Head of Estates and Facilities will be the Nominated Person and will oversee the implementation of this policy on behalf of the Chief Executive for the Trust.

The Nominated Person, on behalf of the Chief Executive, has to ensure that the risk from asbestos is assessed, that a written plan identifying where that asbestos is located is prepared and that measures to manage the risk from the asbestos are set out in the plan and are implemented. The Nominated Person will ensure:

- That Sherwood Forest Hospitals NHS Foundation Trust provides Project Company (Project Co.) with all of the necessary information in regard to assets so that the Hard FM Service provider can carry out their contractual obligations in a timely and efficient manner;
- That the Trust appoints responsible persons' to oversee the execution of PFI responsibilities covered under policy and statutory legalisation;
- That the Trust takes reasonable steps to find out if there are its amount, where it is and what condition it is in;
- That the Trust and the Hard FM provider presumes materials contain asbestos unless there is a strong evidence that they do not;
- That systems are in place to manage the identification and management of asbestos on all Trust properties/sites or materials which are presumed to contain asbestos;
- That systems are in place to assess the risk of anyone being exposed to fibres from asbestos containing materials (ACM) identified;
- That measures are in place and that the necessary steps to put the plan into action are taken;
- That periodic review and monitoring of the plan and the arrangements so that the plan remains relevant and up-to-date;
- That information is provided on the location and condition of the materials to anyone who is liable to work on or disturb them.

5.4 Project Co and Contracted Services?

Project Co is not an employer and therefore does not have duties under Section 2 and 3 of the Health and Safety at Work etc. Act, the Management of Health and Safety at Work Regulations 1999 or the Control of Substances Hazardous to Health Regulations 2002.

Project Co has entered into a sub-contract with SFS in respect of certain of its obligations under the PFI agreement with the Trust. SFS is an employer and has duties under the above requirements. Project Co does however have duties under Section 4 of the Health and Safety at Work etc.

Act to take such steps as are reasonable to ensure so far as is reasonably practicable the premises over which it has control are safe and, as such is a "Duty holder" for the purposes of

both this policy and Section 4 of the Health and Safety at Work Act in relation to those matters for which it is responsible under the PFI agreement with the Trust.

Project Co will:

- Appoint in writing a Nominated Person (Asbestos).
- Appoint in writing a Deputy Nominated Person (Asbestos).
- Monitoring of Service Providers.
- Compliance with Policy.
- Attendance at Meetings.

5.5 Hard FM services provider

The Hard FM provider in accordance with the PFI agreement and established contractual arrangements, for the Trust's retained estate and other Trust properties as agreed in a schedule, for managing asbestos on behalf of the Trust will ensure:

- That asbestos containing materials are inspected and or surveyed annually in consultation with the Head of Estates and Facilities;
- That their staff are trained in the management, risks and health and safety relating to asbestos;
- That they provide all contractors and sub-contractors with training information, and instruction and competence on handling ACMs on Trust premises. This will also include the sites emergency arrangements and site familiarisation;
- That they immediately alert the Head of Estates and Facilities and Project Co when asbestos is found or suspected so that arrangements can be agreed immediately to take appropriate action to manage any risk;
- That any asbestos register is maintained and kept up to date for all Trust premises so that all works can be managed and coordinated safely in all asbestos containing areas. The survey will be updated at a maximum interval of 12 months or less as identified by the risk assessment;
- That those specific surveys are carried out before any planned refurbishments either procured via a Trust Variation Enquiry, or Trust directly procured works (at the Trusts expense) 'refurbishment survey';
- That they will control and co-ordinate the work of contractors taking into account risk assessments and method statements, training records and service records for specialist equipment for any works that may potentially impact on asbestos and adhere to the Trust's Control of Contractors Policy;
- Develop and maintain, in consultation, with the Head of Estates and Facilities an Asbestos Management Plan and planned preventative maintenance for the safe management of asbestos containing materials.

