



Asbestos Policy

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Staff Summary

YAS is committed to ensuring the Health, Safety and welfare of its employees and others who are affected by its activities by ensuring that the procedures are in place to manage the presence of asbestos.
The Trust has a legal duty to manage the risk from asbestos or to co-operate with whoever manages this risk to ensure that persons are not exposed to contaminated airborne dust.
Asbestos surveys and investigation work will be undertaken by the Trusts appointed asbestos surveyor Company.
All types of asbestos will be treated the same and will be defined generally as the term asbestos.
As long as asbestos materials are in good condition and not disturbed or damaged, there is no risk or need for removal.
Employees and Contractors must be instructed to report any damage that occurs to material containing asbestos immediately.
The Trust will ensure that adequate instruction, information and training is given to all relevant employees, who are liable to disturb Asbestos Containing Materials (ACM's) within the course of their normal activities.
Contractors who regularly access areas, which may contain asbestos, will be requested to demonstrate that they have in date asbestos awareness training.

1.0 Introduction

- 1.1 This document sets out the policy and procedures for managing asbestos on all Trust sites owned, occupied or operated by Yorkshire Ambulance Service NHS Trust. The Trust has a legal duty to manage the risk from asbestos or to co-operate with whoever manages this risk to ensure that persons are not exposed to contaminated airborne dust. Persons whose normal duties may bring them into contact with Asbestos Containing Materials (ACMs) will be trained to recognise asbestos products and work to approved safe procedures.
- 1.2 This document is based upon the following documents: 'A Comprehensive Guide to Managing Asbestos' (HSG 227); The Control of Asbestos Regulations 2012; Approved Code of Practice" (ACOP) "Managing and working with asbestos" (L143 Second Edition).
- 1.3 Control of Asbestos Regulations 2012 apply to all sites owned, occupied or operated by Yorkshire Ambulance Service NHS Trust where there is a risk of any person being exposed to asbestos in any form
- 1.4 This guidance memorandum is not an authoritative interpretation of the Regulations or other associated laws, which can only be fully interpreted by the Courts.

2.0 Purpose/Scope

- 2.1 This document sets out the procedures to manage the presence of asbestos, which is known or is found to be in the Trust premises, and for controlling the risk presented by such products, and monitor to ensure a safe environment for staff, visitors, contractors and other persons working or using its premises. It also covers the Asbestos surveys and investigation work which will be undertaken by Asbestos surveyor staff.
- 2.2 Asbestos is a natural material (a fibrous silicate) found in rocks all over the world. It has been commercially used for about 150 years because it is strong, flexible, stable and fireproof. The three main types of asbestos that were used in the UK are:
 - Crocidolite (Blue asbestos)
 - Amosite (Brown asbestos)
 - Chrysotile (White asbestos)

2.3 These cannot be identified by their colour alone. In addition, the following three types of asbestos have been known to be used (although in smaller amounts) within the U.K:

- Fibrous Anthophyllite
- Tremolite
- Actinolite

2.4 For the purpose of this document all types of asbestos (crocidolite – blue asbestos) (amosite – brown asbestos), (chrysotile - white asbestos), (anthophyllite), (tremolite), (actinolite) and any mixture containing any of these materials, will be treated the same and will be defined generally as the term asbestos.

2.5 Although it is now illegal to use asbestos in the construction or refurbishment of any premises, many asbestos containing materials, which were used in the Trust buildings between 1950-1980, remain in place. However, it is reassuring that as long as such materials are in good condition and not disturbed or damaged, there is no risk, and they need not be removed. They can, however, become a danger to health if disturbance or damage allows asbestos fibres to be released into the air where people can breathe them in.

2.6 The Trust will take all reasonable and practicable steps to secure the health, safety and welfare of staff, visitors and contractors who may foreseeably be exposed to asbestos. The aims of this document are to:

- Keep exposure to and risks from asbestos to a minimum.
- Provide a high-quality asbestos management service within the Trust premises.
- Make our staff and contractors aware of the presence of asbestos containing materials when found and the procedures in place to deal with these.

2.7 This document applies to all Trust staff and any contractors working on the Trust sites, whose normal working activities could potentially disturb asbestos or ACM's.

