

## ASBESTOS RISK MANAGEMENT POLICY

### NON CLINICAL POLICY

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## 1.0 INTRODUCTION

This policy covers the management of asbestos and applies to all buildings or sections of buildings built before the year 2000 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 containing materials 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. If the asbestos-containing material (ACM) is in good condition and is not being or going to be disturbed or damaged and is effectively labelled and 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.

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 labelled, protected and where appropriate removed. A detailed asbestos register will be maintained by the Hard FM service provider, all appropriate staff and contractors must be trained.

## 2.0 POLICY STATEMENT

### 2.1 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

### 2.2 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.

## 2.3 Policy Aims

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). 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.

## 3.0 DEFINITIONS/ ABBREVIATIONS

- **The Trust:** This means Sherwood Forest Hospitals NHS Foundation Trust.
- **Staff:** Means all employees of the Trust including those managed by a third-party organisation on behalf of the Trust.
- **Private Finance Initiative (PFI):** The initiative under which the Trust has entered into an agreement with partners to build and provide certain services such as Planned Preventative Maintenance (PPM) at its hospitals.
- **PFI Project Agreement:** The agreement or contract between the Trust and partners for the building of the new hospital buildings and the provision of a facilities management services.
- **Project Co (CNH / Vercity):** This is the term used for the Central Nottinghamshire Hospitals PLC or CNH (Vercity as a company provides the employees who work on behalf of CNH / Project Co). It is the organisation appointed by the PFI Funder who built the new hospital buildings, they provide facilities services, and then manage these facilities for the life of the contract, at which time they are then handed back to the Trust.
- **Skanska Facilities Services (Skanska):** This is the organisation and service provider appointed by Project Co to provide Hard facilities management services including estates and maintenance functions.
- **Compass Group – Medirest:** This is the organisation and service provider appointed by Project Co to provide Soft facilities management services and functions.
- **Schedule 14 (SLS)** Service Level Specifications, the part of the PFI Project Agreement mainly concerned with the facilities management services provided by Project Co through their subcontract with Skanska.
- **Schedule 22 (Trust Variation Enquires = TVE's)** Variations the part of the PFI Project Agreement mainly concerned with Trust variations enquiries regarding the PFI contract
- **Kingsmill Hospital (KMH):** SFH NHS Foundation Trust occupies the buildings to provide services to the local community. Maintenance, servicing, and repairs through Skanska are provided via the PFI agreement.

- **Mansfield Community Hospital (MCH):** NHS Property Services (NHS PS) are the owners of the MCH site and have a responsibility as a duty holder. SFH NHS Foundation Trust occupies certain areas of the building to provide services to the local community. Maintenance, servicing, and repairs through Skanska are provided via the PFI agreement.
- **Newark General Hospital (NGH):** SFH NHS Foundation Trust occupies the building to provide services to the local community. Maintenance, servicing, and repairs through Skanska are provided via the PFI agreement.
- **ACM** - Asbestos Containing Materials
- **Trust Nominated Person** – Director 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.
- **Asbestos Management Plan** - is a document outlining how asbestos-containing materials (ACMs) will be managed in a building or property to ensure safety and compliance with regulations. It details the procedures, responsibilities, and actions taken to minimize the risk of asbestos exposure. The plan should include a management survey identifying ACMs, a risk assessment, and actions to address identified risks, such as encapsulation or removal.
- **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)



## 4.0 ROLES AND RESPONSIBILITIES

This section details the general responsibilities of all relevant persons and groups. The Trust and its partners all have responsibilities as duty holders to ensure they maintain the safety of Asbestos in all its premises. Below the responsibilities are defined for each role within the Trust and its partners.

### **4.1 Collective Responsibilities (Policy & Procedures)**

The Trust and its PFI partners all have responsibilities as duty holders to ensure they maintain and manage Asbestos. Each key party of the PFI scheme (Trust, Project Co, and Skanska) has relevant responsibilities to develop, implement, manage, and monitor Asbestos.