5.6 Actions on discovering damaged asbestos containing materials

Where ACMs are discovered by contractors they will immediately:

- Vacate the immediate area of concern avoid the further spread of any asbestos and inform the Hard FM service provider General Manager, Trust Health and Safety Manager and the Head of Estates and Facilities;
- The Hard FM provider's Responsible Person will arrange for appropriate action dependent on the area and risk encountered, by sealing off the minimum area possible so as to avoid the spread of asbestos and seek the attendance as soon as possible of the licensed specialist contractor to advise on the safest method of dealing with the issue;

Any remedial work will then be undertaken in accordance with a safe system of work by the licensed specialist contractor using the relevant equipment, trained staff and protective clothing

5.7 Action before refurbishment/demolition

- Both Project Co and its Hard FM service provider will ensure that the Trust, and all staff and contractors are informed and that necessary measures are put in place to ensure that information is communicated in a timely manner to all parties;
- Dependent on the nature of the work further destructive surveying techniques may be required by the UKAS accredited asbestos survey company so that an informed judgement can be made to ensure that suitable control measures are in place.

Details of the findings shall be entered into the asbestos register.

5.8 The Occupational Health Manager

The responsibilities of the Occupational Health Manager are:

- To advise Heads of Department and Trust Managers on implementing asbestos screening programme, if and where they are considered appropriate;
- To offer screening to members of staff who know or are suspected to have been exposed to asbestos materials;
- To counsel staff who have been exposed or who are concerned about possible exposure to asbestos materials.

5.9 Health and Safety Manager

The responsibilities of the Head of Health and Safety are:

- To report incidents under RIDDOR on behalf of the Trust where notified of an asbestos incident involving trust staff, premises or visitors;

- Supply advice and assistance in matters relating to asbestos to the Trust board via the health and safety committee and seek specialist advice and assistance from a specialist when this is required;
- Summarise reported incidents to the Head of Estates and Facilities for the Trust Board, via the Health & Safety Committee Meeting.

5.10 All Employees

It is the responsibility of all staff to report any suspected or damaged fabric to the building or any identified asbestos containing material, not to interfere or undertake work on asbestos. unless. trained and authorised to do so and to act in accordance with any health and safety training that has been provided to them.

5.11 Asbestos Independent Advisor (IA)

In accordance with HTM00 and CAR, 2012 we have appointed an IA (Asbestos) to audit the management of asbestos by the Estates Department.

The IA (Asbestos) will complete an annual audit of asbestos management and will complete a quarterly teleconference review meeting with the estates asbestos management team. This is a strategic commission.

5.12 Asbestos Survey and Removal Contractor

A separate, specialist, accredited asbestos surveying, monitoring and removal contractor will be commissioned to complete all required surveys, re-inspections, air tests and removal works. All such contractors shall be appropriately accredited.

All removal works will be completed by licensed specialist asbestos removal contractors. All records will be maintained for at least 40 years and entered to the asbestos register.

6.0 APPROVAL

The Asbestos Risk Management Policy was consulted with Empathy Environmental Consultants Ltd. and the Estates Asbestos Group. The Policy was then approved the Asbestos Group on the 12th December 2017.

7.0 DOCUMENT REQUIREMENTS

7.1 Appointments

All the appointments identified in this policy shall be formally made in writing. The individuals shall be provided with the necessary training and resources. The IA (Asbestos) will complete a suitability assessment of the key appointed individuals;

7.2 Asbestos Surveys

Asbestos Management surveys shall be completed in accordance with HSG 264. Both the “Material” and “Priority assessments shall be completed and recorded in the agreed, HSE compliant format. All surveys shall be completed by UKAS accredited independent surveyors using trained and competent staff. Evidence of all competence and training shall be sought prior to commencement of the surveys. The surveying company shall be separate to any company providing remedial asbestos work or removal services.

7.3 Asbestos Register

The findings of all asbestos surveys, samples, re-inspection and removal works will be captured on the agreed asbestos register. The register shall be communicated to all those that may come into contact with, or work in the vicinity of ACMs.

7.4 Asbestos Re-inspections

Asbestos re-inspections shall be completed in accordance with The Regulations, Guidance and best practice at least on an annual basis. All re-inspections shall be completed by trained, competent individuals and the data collected on the asbestos register. All records shall be maintained for at least 40 years.