2.8 All asbestos will be maintained in a sealed and safe condition or will be removed as part of an on-going maintenance programme. The Head of Estates and Facilities will be responsible for the implementation of this document.

2.9 All departments and particularly the Estates, ICT and Fleet Department staff, must adhere to this policy and management plan when they invite contractors onto the Trust premises. The contractors MUST liaise with the Estates Department before work commences.

3.0 Process

3.1 Monitoring

3.1.1 The Responsible Person Asbestos shall ensure that a system of inspection to monitor known areas containing asbestos is maintained.

3.1.2 Employees and Contractors MUST be instructed to report any damage that occurs to material containing asbestos immediately, (verbally), to the Nominated Projects Officer or host Nominated Person Asbestos and confirmed in writing by the Contractor on Company Headed Paper as soon as possible thereafter. A Datix Incident form shall be completed.

3.1.3 The Nominated Person Asbestos will maintain records of all monitoring and all analytical results through the use of the current electronic Asbestos Records Management.

3.1.4 No products containing asbestos shall be used in any new construction or installation.

3.2 Training

3.2.1 The Trust will ensure that adequate instruction, information and training is given to all relevant employees who are liable to disturb ACM's within the course of their normal working activities, and the protective and preventive measures to be employed.

3.2.2 All Trust staff and maintenance contractor staff likely to access areas that may contain asbestos shall be given awareness training (prior to working in areas where there is a risk of asbestos), updated periodically as required by changes in roles or legislation, by a suitably qualified, competent professional.

3.2.3 Contractors who regularly access areas, which may contain asbestos, will be requested to demonstrate that they have in date asbestos awareness training by producing a copy of their certificate. The certificate must be in date i.e. less than 1 year old and must have been issued by a qualified, competent asbestos trainer/consultant. Online asbestos awareness certificates are not sufficient.

3.3 Surveys and Inspections undertaken by Appointed Asbestos Surveyors

3.3.1 All surveys, sampling and investigations into the presence of asbestos on Trust premises shall be carried out only by the Trust's appointed asbestos surveying company.

3.4 Permit to Work & Associated Record Keeping

3.4.1 It is the responsibility of the Nominated Person Asbestos to ensure a permit to work system is in operation and keep records of all permits issued.

4.0 Implementation Plan

4.1 The latest approved version of this document will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find and access this guidance during Trust Induction.

5.0 Monitoring Compliance with this Policy

5.1 This policy will be monitored by the Responsible Person Asbestos and reviewed annually or sooner if circumstances deem it necessary.

6.0 References

6.1 There are a large number of official publications relating to Asbestos at Work. The following list contains the most significant and relevant items but is not exhaustive. For an up to date list refer to: <http://www.legislation.gov.uk/uksi/1998/2451/contents/made>

- Health and Safety at Work etc. Act 1974
- The Control of Asbestos Regulations 2012
- Management of Health and Safety at Work Regulations 1999
- The Environmental Protection Act 1990

- The Classification, Packaging and Labelling of Dangerous Substances Regulations(2008)
- The Personal Protective Equipment at Work Regulations 1992
- Reporting of Incidents, Diseases and Dangerous Occurrence Regulations 1995
- Control of Substances Hazardous to Health Regulations
- Confined Spaces Regulations 2007
- Chemical (Hazard Information and Packaging for Supply) Regulations 2009
- Construction (Design and Management) Regulations 2007
- Health and Safety (Offences) Act 2008
- Corporate Manslaughter and Corporate Homicide Act 2007.
- HSE Approved Codes of Practice (ACOP)
- L21: Management of Health and Safety at Work Regulations 1992
- L143: The CAR 2012; Managing and working with asbestos
- HSE Guidance Notes Relating to Duties of Licensed Contractors
- HSG37: An Introduction to Local Exhaust Ventilation.
- HSG 53: Respiratory Protective Equipment at Work: A Practical Guide, 2010.
- HSG 248: The Analysts Guide for Sampling, Analysis and Clearance Procedures, 2005.
- HSG 264: Asbestos; The Survey Guide.
- HSG 247: Asbestos: Licensed Contractors' Guide, 2006

