

Control of Asbestos Policy

Document Summary

To identify and manage any asbestos found within Cumbria Partnership NHS Trust's premises to maintain a safe environment for all service users, staff, visitors and contractors. The Trust is committed to managing the risks to health and safety posed by the presence of asbestos to its employees, and those affected by its operations.

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ACCOUNTABLE DIRECTOR	Director of Strategy and Support Services
POLICY AUTHOR	Capital Planning Manager

Important Note:

The Intranet version of this document is the only version that is maintained.

Any printed copies should therefore be viewed as "uncontrolled" and, as such, may not necessarily contain the latest updates and amendments.

TABLE OF CONTENTS

1	SCOPE	2
2	Introduction	3
3	Statement of Intent.....	4
4	Definitions	4
5	Duties	4
	5.1 CHIEF EXECUTIVE.....	4
	5.2 ACCOUNTABLE DIRECTOR.....	4
	5.3 Responsible Person.....	5
	5.4 Project Manager.....	5
	5.5 Clinical Leads	6
6	Details of Procedural Document.....	6
	6.1 ASBESTOS SURVEYS	6
	6.2 ASBESTOS REGISTER	7
	6.3 ASBESTOS MANAGEMENT PLAN	7
	6.4 Records.....	8
	6.5 Audit.....	8
	6.6 Removal of Asbestos	8
7	Training	9
8	Monitoring compliance with this policy	9
9	References/ Bibliography	9
10	Related Trust Policy/Procedures.....	9
Appendix 1	Property Portfolio	10

1 SCOPE

This policy provides an exemplar statement of how The Trust intends its Managers and staff to manage the safe operation of Asbestos and consequently discharge its duty in law as far as is reasonably practicable.

Estates Policies have been drafted to cover all Trust owned, leased or informally occupied premises throughout the County, these can be solely occupied or shared with other organisations.

Where properties are managed and maintained by other organisations, they will be formally advised of the Trust's limits of responsibility and will be provided with sufficient and reasonable advice to ensure that the building owner or head lease holder maintains compliant systems.

Because of the complexity of the property portfolio a table has been produced, see **appendix 1** detailing the relevant estates services provider. If staff are unsure about which organisations Policy applies in the area that they are working, please contact the Estates Department for clarification.

Estates Helpdesk: 01228 603131

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All the above areas are audited and monitored for statutory compliance during the formal Quarterly Review Meetings with each service provider.

2 INTRODUCTION

Cumbria Partnership NHS Trust recognises and accepts that it has a duty to protect its service users, staff and other parties entering its premises from exposure to any asbestos fibres.

Breathing in air containing asbestos fibres can lead to asbestos related diseases, the most common of which are cancers of the lung 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 kills around 300 people per annum in Great Britain. This figure is expected to go on rising for the next ten years. There is no cure for asbestos related diseases.

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 will asbestos related disease eventually be wiped out.

Although it is now illegal to use asbestos in the construction or refurbishment of any premises, many thousands of tonnes of it were used in the past and much of it is still in place. As long as it is in good condition and is not being or going to be disturbed or damaged there is no risk. But if it is disturbed or damaged, it can become a danger

to health, because asbestos fibres are released into the air and people can breathe them in.

This policy sets out the Trust's management plan and procedures for managing asbestos.

3 STATEMENT OF INTENT

The objective of this policy is to give clear guidance on legislative and national duties that the Trust must comply with to safely identify and manage any asbestos within Trust premises.

The mission of the Estates Department is to achieve and maintain high standards in all aspects of its management of asbestos to ensure that all staff, patient and visitors are protected from its affects.

The department is committed to effective Quality Management at every level within its business. To continually achieve this, all policy and procedures used by staff, will be internally audited at least on a yearly basis.

4 DEFINITIONS

ACM: Asbestos containing materials

5 DUTIES

All relevant persons shall fully appreciate the actual and potential risks of working where asbestos is present on Trust sites and the concept of risk management. Although compliance with the guidance may be delegated to staff, or undertaken by contractors, accountability cannot be delegated

The Accountable Director has responsibility for ensuring that the safe management of asbestos within Cumbria Partnership NHS Foundation Trust (CPFT) premises is deployed effectively within their area of control.