7.5 Asbestos Demolition and Refurbishment Inspections

Where any remedial works are liable to have a material impact upon the fabric of the building, the existing surveys and asbestos register will be checked and any necessary demolition surveys (formerly Type 3 asbestos surveys) shall be completed;

7.6 Asbestos Management Audit

On an annual basis the IA (Asbestos) shall complete an audit of asbestos management by the Estates team and produce a brief report and action plan;

7.7 Training

Refer to section 9, below for details;

7.8 Asbestos Management Group

The strategic asbestos management group shall meet on a quarterly basis to manage the implementation of the strategic action plan developed by the asbestos management audit; The core agenda will include:

- Appointments;
- Asbestos Survey and Re-inspection;
- Asbestos Policy and Procedures;
- Asbestos Training;

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- Asbestos Audit Action Plan Progress;
- AOB;

A Terms of Reference has been produced and agreed.

7.9 Work Potentially Involving ACMs

Management will ensure that no work will be carried out which is liable to expose anyone to asbestos unless a suitable and sufficient assessment of the risk has been carried out and the necessary control measures required identified and implemented. All asbestos remedial works for the Trust shall be completed only by independent licensed contractors.

The assessment shall:

- Check the existing asbestos register;
- Describe the work and its expected duration;
- Identify the type of asbestos and results of any analysis;
- Describe the quantity, condition and type of asbestos containing material;
- Detail the nature, degree and frequency of exposure which may occur in the course of work, noting whether any action level / control level is likely to be exceeded;
- Detail the control measures required;
- Consider the results of any previous monitoring;
- Set out steps to prevent or reduce exposure to the lowest practicable level;
- Permits to work will be issued where required;

Generic assessments are acceptable for repetitive tasks carried out in the same manner in similar locations, so long as they reflect the hazards and the risks associated with the activities are low and easily controlled.

Where the work method is varied due to a change in specification or an instruction to carry out additional works, an amended assessment and plan of work must be prepared and approved before commencement of any work with asbestos.

If the assessment indicates that the action level will be or are likely to be exceeded, advice must be sought from the Responsible Person [Asbestos] prior to commencement of work.

If a potential asbestos containing material is identified prior to any survey, no work will proceed until an assessment has been completed, and safe access arranged.

A specialist asbestos surveyor will be used for all survey, sampling and air testing.

A specialist licensed removal contractor shall be used for all removal and remedial work, whether it is a licensed activity or not. No Trust direct employed trade staff may complete asbestos work or interact with ACMs.

No work involving known or presumed asbestos [or which is liable to disturb asbestos] will be carried out unless a suitable and sufficient plan [including a method statement] is drawn up before work starts. This should include the following:

- The nature and likely duration of the work;
- The address and location where the work is to be carried out;
- The methods to be used where the work involves the handling of asbestos;
- The type of equipment to be used including personal protective equipment [PPE].

A copy of the plan of work should be kept readily available on site.

No refurbishment or demolition work can be conducted without the completion of a full Demolition /Refurbishment survey (formerly Type 3) asbestos survey.

When drawing up specifications for any building and maintenance works, the Trust will take all reasonable precautions to determine whether asbestos is present. The Trust is committed to Management level asbestos surveys in a programmed fashion. All information regarding the presence of asbestos shall be passed onto contractors, together with a reminder that not all asbestos materials may have been identified.

If areas of premises are not accessible at the time of the survey, these should be clearly identified on the premises plan. When work or access is required to these areas, all materials which might contain asbestos, must be assumed to contain asbestos, and the appropriate controls be implemented, and a Demolition/Refurbishment type asbestos survey / assessment conducted prior to any works being commenced.

For any work with asbestos, the assessment and plan of work must be in writing, and submitted to the Contract Administrator and Responsible Person [Asbestos]. Written approval of the assessment and plan must be obtained from these individuals prior to commencement of any work with asbestos. Generic assessments and plans of work are acceptable for repetitive tasks carried out in the same manner in similar locations. N.B. This is in addition to any statutory notification required of the contractor.

The following measures shall be implemented wherever possible to reduce the risk of exposure to asbestos:

- the removal of materials that contain asbestos prior to any major work beginning, where the risk dictates this need;
- limiting the number of persons exposed to the lowest possible number;
- restricted and controlled access through the use of a 'Permit-to-work' system [see asbestos management control procedure];
- work methods which minimise creation of dust, breakage, abrasion, machining or cutting of asbestos containing materials;
- dust suppression by wetting where appropriate;

- segregation by not carrying out asbestos work and other work in the same place at the same time;
- keeping the work area clean by clearing up at regular intervals;
- Provision and use of appropriate Personal Protective Equipment [PPE] and Respiratory Protective Equipment [RPE].