7.0 Definitions

Asbestos Management Plan	A premise specific Asbestos Management Plan.
Asbestos Survey/Register	Hard copy and/or electronic record system used to provide up to date information on the location and condition of asbestos and/or ACM's in all premises where this policy applies.
Contractor	A firm or person who has entered into an agreement with the Trust to carry out work for the Trust.
Contractors Management Document	Management of Contractors document containing site rules and procedures.
Contractors Agreement Document	Contract document, setting out the Trust health, safety, environmental and statutory requirements and standards.
Responsible Person Asbestos (RPA)	Person formally appointed to be responsible for the day to day management of the Asbestos Register(s) and to carry out duties as detailed in this policy, (e.g. responsible for ensuring appointed asbestos consultants, surveyors, analysts and contractors undertake all instructions in accordance with current asbestos/health and safety legislation).
Nominated Person Asbestos (NPA)	The nominated person Asbestos will act as the local site specialist and operate the management and control systems.
Asbestos Management Algorithm	A simple risk scoring system to allow the Trust to rate the risk to health, taking into account not only the condition of the ACM's but also the likelihood of people being exposed to the fibres as set out in Appendix 2 and 3 of HSG227. This algorithm is used to inform the Asbestos Management Plans and the Asbestos Risk Register(s).

Permit to Work	A permit-to-work is a document which specifies the work to be done and the precautions to be taken. Permits-to-Work form an essential part of safe systems of work for many types of maintenance activities and will be issued by the NPA.
Risk Assessment and Method Statements (RAMS).	A method statement is a system of recording the hazards involved in specific work or tasks and communicating the risk and precautions required to all those involved in the work.
Trust	Yorkshire Ambulance Service NHS Trust.
Premises	All sites owned, occupied, or operated by Yorkshire Ambulance Service NHS Trust.

8.0 Roles and Responsibilities

8.1 Chief Executive (Duty Holder)

- The Chief Executive has the overall authority and responsibility for ensuring compliance with the Health & Safety at Work Act 1974 and the Control of Asbestos Regulations 2012. He/she will ensure that the asbestos policy is implemented correctly and in line with the asbestos management plan and agreed procedures.

8.2 Responsible Person Asbestos (RPA) - Head of Estates and Facilities

- Responsible for ensuring that the asbestos products found in the Trust buildings are identified and managed in accordance with the Control of Asbestos Regulations 2012 and Approved Codes of Practice. The RPA should formally appoint in writing, designated officers from the Estates Department/maintenance contractor, to manage day-to-day issues arising as well as annual asbestos surveys etc.

8.3 Nominated Person Asbestos

- The Nominated Person will act as the local site specialist and operate the management and control systems outlined in this policy and procedure document. These persons should be competent and have suitable training in the management of asbestos containing materials and should be the first point of contact for advice, the issuing of '*permits to work*', and '*limitation of access*' for work in areas which are known to contain asbestos.
- Asbestos Reporting flow Chart reporting lines
- See appendix F

8.4 Occupational Health Department

- The Occupational Health Department shall advise staff and managers, undertake health surveillance where following a risk assessment there is a risk, which cannot be eliminated or controlled or where there has been an exposure above the airborne exposure limit (control limit), this will be dependent on the time exposed. The nature of the health surveillance will be dependent on the risk following advice from the Occupational Health Consultant and may require an asbestos appointed doctor to undertake these. The Occupational Health Consultant will undertake required reporting of RIDDOR if required, in the instance of occupational related diseases of Mesothelioma, Asbestosis or Lung cancer are diagnosed.

8.5 Employees

- Employees shall work in a manner which reduces the possibility of damaging or disturbing asbestos containing materials, (ACMs), and to comply with the Trust

policies. It is the responsibility of all employees to notify any damage to ACM's to the Estates Department helpdesk.

8.6 **Specialist External Asbestos Consultant**

- The Specialist External Asbestos Consultant shall provide expert advice on the proposed management of ACMs, guidance on legislation and methods of works and shall be responsible for the work undertaken by the Asbestos Surveyors, analysts and Trust framework asbestos contractors.

8.7 **Analyst**

- The Analyst shall be UKAS ISO 17025 accredited and shall carry out independent air testing for asbestos containing materials (where required), carry out smoke tests to containment areas and air tests in areas which have been stripped of asbestos prior to re-occupation and so on.