### **4.2 Trust Duty Holder – Trust Board**

The Chief Executive has overall responsibility on behalf of the Trust Board for all matters relating to health and safety. The Trust Board is the statutory “Duty Holder” for Asbestos management as defined by the Control of Asbestos Regulations (2012).

### **4.3 Trust Chief Executive**

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 Director of Estates & Facilities, to do all, or part, of the work to assist in complying with the duties.

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.

### **4.4 Trust Asbestos Nominated Person - Director of Estates and Facilities**

The Trust Director of Estates & Facilities is the Trust nominated person and the appointed board level executive responsible, under the direction of the Chief Executive for ensuring that this policy is implemented across the Trust.

The Nominated Person, on behalf of the Chief Executive, must ensure that the risk from asbestos is assessed, that a written plan identifying where that asbestos is located is prepared and kept up to date, to ensure 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 must ensure Project Co (CNH) maintains all the necessary information regarding assets so that the Hard FM Service provider carries 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 ensure ACMs are identified, the amount, where they are and what condition they are in is recorded and kept up to date via regular inspections.

- That the Trust and the Hard FM provider presumes materials contain asbestos unless there is strong evidence that they do not, and appropriate steps are taken to clarify the presence of ACM's.
- That systems are in place where ACMs are left in place that they are clearly identified and managed on all Trust properties/sites.
- That robust systems are in place to assess the risk of anyone being exposed to fibres from assumed or identified asbestos containing materials (ACMs).
- 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, register and the arrangements so that the management plan remains relevant and up to date.
- That information is provided on the location and condition of the ACMs to anyone who is liable to work on or disturb them.

#### **4.5 Trust 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

#### **4.6 The Trust Health & Safety Manager**

The responsibilities of the Trust Health & Safety 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.
- To report incidents under RIDDOR on behalf of the Trust were 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.



#### **4.7 Asbestos Independent Advisor (IA)**

In accordance with HTM00 and CAR, 2012 the Trust shall appoint an IA (Asbestos) to audit the management of asbestos by the Hard FM service provider. The IA (Asbestos) will complete an annual audit of asbestos management and will complete a quarterly teleconference review meeting with the Control of Asbestos management team. This is a strategic commission.

#### **4.8 - Project Co - Duty Holder - Project Co Executive or the PFI Funders**

Project Co (CNH) 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 (CNH) employs Skanska as a subcontractor to provide Hard FM services under the PFI agreement with the Trust. Skanska is an employer and has duties in respect of the provision of services and obligations under the PFI agreement.

Project Co (CNH) has duties under Section 4 of the Health and Safety at Work etc.

Project Co (CNH) must 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 shall:

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

#### **4.9 Project Co (CNH) – Asbestos Nominated Person**

The CNH General Manager for Project Co is the Project Co Nominated person they shall be appointed in writing by the Project Co Executive or the PFI Funders (Project Co Duty Holders). They shall have responsibility for compliance with this policy document.

#### **4.10 Skanska - Duty Holder - Chief Executive**

The Skanska Chief Executive is the statutory Duty Holder. The Duty Holder has overall responsibility for Health and Safety within Skanska, including Asbestos safety. They shall appoint in writing the Skanska Nominated Person.

#### **4.11 Skanska – Asbestos Nominated Person - General Manager**

The General Manager for Skanska is the Skanska Nominated Person for Asbestos, they shall be appointed in writing by the Skanska Duty Holder. They shall also bear the same responsibility in line with the Trust Nominated persons responsibilities.

#### **4.12 Skanska – Asbestos Responsible Persons - Specific Estates Operations Officers**

Specific Estates Operations Officers shall be the Skanska Responsible persons, they shall be appointed in writing by the Skanska Nominated Person.

#### **4.13 Hard FM services provider - Skanska**

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 Director of Estates and Facilities.
- That their staff are trained in the management, risks and health and safety relating to asbestos awareness.
- 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 Director 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 an 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 (TVE), small works, lifecycle replacement or Trust directly procured works (at the Trusts expense) 'demolition and refurbishment survey'.
- That they will control and co-ordinate the work of contractors based on current 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 Director of Estates and Facilities an Asbestos Management Plan and planned preventative maintenance for the safe management of asbestos containing materials.