Employees and Contractors will follow any control measures, including RPE and PPE, and must use them properly. They must follow carefully all procedures set out and all actions identified by the assessment, keep the workplace clean, eat drink and smoke only in places provided and report any defects to management immediately.

All contractors carrying out work with any asbestos based product in any building to which this policy applies, must have the following documents available for inspection on site:

- copy of the plan of work;
- copy of the Refurbishment Demolition asbestos survey;
- copy of license for work with asbestos, where appropriate;
- copy of the work programme;
- copy of the current Employers' and Public Liability insurance scheme;
- copies of relevant medical certificates, where appropriate;
- copies of all relevant training certificates;
- copies of method statements;
- copies of relevant plant test certificates;
- copy of the waste carrier's registration, where appropriate;
- copies of all consignment notes, where appropriate;
- COSHH assessments for all substances in use;
- risk assessments appropriate for the proposed work;
- copies of air monitoring certificates and bulk sample analysis, where appropriate.

All contractors carrying out work with any asbestos containing product in any building to which this policy applies, must keep a site log of the activity on the site, including any incidents of procedure, system or plant failure.

7.10 Asbestos Emergency Procedure

If suspected asbestos is discovered once work has commenced and the material is undamaged, no further work should be undertaken that could result in further deterioration of the asbestos. The area is to be secured and appropriate warning signs preventing access displayed.

The Contract Administrator and Responsible Person [Asbestos] must be contacted immediately. If the asbestos is damaged, the area should be evacuated and sealed;

Upon notification of the discovery of suspected asbestos material, the Responsible Person [Asbestos] will contact an approved independent asbestos consultant so that a risk assessment and samples may be undertaken. The Responsible Person [Asbestos] will liaise with the site and consultant to arrange access;

If the material is confirmed to be asbestos containing, then the assessment by the asbestos consultant will determine whether any of the works proposed would result in people being exposed to asbestos;

If the assessment indicates no exposure is likely, the works may continue. The asbestos register shall be updated by the Responsible Person [Asbestos];

If the assessment indicates that exposure is likely, the Asbestos Survey/Removal Consultant shall make recommendations as to the appropriate action[s] required;

In the event of any member of staff or contractor inadvertently damaging a product thought to contain asbestos or discovering damaged asbestos, the following procedure will apply:

- a) Leave the room, or if not in a defined room, the immediate area, closing the door and switching off all ventilation equipment;
- b) Report to the Local Manager or Deputy, who will report to the Responsible Person [Asbestos];
- c) The Local Manager will refer to any premises records to determine if the product contains asbestos. Confirmation will be made with the Responsible person [Asbestos];
- d) The Responsible Person [Asbestos] will arrange for the approved independent asbestos consultant to attend site and carry out testing and provide advice as to the appropriate action;
- e) If emergency work is required to make the area safe, The Premises Manager will contact the Responsible Person [Asbestos] for advice;
- f) Only when deemed safe may work continue.

In every case of suspected release of uncontrolled asbestos [no matter how small], the Responsible Person [Asbestos] must be contacted as soon as possible, and an incident report form completed.

The emergency Procedure is illustrated in the flow-chart in Appendix 3;

If there has been an uncontrolled release of asbestos at a concentration that exceeds the appropriate control limit, a record should be made on the employee's personnel record. A copy of this should be given to the employee with instructions that it should be retained indefinitely.

A copy should also be sent to the Occupational Health Unit to be placed on the individuals medical records. The main copy shall be held by the Responsible Person Asbestos in the Incidents File. These records shall be maintained for a minimum of 40 years.