8.8 **Approved Contractor**

- The Approved Contractor will be independent of the specialist external Asbestos Consultant and shall supply sufficient method statements to ensure safe working within the area to the satisfaction of the Advisor. Such method statements shall include risks posed by injury to staff, actions in the event of fire and so on.

8.9 **Contract Controller**

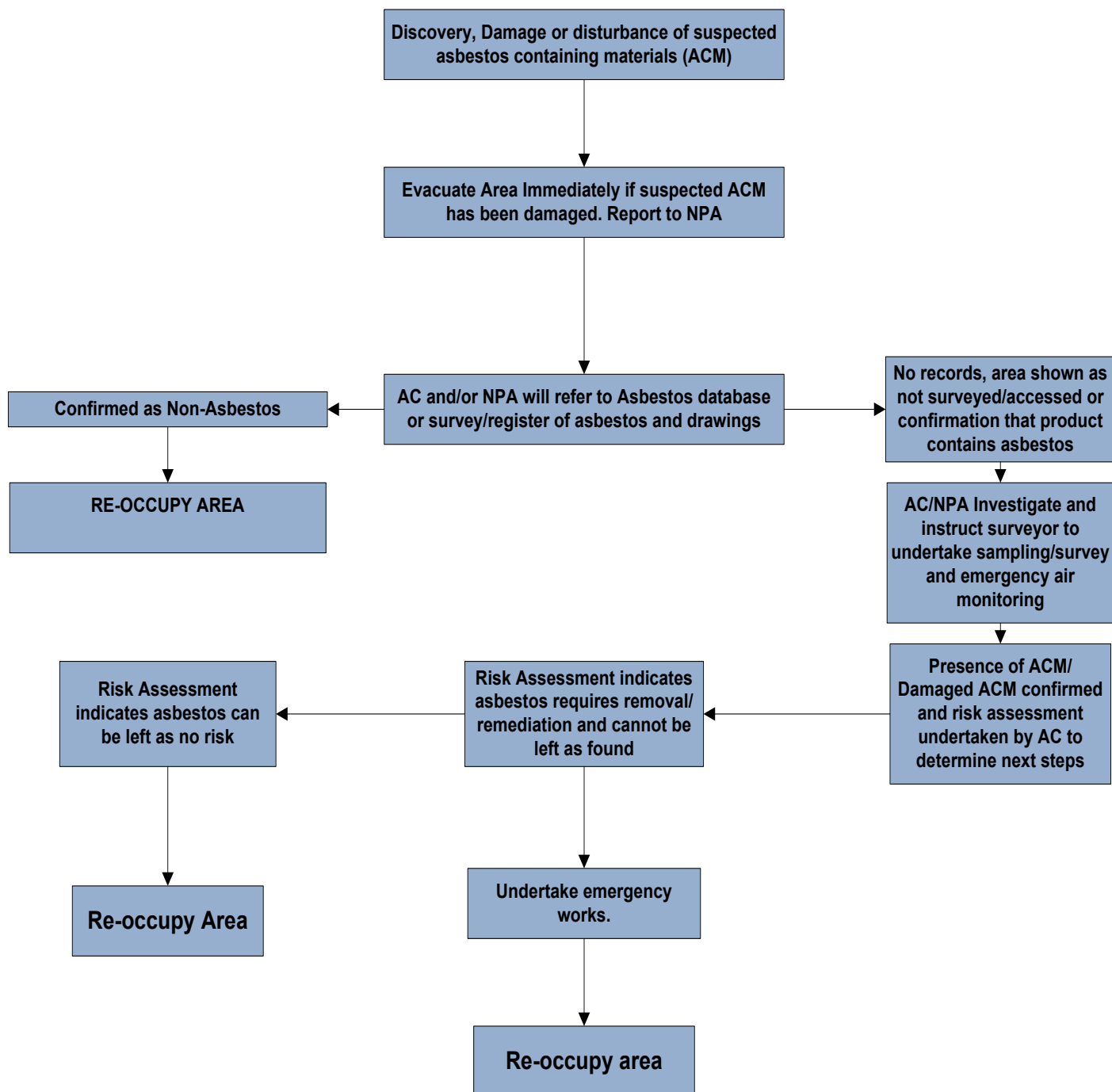
- All departments, which engage and manage contractors who carry out work at Trust sites, shall be responsible for ensuring that contractors are logging in/out and recording the nature of the works detailed. The Nominated Person Asbestos shall ensure that the proposed works are assessed in terms of asbestos risk and method statements (RAMS) prepared as required.