5.1 Chief Executive

The Chief Executive has overall responsibility for ensuring that the asbestos policy is implemented. This responsibility will be delegated via the Director of Performance Improvement to the Head of Estates for all matters relating to asbestos.

5.2 Accountable Director: Director of Strategy and Support Services

The Accountable Director has responsibility for ensuring that asbestos and the identification of it is managed safely and effectively within all Trust premises and for agreeing the strategy and future direction of this policy. Particular duties will include:

- Identifying a suitably qualified person to be responsible for managing the asbestos policy (hereafter called the Duty Holder/Asbestos Co-ordinator).

5.3 Duty Holder/Asbestos Co-ordinator: Professional Head of Estates

The Professional Head of Estates has responsibility for ensuring that all premises occupied wholly or in part by CPFT staff have an annual re-inspection carried out to confirm the condition of any asbestos and recommend any future actions to maintain this in a safe condition. An asbestos register shall be maintained for all premises and issued to all managers of premises for their information.

In particular this will include:

- Ensuring that any person undertaking the work on Trust owned and maintained or leased and maintained property, which may disturb asbestos, has been issued with sufficient information and instruction to avoid putting them at risk.
- Ensuring that condition inspections of known asbestos locations are taken at least annually.
- Ensuring that access to areas which are known or suspected to contain asbestos that is in a loose or friable state is restricted.
- Ensuring that an up to date Asbestos Register and management Plan is maintained.

5.4 Project Managers

All Project Managers (the person who instructed the Contractor to carry out the work) must ensure that:

- A Refurbishment or Demolition survey is carried out in all areas affected by the works prior to major works being undertaken. This survey must be at least as invasive as the work being carried out.
- All persons involved with the works are informed of the location, type and condition of any ACM's and any control measures that are in place (information from the Management survey).
- All contractors employed on any Trust premises are made aware of the location and condition of any asbestos within areas in which they are working. Project Managers should ensure that contractors submit a

method statement stating how they will protect/remove any asbestos in accordance with the Asbestos Regulations.

5.1 Site Clinical/Operation Leads

All Leads must ensure that:

- They are aware of the location of any identified asbestos within all areas under their control.
- All Trust staff working within any areas under their control are aware of the location of any asbestos and do not carry out any work that is likely to damage or release asbestos fibres into the atmosphere.
- A copy of the Asbestos Management survey report is kept on site at all times and that all staff are aware of its location and the need to consult the document prior to work being carried out that could potentially damage such asbestos.
- All contractors working within areas under their control are aware of the location and condition of any asbestos.
- They have access to the latest Asbestos Management Survey reports, copies of which can be obtained from the Estates Department.

6 DETAILS OF THE PROCEDURAL DOCUMENT

The prime objective is to create a safe environment for all service users, staff, visitors and contractors. The following sub headings give guidance on procedures used to identify and manage any asbestos found within Cumbria Partnership NHS Foundation Trust's premises.

Any asbestos within premises occupied by CPFT staff will be managed in accordance with the Control of Asbestos Regulations 2012.

6.1 ASBESTOS SURVEYS

The Health and safety publication MDS 100 (surveying, sampling and assessment of asbestos containing materials) sets out how to survey workplace premises for asbestos containing materials and how to record the results in a usable form.

There are two types of survey referred to in MDHS 100:

Management Survey: Standard sampling, identification and assessment survey (sampling survey). The purpose of this survey is to identify the location and condition of any visible materials that may contain asbestos and take representative samples for analysis to confirm the presence of asbestos or otherwise. If the material sampled is found to contain asbestos, other similar homogenous materials used in the same way in the building can be strongly presumed to contain asbestos.