8.0 MONITORING COMPLIANCE AND EFFECTIVENESS

Policy / Procedure Monitoring Matrix				
Minimum requirement to be monitored (WHAT – element of compliance or effectiveness within the document will be monitored)	Responsible individual/ group/ committee (WHO – is going to monitor this element)	Process for monitoring e.g. audit (HOW – will this element be monitored (method used))	Frequency of monitoring (WHEN – will this element be monitored (frequency/ how often)	Responsible individual/ group/ committee for review of results (WHERE – Which individual/ committee or group will this be reported to, in what format (eg verbal, formal report etc) and by who)
Policy	Asbestos Committee	Audit	Annually	Asbestos Committee
Procedures	Asbestos Committee	Audit	As required	Asbestos Committee

9.0 TRAINING AND IMPLEMENTATION

Asbestos management or awareness training and refresher updates will be given to the nominated person and his deputy and all those employees, who in the course of their work activity, may either come into contact with asbestos or who provide information. All asbestos training will be refreshed annually in accordance with the guidance in the Approved Code of Practice: Work with Asbestos containing materials L143 2013. All training will be recorded on the employees' personal file.

It is a requirement that contractors have Construction line registration to be included on the Sherwood Forest Hospitals NHS Foundation Trust Approved List of Contractors. Information on Asbestos Awareness training is required within invitation to tender documentation to ensure contractors can demonstrate that an adequate level of training has been provided to their workforce.

10.0 IMPACT ASSESSMENTS

- This document has been subject to an Equality Impact Assessment, see completed form at Appendix 1
- This document is not subject to an Environmental Impact Assessment

11.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

Evidence Base:

Recognised industry best practice

- The Control of Asbestos Regulations 2012
- Other statutory requirements
- HSE Approved Codes of Practice and guidance
- Health & Safety at Work etc. Act 1974

**Healthier Communities,
Outstanding Care**

- The Health and Social Care Act 2008
- Other NHS guidelines
- HSG 264

Related SFHFT Documents:

- Asbestos Management Plan (AMP)

12.0 APPENDICES

- Please refer to list in contents table

APPENDIX 1 - EQUALITY IMPACT ASSESSMENT FORM (EQIA)

Name of service/policy/procedure being reviewed: Asbestos Risk Management Policy			
New or existing service/policy/procedure: Review			
Date of Assessment: 25/08/2021			
For the service/policy/procedure and its implementation answer the questions a – c below against each characteristic (if relevant consider breaking the policy or implementation down into areas)			
Protected Characteristic	a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups' experience? For example, are there any known health inequality or access issues to consider?	b) What is already in place in the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening?	c) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality
The area of policy or its implementation being assessed:			
Race and Ethnicity	Availability of this policy in languages other than English	Alternative versions can be created on request.	None
Gender	None	Not applicable	None
Age	None	Not applicable	None
Religion	None	Not applicable	None
Disability	Visual accessibility of this document	Already in font size 14. Use of technology by end user. Alternative versions can be created on request.	None
Sexuality	None	Not applicable	None
Pregnancy and Maternity	None	Not applicable	None
Gender Reassignment	None	Not applicable	None
Marriage and Civil Partnership	None	Not applicable	None
Socio-Economic Factors (i.e. living in a poorer neighbour hood / social deprivation)	None	Not applicable	None

What consultation with protected characteristic groups including patient groups have you carried out?

None for this version

What data or information did you use in support of this EqlA?

Trust policy approach to availability of alternative versions.

As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments?

No

Level of Impact

From the information provided above and following EQIA guidance document [Guidance on how to complete an EIA \(click here\)](#), please indicate the perceived level of impact