9.0 **Appendices**

9.1 This policy includes the following appendices:

Appendix A - Asbestos Incident Flowchart (as per asbestos management plan)
Appendix B - Sample Record of Suspected Exposure to Airborne Asbestos
Appendix C - Sample Asbestos Permit to Work
Appendix D - Asbestos Flowchart
Appendix E – Glossary
Appendix F - Permit to Work Guidance

Appendix A - Asbestos Incident Flowchart (as per asbestos management plan)



Appendix B - Sample Record of Suspected Exposure to Airborne Asbestos

Record of Suspected Exposure to Airborne Asbestos

A COPY OF THIS FORM SHOULD BE GIVEN TO THE EMPLOYEE AND THE ORIGINAL KEPT ON THE EMPLOYEE'S PERSONNEL RECORD THIS RECORD SHOULD BE KEPT BY THE EMPLOYER FOR 40 YEARS.

Personal Details

Name:		Date of Birth:	
Address:		Job Title:	
During the course of my work on <u>(DATE)</u> I was exposed to what I believe to Asbestos, the details of this being as follows:			
Property Concerned:			
Address:			

Location of suspected Asbestos

Exact Location:		
Specify Use if Known:		
Asbestos Accidentally damaged or disturbed by you	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Asbestos Damaged/Disturbed before work commenced	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Types of work being done:		
Equipment being used:		

Signature of Staff Member:

Supervisor to Complete

Employer Informed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Directorate		
Name of Person Informed:		
Date		
Time		
Employee Comments:		
Follow up action Required:		

Supervisor Name: Supervisor Signature:.....

Where employees are exposed to asbestos above the "Action Level", the employer is obliged to keep health records for the affected persons. Such records must be kept for at least 40 years. Employees who are exposed to asbestos above the "Action Level" are required to undergo medical surveillance. Medical examinations prior to employment and the intervals not exceeding two years must be provided by employer. After a medical examination the Employment Medical advisor or the appointed doctor is required to issue certificate of the examination of the employer and the employee stating that an examination has been carried out and the date of examination. The employee is obliged to keep the certificate, or copy, for at least four years from the examination date. The employer is also obliged to provide the appropriate facilities, which enable medical examinations to be carried out, and employees are obliged to present themselves for such examinations.

Appendix C– Sample Asbestos Permit to Work

Asbestos: The person responsible for supervising the work should be aware that management asbestos surveys are not “intrusive” and will not, therefore, show details of any concealed asbestos-based material. Should you have reason to believe that materials encountered whilst carrying out the work might contain asbestos they should be presumed to do so until proven otherwise. All work should cease immediately and contact YAS Estates Helpdesk on **0300 3305418**.

Area where Working: Site address: Contractor Name & Address: Scope of works: Start date of works: Completion Date of works:	Authorisation NO: Contact details: Mobile: Office:
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The following assessment should be completed prior to any planned works commencing on buildings/structures constructed before the year 2000.