#### **4.14 Actions on discovering damaged asbestos containing materials**

Where ACMs are discovered by any contractor they will immediately: -

- Vacate the immediate area of concern to avoid the further spread of any ACMs and inform a Skanska Responsible person, the Skanska General Manager, the Trust Health and Safety Manager and the Director of Estates and Facilities.

The Skanska 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

#### **4.15 Action before refurbishment / demolition activities**

- 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 all findings and R&D surveys shall be entered onto the asbestos register as soon as they are available.

#### **4.16 NHS PS (MCH) Duty Holder - Chief Executive of NHS Property Services**

The Chief Executive of NHS Property Services (NHS PS) is the statutory Duty Holder. The Duty Holder and the Board have overall responsibility for Health and Safety within NHS Property Services, including Asbestos safety. They shall appoint in writing the NHS PS Asbestos Nominated Person.

#### **4.17 NHS PS (MCH) Asbestos Nominated Person - Regional Director**

The NHS Property Services Regional Director is the NHS PS Nominated Person for Asbestos, they shall be appointed in writing by the NHS PS Duty Holder. They shall also bear the same responsibility in line with the Trust Nominated persons responsibilities.

#### **4.18 NHS PS (MCH) Asbestos Responsible Person - NHS PS Property Manager**

The NHS PS Property Manager is the Responsible Person they shall be appointed in writing by the NHS PS Nominated Person. They shall have responsibility for compliance with this policy document.

#### **4.19 Trust - Other Professionals (i.e., Estates Development / Capital planning / Strategy / Projects).**

Trust Capital Project Officers / Managers or Trust directly appointed subcontractors will consult with the Skanska Responsible Person with respect to any works being carried out in any buildings or sections of buildings built before the year 2000 in line with the same requirements laid out in this policy for the Hard FM service provider as follows: -

- That all their staff and subcontractors are trained in the management, risk and health & safety relating to asbestos awareness.
- That they provide all contractors and sub-contractors with training information, and instruction and ensure competence on handling ACMs on Trust premises. This will also include the sites emergency arrangements and site familiarisation.
- That they immediately alert the Director of Estates and Facilities, Project Co and Skanska when asbestos is found or suspected so that arrangements can be agreed immediately to take appropriate action to manage any risk.
- That all data relating to asbestos is handed over to Skanska so the register can be 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.

All survey detail will be forwarded to Skanska at the earliest possible time so it can be incorporated into the records or maintenance plans.

- That those specific surveys are carried out before any works are undertaken in any buildings or sections of buildings built before the year 2000, including any small works, all demolition and refurbishment survey details are to be handed over to Skanska at the earliest possible time.
- That they will control and co-ordinate the work of contractors based on current 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.

#### **4.20 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.

#### **4.21 Asbestos Survey and Removal Contractors**

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.

## **5.0 - APPROVAL**

The Asbestos Risk Management Policy was consulted with Empathy Environmental Consultants Ltd. and the Estates Asbestos Group. The Policy was then approved the Estates and Facilities Governance Group on 8<sup>th</sup> May 2025

## **6.0 DOCUMENT REQUIREMENTS**

### **6.1 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.

### **6.2 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.

### **6.3 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.

### **6.4 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.

### **6.5 Asbestos Demolition and Refurbishment Inspections**

Where any remedial works are liable to have a material impact upon the fabric of the building, in any building or section of a building built before the year 2000, the existing surveys and asbestos register will be checked, and any necessary demolition surveys (formerly Type 3 asbestos surveys) shall be completed.

### **6.6 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.

### **6.7 Training**

Refer to section 9, below for details.

### **6.8 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.
- Asbestos Audit Action Plan Progress.
- AOB.

A Terms of Reference has been produced and agreed.

### **6.9 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 directly 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 and signed off by the Skanska responsible person.

This shall include the following as a minimum: -

- 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 Skanska 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 using 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.