Low level of impact

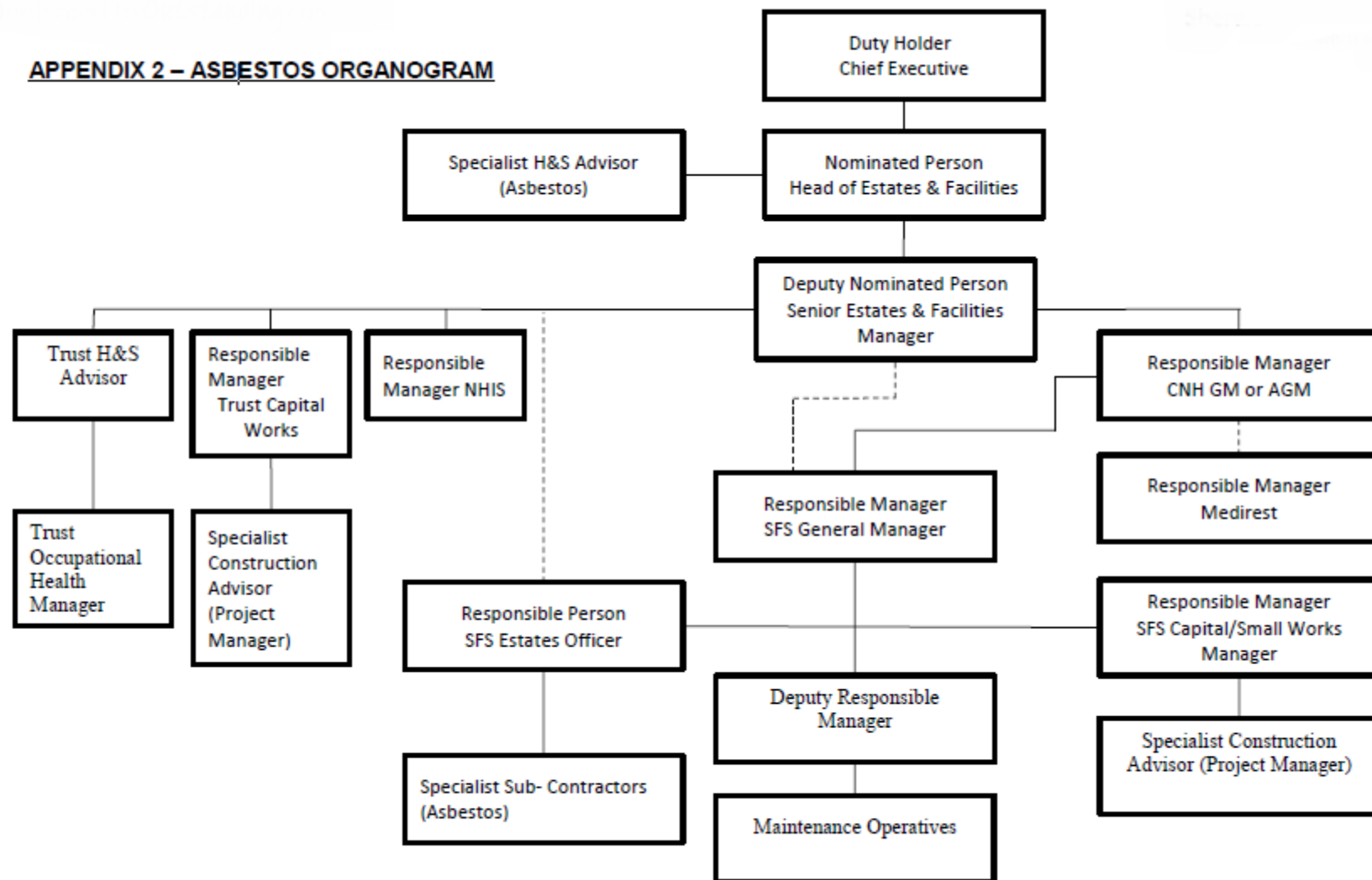
For high or medium levels of impact, please forward a copy of this form to the HR Secretaries for inclusion at the next Diversity and Inclusivity meeting.

Name of Responsible person undertaking this assessment : Head of Estates and Facilities