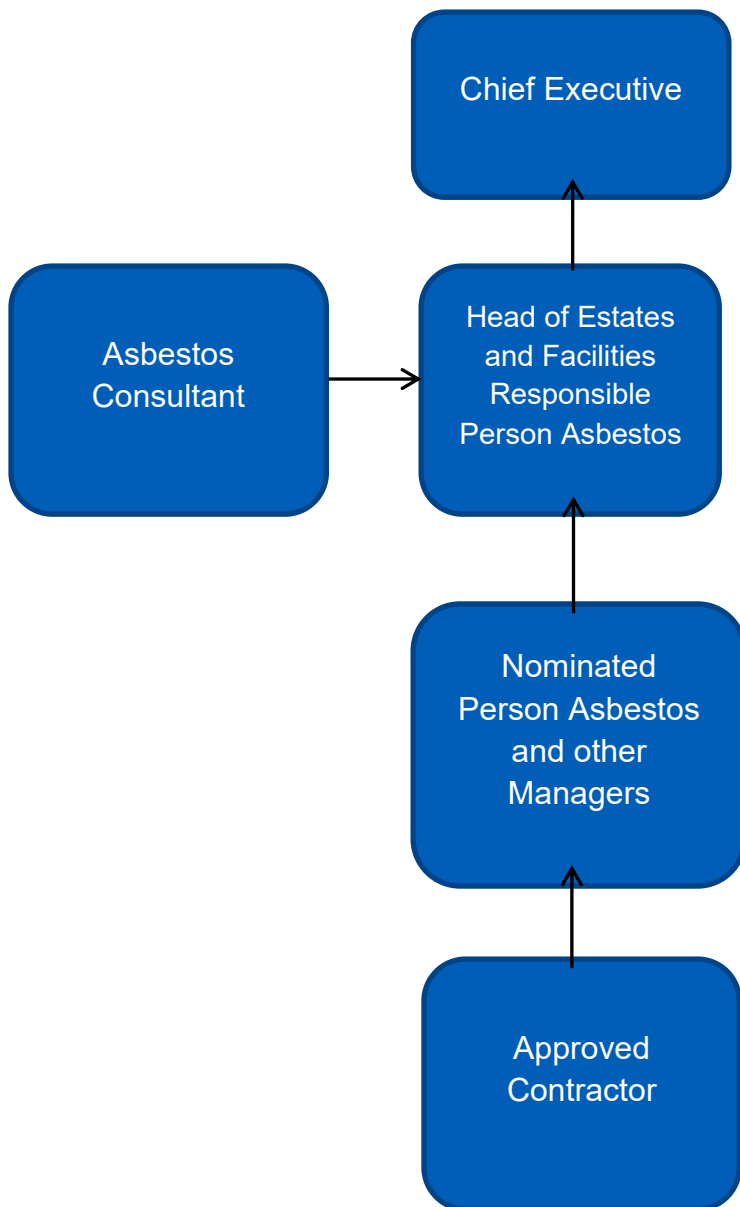
Q1. Have you reviewed/been issued asbestos survey for the areas? If “No” then do not work. Contact YAS Estates Helpdesk	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Q2. Has the contractor been provided with a copy of the Register Of ACM’s for the areas, in particular the asbestos management Survey and last re-inspection survey? The contractor needs to be aware of asbestos register, areas not Accessed and asbestos location plans etc. If “NO” the contractor must be provided with the above information Prior to proceeding to question 3A.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Q3. Are the planned works a) likely to disturb the fabric of the building (even minor refurbishment), b) being undertaken in any area not accessed within the asbestos survey, or c) on any item or in any other part of the building not covered by the management survey report, including wall cavities, ceiling voids, risers etc? If “yes” a Refurbishment and Demolition (RAD) Survey (as defined within HSG 264) should be undertaken prior to works Commencing. (Contact YAS Estates Helpdesk 0300 3305418 who can help organise this work.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Q4. Are the planned works to be carried out in areas where Asbestos is present on the existing asbestos management survey? If “Yes” asbestos remedial actions may need to be completed prior To planned works commencing (Contact YAS Estates Helpdesk 0300 3305418 who can help organise this work). If “No” proceed to Q5.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Q5. Do all the contractor’s operatives have current, up to date asbestos awareness Training/Certificates? If “Yes” provide copies of asbestos awareness certificates (Note: Certificates Must be in date i.e., have been undertaken less than 12 months previous). If “No” contact the NPA, suspend works and review.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Q6. Has the contractors method statement been reviewed by the Nominated Person Asbestos? If “No” the method statement must be reviewed by Nominated Person Asbestos. (Please contact the YAS Estates Helpdesk who can help organise this work.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Q7. Have other risks which may be present (i.e. falls from height, electricity etc) been considered as well?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I agree to work according to the requirements of this Permit To Work system. During the planned works, should any unforeseen deviation from the original planned works arise, all works will immediately stop pending a review of all relevant documentation. In the event of suspected additional asbestos containing materials being identified, or accidental damage occurring to identified or presumed asbestos containing materials the Nominated Person Asbestos will be informed immediately and all works will cease until expert advice has been consulted.