Refurbishment or Demolition Survey: Full access sampling and identification survey (pre demolition/major refurbishment survey). This type of survey is used to locate as far as is reasonably practicable, all ACM's in the building and may involve destructive inspection, as necessary to gain access to all areas, including those that may be difficult to reach. A full sampling programme is undertaken to identify possible ACM's and estimates of the volume and surface area of the volume made. The survey is designed to be used as a basis for tendering the removal of ACM' prior to demolition or major refurbishment and does not assess the condition of the asbestos, other than to note areas of damage or where additional asbestos debris may be expected to be present.

An Asbestos Management survey will be carried out on every property that the Trust either occupies or owns. The information from these management surveys will form the "Asbestos Register" which will include details of any asbestos found, its condition and the surveyor's recommendation as to how it should be managed. The Responsible Person will review the surveys on an annual basis to determine if there has been any deterioration and take any additional measures as required. A copy of the relevant surveys will be issued to the manager of each individual site.

All asbestos identified in the Management Surveys will be re-surveyed on an annual basis to ascertain the condition of the material. Where the condition of any ACM's has deteriorated, a new risk assessment will be carried out for that material.

6.2 ASBESTOS REGISTER

An Asbestos Register is produced to include all properties either owned or occupied by the Trust. This register is maintained and reviewed to take account of work undertaken and on an annual basis by the Asbestos Co-ordinator. Any ACM's that have deteriorated to an extent that they represent a risk to health will be identified for removal. The Register will contain information on the following:

- The location of any ACM's within individual buildings.
- The identification number of each sample taken and details of the type of asbestos found.
- The form and condition of the identified asbestos.

- A risk assessment for the asbestos, based upon the usage of the particular area and type/condition of the material.
- The Surveyors recommendations as to how to manage the asbestos.

6.3 ASBESTOS MANAGEMENT PLAN

An Asbestos Management Plan will be produced to inform all relevant staff how any asbestos identified within individual buildings will be managed to provide a safe environment for service users, staff, contractors and visitors.

6.4 RECORDS

Records relating to the removal of ACM's shall be kept for a minimum of forty years, in accordance with the Asbestos at Work Regulations.

6.5 AUDIT

The Asbestos Coordinator shall carry out regular audits to ensure that all of the following documents and procedures are current and up to date:

- An annual audit to confirm that the Management Surveys being held in respective buildings are current and up to date and that the relevant manager is making all staff aware of the location of ACM's.
- An annual audit to confirm that all Contractors working in individual buildings are being provided with the relevant information, and taking all necessary precautions whilst working in areas that have been identified to contain asbestos.
- To ensure that all ACM's identified on the Asbestos Register are re-surveyed on an annual basis.
- To ensure that the Asbestos Register is updated following the annual surveys.
- To ensure that all managers in charge of specific buildings/areas are supplied with current information and are aware of any procedure that need to be followed to work in specific areas.

6.6 REMOVAL OF ASBESTOS

Any asbestos identified for removal shall only be undertaken by suitably licensed and competent Contractors under controlled conditions. Independent Consultant Annalists shall be employed for the duration of the work to monitor the removal Contractors performance and to undertake air monitoring operations of the work enclosure and surrounding area to ensure any asbestos particles are contained within the controlled environment and that all asbestos is removed to the required standard.

7 TRAINING

Training required to fulfil this policy will be provided in accordance with the Trusts Training Needs Analysis. Management of training will be in accordance with the Trusts learning and development Policy.

8 MONITORING COMPLIANCE WITH THIS DOCUMENT

The table below outlines the Trusts' monitoring arrangements for this policy/document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

Aspect of compliance or effectiveness being monitored	Monitoring method	Individual responsible for the monitoring	Frequency of the monitoring activity	Group / committee which will receive the findings / monitoring report	Group / committee / individual responsible for ensuring that the actions are completed
Ensure all Management Surveys are completed on an annual basis	Check a 10% sample of all asbestos surveys	Duty Holder/Asbestos Co-ordinator	Annually	Corporate Fire Health Safety and Security Committee	Director of Performance Improvement
Ensure all asbestos removal works are carried by approved contractors and in accordance with the Regulations.	Ensure all contractors carrying out removal works hold all relevant qualifications and that appropriate monitoring is carried out during any such works.	Capital Planning Manager	Monitoring of all such works	Corporate Fire Health Safety and Security Committee	Director of Performance Improvement