## **6.10 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 Skanska 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 Skanska Responsible Person (Asbestos) will contact an approved independent asbestos consultant so that a risk assessment and samples may be undertaken. The Skanska 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 Skanska 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 Skanska 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 Skanska Responsible person (Asbestos).
- d) The Skanska 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 Skanska 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 Skanska 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 individual's medical records. The main copy shall be held by the Skanska Responsible Person (Asbestos) in the Incidents File. These records shall be maintained for a minimum of 40 years

## 7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

<b>Minimum Requirement to be Monitored</b>  (WHAT – element of compliance or effectiveness within the document will be monitored)	<b>Responsible Individual</b>  (WHO – is going to monitor this element)	<b>Process for Monitoring e.g. Audit</b>  (HOW – will this element be monitored (method used))	<b>Frequency of Monitoring</b>  (WHEN – will this element be monitored (frequency/ how often))	<b>Responsible Individual or Committee/ Group for Review of Results</b>  (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

## 8.0 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.

## 9.0 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

## 10.0 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
- The Health and Social Care Act 2008
- Other NHS guidelines
- HSG 264

### Related SFHFT Documents:

- Asbestos Management Plan (AMP)

## 11.0 KEYWORDS

- Retained Estate building fabric damage, Newark building fabric damage

## 12.0 APPENDICES

- Please refer to list in contents table.



## APPENDIX 1 – EQUALITY IMPACT ASSESSMENT

### EIA Form Stage One:

<b>Name EIA Assessor: Lee Fox</b>		<b>Date of EIA completion: 7.7.2025</b>
<b>Department:</b>		<b>Division: Corporate</b>
<b>Name of service/policy/procedure being reviewed or created: Asbestos Risk Management Policy</b>		
<b>Name of person responsible for service/policy/procedure: Lee Fox</b>		
<b>Management of Asbestos on Trust premises, to reduce the risk of harm being realised from Asbestos Containing Materials (ACM's).</b>		
<b>Please state who this policy will affect:</b> Patients and Service Users, Carers and families, Trust personnel, Commissioned Services, Communities in placed based settings, Stakeholder organisations, Sub-contractors working on Trust premises.		
<b>Protected Characteristic</b>	<b>Considering data and supporting information, could protected characteristic groups' face negative impact, barriers, or discrimination? For example, are there any known health inequality or access issues to consider? (Yes or No)</b>	<b>This policy has been developed in accordance with the Control of Asbestos regulations (CAR) 2013. Asbestosis is a chronic lung disease caused by inhaling asbestos fibres. Prolonged exposure to these fibres can cause lung tissue scarring and shortness of breath. Asbestosis symptoms can range from mild to severe, and usually don't appear until many years after initial exposure. This policy is designed to minimise this risk.</b>
<b>Race and Ethnicity</b>	None	
<b>Sex</b>	None	
<b>Age</b>	None	
<b>Religion and Belief</b>	None	
<b>Disability</b>	None	
<b>Sexuality</b>	None	
<b>Pregnancy and Maternity</b>	None	
<b>Gender Reassignment</b>	None	

<b>Marriage and Civil Partnership</b>	None	
<b>Socio-Economic Factors (i.e. living in a poorer neighbour hood / social deprivation)</b>	None	

If you have answered 'yes' to any of the above, please complete Stage 2 of the EIA on Page 3 and 4.

This policy has been issued and ratified via the Estates (multi disciplinary) Governance Group.
<b>None</b>

<b>On the basis of the information/evidence/consideration so far, do you believe that the policy / practice / service / other will have a positive or negative adverse impact on equality?</b> (delete as appropriate)						
<b>Positive</b>			<b>Negative</b>			
			<b>Nil</b>			
<b>If you identified positive impact, please outline the details here:</b>						

## EIA Form Stage Two

Protected Characteristic	Please explain, using examples of evidence and data, what the impact of the Policy, Procedure or Service/Clinical Guideline will be on the protected characteristic group.	Please outline any further actions to be taken to address and mitigate or remove any in barriers that have been identified.
Race and Ethnicity	None	
Gender	None	
Age	None	
Religion	None	
Disability	None	
Sexuality	None	
Pregnancy and Maternity	None	
Gender Reassignment	None	
Marriage and Civil Partnership	None	
Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)	None	

