

## POLICY DOCUMENT

Policy Title:	Management of Asbestos Policy
Policy Group:	Health and Safety
Policy Owner:	Director of Operations
Issue Date:	June 2024
Version	6
Review Period:	36 Months
Next Review Due	June 2027
Author:	J Speed
Cross References:	Dangerous Substances Policy, Maintenance Policy
Evidence:	Managing and Working with Asbestos (Control of Asbestos regulations 2012) Approved Code of Practice (L127 and L143) Control of Asbestos regulations 2012
How implementation will be monitored:	Regular maintenance department checks
Sanctions to apply for breach:	Retraining, review of contracts
Computer File Ref.	O:\new policy book\health and safety
Policy Accepted by MT	21/06/24
Sign-off by CEO	

**Statement of purpose:** This policy describes the particular hazards arising at Holy Cross Hospital and the arrangements that have been put in place to manage the risks identified.

**Policy Statement:** The management team has a duty under the Health and Safety at work act 1974 and the Control of Asbestos regulations 2012 to take reasonable steps to find materials likely to contain asbestos,

The requirements are placed on duty holders who should:

- Take reasonable steps to determine the location of materials likely to contain asbestos.
- Presume materials contain asbestos, unless there are good reasons not to.
- Make and maintain a record of the location of the Asbestos Containing Materials (ACMS) Control Measures (CMS) and presumed ACMS
- Assess and monitor the condition of the ACMS and presumed ACMS
- Assess the risk of exposure from the ACMS and presumed ACMS and prepare a written plan of action and measures necessary to manage the risk (management plan)

- Take steps to ensure these actions are carried out.

### **Description of hazards and those at risk**

- 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 c4500 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 can asbestos-related disease eventually be reduced
- Large amounts of ACMS were used in a wide range of construction purposes in new and refurbished buildings up until 1999. The extensive use means that it is likely that the buildings at Holy Cross Hospital will contain ACMS. Where asbestos materials are in good condition and unlikely to be disturbed they do not present a risk. However, where materials are in poor condition or are damaged or disturbed asbestos fibres can be released into the air and if breathed in can cause serious lung disease including cancer
- The more asbestos fibres breathed in, the greater the risk to health. Therefore, workers who may be exposed to asbestos when carrying out maintenance and repair jobs are at particular risk. Such workers include:
  - construction and demolition contractors, roofers, electricians, painters and decorators, joiners, plumbers, gas fitters, plasterers, shop fitters, heating and ventilation engineers, and surveyors;
  - Anyone dealing with electronics, e.g. phone and IT engineers, and alarm installers;
  - General maintenance engineers and others who work on the fabric of a building.
  - If asbestos is present and can be readily disturbed, is in poor condition and not managed properly, others who may be occupying the premises could be put at risk.

### **Responsibilities**

#### **Chief Executive**

Assumes the role of the Duty Holder and ensures that an asbestos survey is carried out of all buildings on site.

Ensure that following the survey a thorough risk assessment is carried out. This risk assessment was completed in March 2005 since then the majority of asbestos on site has been removed by suitably qualified contractors.

Ensure that a Management plan is formulated to ensure the safety of employees and contractors.

#### **Director of Operations**

Ensures that regular checks are made of all areas with ACMs and that all contractors who will be carrying out work in an area contain ACMS is made aware prior to commencing work and that a Safe System of work and Risk assessment has been conducted prior to any work being started.

#### **Survey Details**

Adams Environmental carried out a survey in February 2005. In the course of this survey samples were taken of all materials that could contain asbestos.

Since the Survey was conducted in 2005 the majority of the asbestos identified has been removed through either planned removal or because of refurbishment projects. The only buildings which have known asbestos remaining is Shottermill Hall and St Margaret's.

The main hospital building was constructed in 1992 so there is a possibility that it could contain ACMs although they were not picked up on the original survey therefore before any large scale refurbishment projects we would carry out a refurbishment survey. The last such survey was carried out in November 2015 and it concluded that there was no asbestos identified in the following areas

- textured ceiling coatings in the main hospital,
- External soffits on the main hospital
- Wall panels in main hospital

The Director of Operations holds all surveys concerned with either the presence of or the removal of ACMS across the whole site.

### **Management Plan**

The Asbestos register is kept on site and brought to the attention of any contractors or caretakers who could disturb any asbestos-containing material during the course of their work. All contractors have been informed in writing that asbestos is present on site and they are required to consult with the Director of Operations prior to carrying out any work on site. Information must also be given to the emergency services.