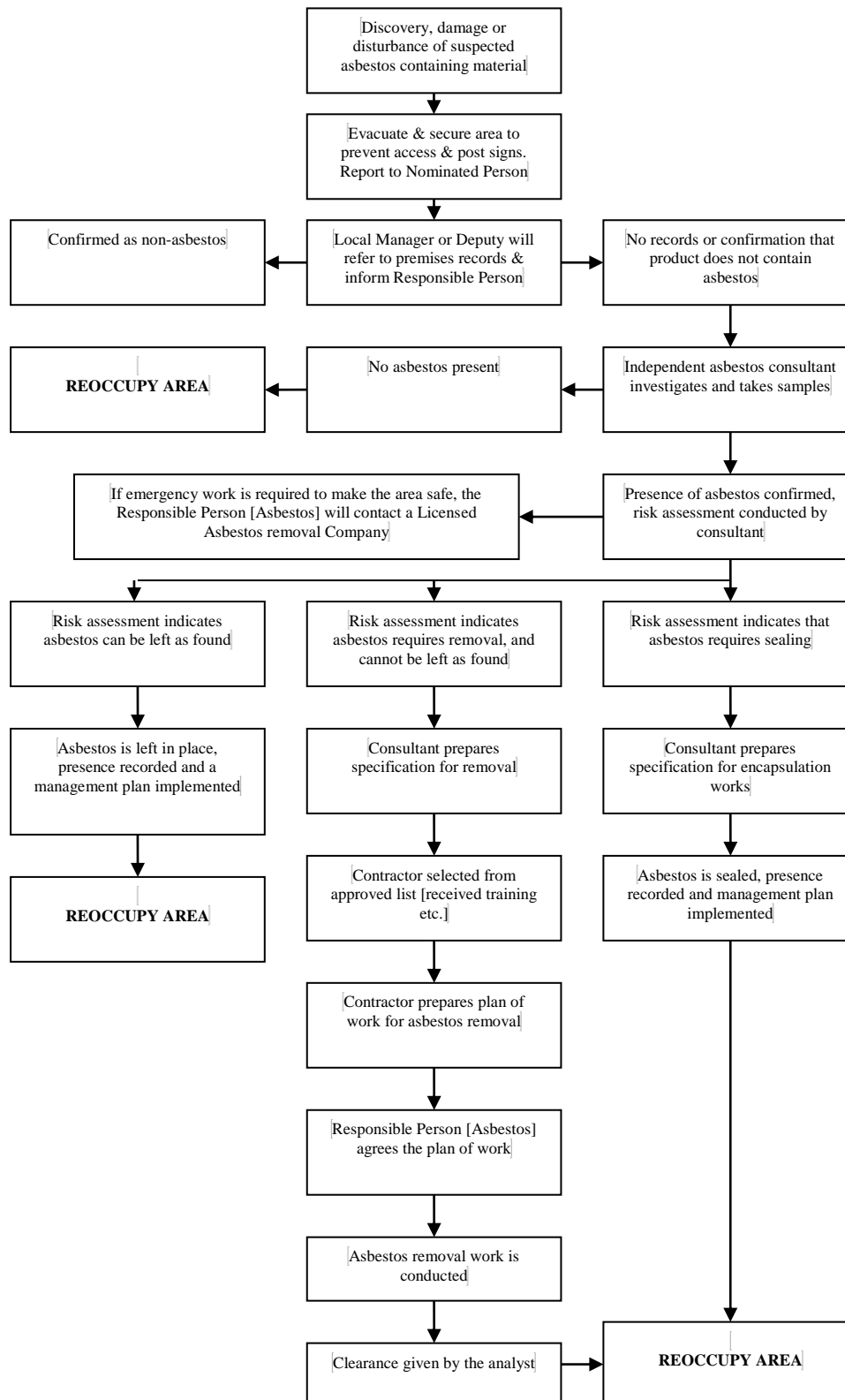
Signate: BEN WIDDOWSON

Date: 25/08/2021

APPENDIX 2 – ASBESTOS ORGANOGRAM



APPENDIX 3 –Asbestos Emergency Procedure Flowchart



APPENDIX 4 - Record of Suspected Exposure to Airborne Asbestos

A copy of this form will be given to the employee and the original kept on the employee's personnel record. This record will be kept by the employer for **50 years**.

Personal Details:

Name: _____ Date of Birth: _____

Address: _____

Job Title: _____

During the course of my work on _____ [date] I discovered what I believe to be asbestos, the details of this being as follows:

Name of Premises / Address Where Exposure Suspected to have occurred:

Number & Block: _____

Name: _____

Address: _____

Post code: _____

Date of Suspected Exposure: _____

Location of Suspected Asbestos:

Please detail the exact location of the suspected asbestos below: _____

Specify use if known: _____

Asbestos accidentally damaged / disturbed by you? Yes / No [circle appropriate].

Asbestos damaged / disturbed before work? Yes / No [circle appropriate].

Type of work being done and equipment used: _____

Signature of employee: _____

APPENDIX 5 - Corporate Safety Inspection into Suspected Asbestos Exposure

Details of material which has been disturbed?	
Who was exposed?	
When did exposure occur?	
How did exposure occur?	
Date and time Responsible Person [Asbestos] informed?	
Date Specialist Consultants requested to attend site?	
Date of sampling and consultants risk assessment?	
Remedial works implemented? Date and brief details	
Date results relayed to employee?	
Comments:	