**Signature:**

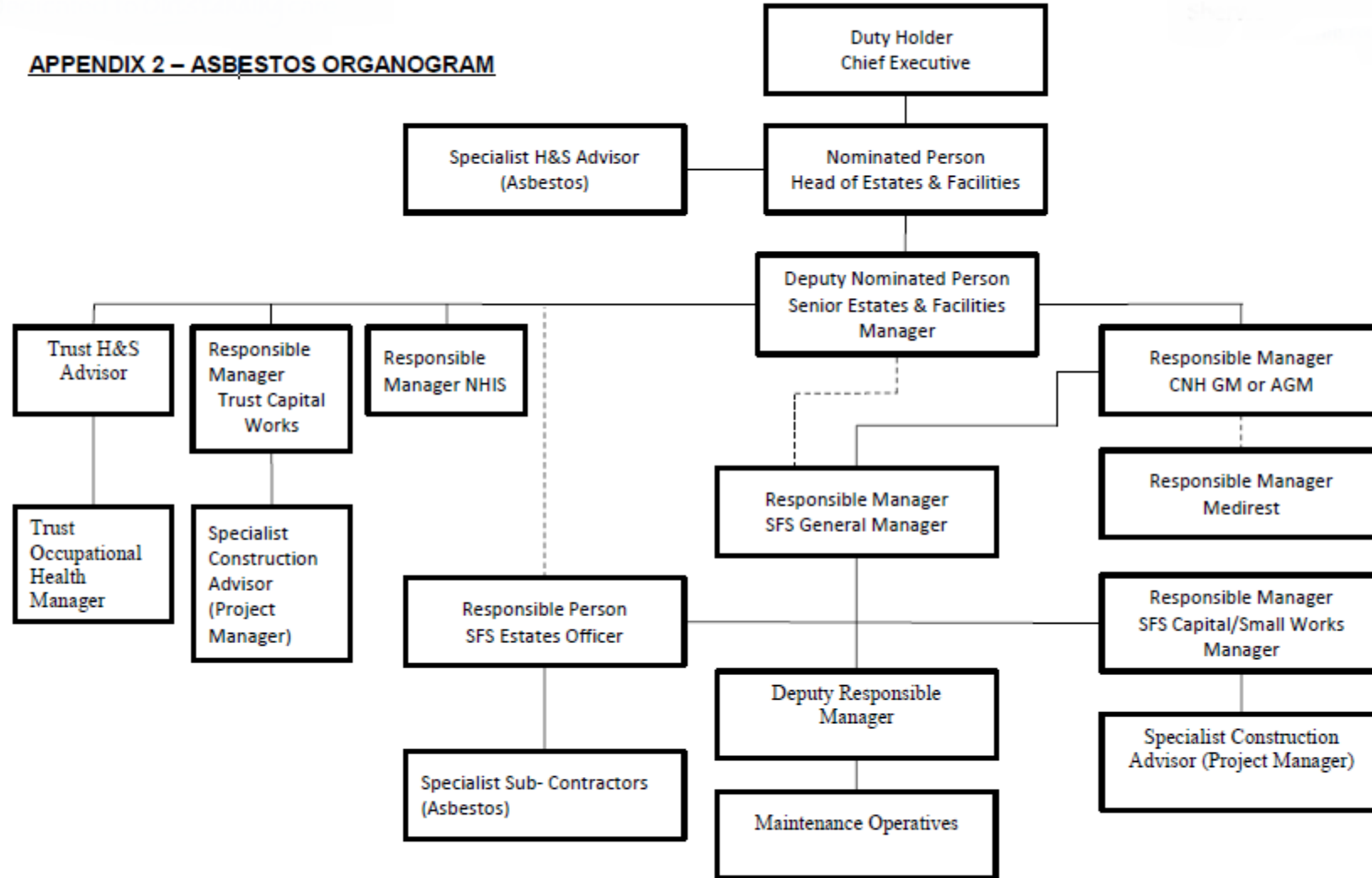


\*I can confirm I have read the Trust's Guidance document on Equality Impact Assessments prior to completing this form\*