Contractors Signature:	Date:
Contractors Name:	

This Permit to Work on Yorkshire Ambulance Service NHS Trust Property was issued by:	
Signature:	Date:
Name:	

Appendix D - Asbestos Flowchart



Appendix E – Glossary

Glossary of terms used:

<i>ACM</i>	<i>Asbestos Containing Material</i>
<i>ACOP's</i>	<i>Approved Codes of Practice</i>
<i>ACM's</i>	<i>Asbestos Containing Materials</i>
<i>CAR (CAR 2012)</i>	<i>Control of Asbestos Regulations 2012</i>
<i>COSHH</i>	<i>Control of Substances Hazardous to Health</i>
<i>HSC</i>	<i>Health and Safety Commission</i>
<i>HSE</i>	<i>Health and Safety Executive</i>
<i>HSG 264</i>	<i>Asbestos; The survey Guide</i>
<i>HSG 248</i>	<i>Asbestos; The Analysts Guide</i>
<i>NHS</i>	<i>National Health Service</i>
<i>PPE</i>	<i>Personal Protective Equipment</i>
<i>RPE</i>	<i>Respiratory Protective Equipment</i>
<i>RIDDOR</i>	<i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</i>

Appendix F – Permit to Work Guidance

Permit to work – Guidance

Control

A permit to work procedure is a formal written system used to control certain types of work which are potentially hazardous. The term “Permit to Work” refers to the pre-forma or certificate which forms a part of an overall safe working system.

The essential features of a Permit to Work are:

1. Clear definition of who may authorise particular work.
 2. Clear identification of who is responsible for specifying the necessary precautions to be taken.
 3. Effective instruction and training to all personnel is the issue and use of permits.
 4. Performance monitoring in order to ensure that the safe system is implemented as intended.
- The permit is therefore a written document that gives authorisation to certain people to carry out specific work within certain time constraints and which sets out the main precautions needed to complete the work safely and without any risks to health to those people who are involved.

The mere issue of a Permit to Work does **NOT**

1. does not give permission to carry out dangerous work or
- 2 in itself make a job safe

Responsible Person

For the purpose of the Permit to Work the Responsible Asbestos Person is deemed to be a member of the Estates or Project Department who is appropriately conversant with the current Asbestos Survey Report and any accompanying documentation. The Responsible Asbestos Person should check the exact of the work areas affected against the Asbestos Survey Report. If asbestos containing materials are likely to be disturbed the Head of Estates should be informed.

Assessments of Risk

The purpose of a Permit to Work System is to ensure that proper consideration is given to the risks of particular work and these are assessed and controlled before work starts.

Objectives

The primary objectives of the procedure are to:
Ensure proper authorisation of designated work.

Understanding

Management and Supervision must ensure that persons involved in such work fully understand the exact:

1. Identify nature and extent of the job
2. The hazard involved
3. The precautions to be taken
4. Limitations as to the extent of the work and of the time during which the work may be carried out

Line Management

It is important to ensure that the manager is direct charge of an area location unit, plant installation or equipment is fully aware of all the work being done. A system of control must be provided. Provision must be made for a record showing that the natures of the work and the necessary precautions have been checked by the appropriate persons. Line management should also provide a formal hand-back procedure to ensure that the part of the plant, installation or equipment affected by the work is in a sage condition before operations/works are resumed to normal.

Individual Responsibilities

Clear information instruction training and guidance should be given to all who have responsibilities under Permit to Work procedure including:

1. Management
2. Supervisor
3. Other employees or non-management and supervisory staff
4. Contractors and sub-contractors

Circumstances in which permit must be used –

These include potentially hazardous work for which Permits to Work are normally required e.g.:

- 1) Re-construction
- 2) Dismantling
- 3) Adaption
- 4) Modification
- 5) Cleaning
- 6) Maintenance
- 7) Repair
- 8) Inspection
- 9) Testing
- 10) Alteration
- 11) Construction

This permit need only be issued where the Responsible Asbestos Person is aware of the presence of asbestos to the proposed work area and/or if the nature of the work may be foreseeable which may lead to disturbance of asbestos in this or any adjoining area.