Any contractors who are required to work in areas where asbestos is present, for example roof spaces, must submit a risk assessment and a plan of works to the Director of Operations for authorisation, prior to the work commencing. This plan should follow the guidance in the regulations and must be kept on site during the work. The plan must be available for staff and other interested parties to see. The plan will include notifying the HSE at least 14 days in advance of commencement of any licensed work.

The asbestos is all in locations that are not routinely accessed, labelled to identify the presence of asbestos.

The two types of asbestos present on site are Amosite (Brown Asbestos) and Chrysotile (white asbestos). Amosite is used for thermal insulation and in walls above fire doors. Chrysotile is found in asbestos cement products, for instance, ceiling tiles and window boards

At the time of the survey the Asbestos containing materials on site were all found to be in satisfactory condition and therefore it was considered safe to leave them in place and monitor on a regular basis. The Caretakers carry out annual inspections of all asbestos containing materials and report any changes in condition to the Director of Operations. Evidence of those checks is held by the Support services department and they are reviewed by the Director of Operations.

Support Service Staff are not permitted to carry out any work on asbestos containing material that will cause damage or disturbance in any way. Caretakers undergo Asbestos awareness training on a three yearly basis.

Any Contractors carrying out work in areas where Asbestos is located will be shown the register and this will be recorded.

Only contractors who are licensed by the Health and Safety Executive will carry out removal or encapsulation of asbestos containing materials.

**Location of Remaining Asbestos on site is as follows (Identified in 2005 by Adams Environmental)**

Location	Description	Type of Material
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Shottermill hall		
Store 1 (attic)	Thermal insulation Debris	Amosite Chrysotile
Store 2 (attic)	AIB Ceiling panel	Chrysotile
	AIB Wall Panel	Chrysotile
Bedroom 2 (attic)	AIB Ceiling panel	Chrysotile
	AIB Wall Panel	Chrysotile
Bedroom 3 (attic)	AIB Ceiling panel	Chrysotile
	AIB Wall Panel	Chrysotile
Lobby (attic)	AIB Ceiling panel	Chrysotile
	AIB Wall Panel	Chrysotile
	AC upstand	Chrysotile

Corridor 2	AIB Wall panel	Chrysotile
	AIB Ceiling panel	Chrysotile
Bathroom	AIB Wall panel	Chrysotile
	AIB Ceiling panel	Chrysotile
Sewing room	AIB Wall panel	Chrysotile
	AIB Ceiling panel	Chrysotile
St Margaret's Office Suite		
External Soffit	AC Soffit	Chrysotile

**Removed in refurbishment in 2024**

<b>St Margaret's Office Suite</b> Roof space Accessed from Corridor 2	AC Flue	Chrysotile
<b>St Margaret's Office Suite</b> Roof	AC Flue	Chrysotile

(AIB- Asbestos Insulating Board / AC- Asbestos Cement)

**Areas where ACMS are not to be found**

- St Joseph's Convent - asbestos removed during refurbishment
- Marie Therese house- asbestos removed during refurbishment
- Physiotherapy Centre – Built in 2008-2009

Prior to any large scale refurbishment works in St Margaret's, Shottermill Hall or the main Hospital building a Refurbishment Survey would be conducted and acted upon.

**Equality impact Assessment (EIA) Tool**

This policy has been reviewed for adverse impact on people with protected characteristics within the meaning of the Equality Act 2010 and no such impact was found.

To be considered and where judged appropriate, completed and attached to any policy document when submitted to the appropriate committee for consideration and approval.

Policy Title		Asbestos Policy	Name	Joanna Speed
		Yes/No		Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		No	
	Race		No	
	Gender reassignment		No	
	Marriage & civil partnership		No	
	Pregnancy & maternity		No	
	Ethnic origins (including gypsies and travellers)		No	
	Nationality		No	
	<b>Sex</b>		No	
	Culture		No	
	Religion or belief		No	
	Sexual orientation		No	
	Age		No	
	Disability- both mental and physical impairments		No	
2.	Is there any evidence that some groups are affected differently?		No	
3.	Is the impact of the policy/guidance likely to be negative?		No	
4.	If so can the impact be avoided?		NIA	
5.	What alternatives are there to achieving the policy/guidance without the impact?		NIA	
6.	Can we reduce the impact by taking different action?		NIA	
7.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?		NIA	

**Review**

This policy has been reviewed for overt or implied discrimination within the scope of the Hospital's policies on equality and diversity and none was found.

The policy will be reviewed on a three yearly basis to ensure that the system described continues to provide an effective framework for Managing and working with asbestos.