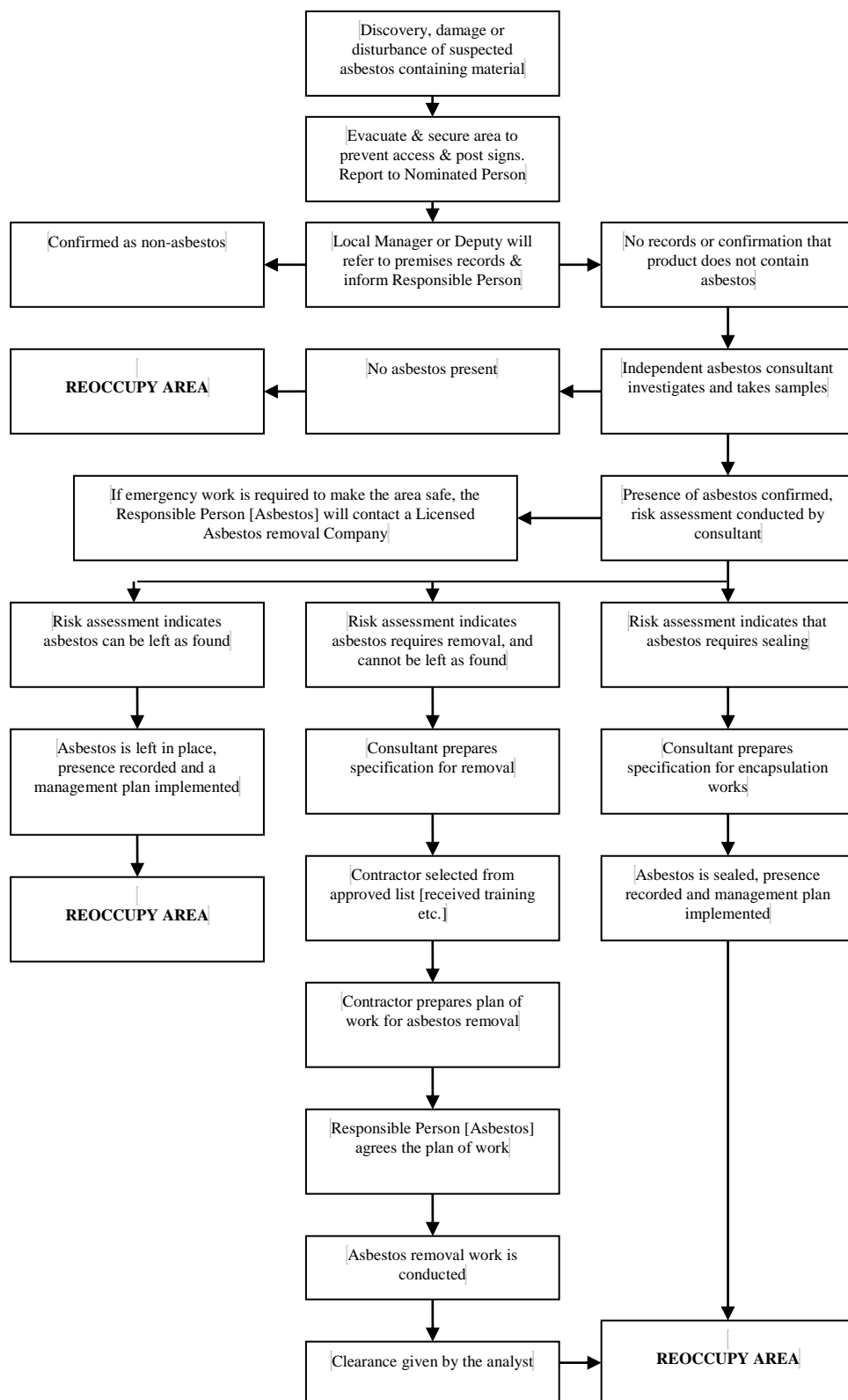
**Date: 14.7.2025**

**Please send the complete EIA form to the People EDI Team for review.  
Please send the form to: [sfh-tr.edisupport@nhs.net](mailto:sfh-tr.edisupport@nhs.net)**

## 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:	