9 REFERENCES/ BIBLIOGRAPHY

The Control of Asbestos Regulations 2012
 The Health and Safety at Work Act 1974(HASWA)
 The Management of Health and Safety at Work Regulations 1999
 Asbestos: The Survey Guide (HSG264)
 The Health and Safety publication MDS 100 (surveying, sampling and assessment of asbestos containing materials)

10 RELATED TRUST POLICY/PROCEDURES

POL/002/030 Manual Handling Policy
 POL/002/036 Control of Contractors Policy

Appendix 1 – Property Portfolio

	LOCATION	PROPERTY	ESTATES SERVICES PROVIDER
IF YOUR PROPERTY IS NOT LISTED BELOW YOU MUST FOLLOW THE CPFT POLICIES			
Total			
1	Alston	Ruth Lancaster James Hospital, Town Foot Road, Alston, CA9 3QX	CPFT
2	Ambleside	Ambleside Health Centre, Ambleside	NHS Property Services
3	Appleby	Appleby Medical Practice, The Riverside Building, Chapel Street,	NHS Property Services
4	Aspatria	West Street Health Centre, West Street, Aspatria, CA7 3HH	NHS Property Services
5	Barrow in Furness	102 Dalton Lane, Furness General Hospital, Barrow, LA14 4LF	UHMBFT
6	Barrow in Furness	Abbey Road Clinic, Barrow-in-Furness	UHMBFT
7	Barrow in Furness	Abbey View Day Hospital, Dalton Lane, Barrow. LA14 4LF	UHMBFT
8	Barrow in Furness	Dova Ward, Furness General Hospital, Barrow LA14 4LF	UHMBFT
9	Barrow in Furness	Ramsey, Furness General Hospital, Barrow LA14 4LF	UHMBFT
10	Barrow in Furness	Fairfield Offices, 2 - 6 Fairfield Lane, Barrow-in-Furness, LA13 9AH	NHS Property Services
11	Barrow in Furness	Gum Clinic Barrow - Birchwood	UHMBFT
12	Barrow in Furness	PCAS FGH	UHMBFT
13	Barrow in Furness	Stafford House, Abbey Road, Barrow in Furness	NHS Property Services

14	Barrow in Furness	Atkinson Health Centre, Market Street, Barrow in Furness, LA14 2LR	NHS Property Services
15	Barrow in Furness	Community Nurses FGH	UHMBFT
16	Barrow in Furness	Dental Access Centre, Unit 5, Old Fire Station, Abbey Road, Barrow - in - Furness LA14 1XH	UHMBFT
17	Barrow in Furness	Dental FGH	UHMBFT
18	Barrow in Furness	Fairfield Centre, LA14 1LF	UHMBFT
19	Barrow in Furness	Furness General Hospital (Podiatry), Dalton Lane, Barrow in Furness, LA14 4LF	UHMBFT
20	Barrow in Furness	Hoops Gym	Follow Landlords Procedures
21	Barrow in Furness	College House, Howard Street, Barrow LA14 1NB	Follow Landlords Procedures
22	Brampton	Brampton War Memorial, Tree Road, Community Hospital, Brampton, CA8 1TQ	CPFT
23	Carlisle	Capital Building, Hilltop Heights, London Road, Carlisle	CPFT
24	Carlisle	Carleton Clinic - Physio Dept	CPFT
25	Carlisle	Dental Education Centre	CPFT
26	Carlisle	Orton Lea, Orton Road, Carlisle Springboard Centre	CPFT
27	Carlisle	PCAS CIC	NCUHT
28	Cleator Moor	Cleator Moor Health Centre, Birks Road, Cleator Moor, CA25 5HP	CHP
29	Cockermouth	Cockermouth Cottage Hospital, Isel Road, Cockermouth, CA13 9HT	CHP
30	Dalton	Dalton Clinic, Dalton-in-Furness	NHS Property Services
31	Egremont	Beech House Medical Centre, St Bridget's Lane, Egremont, CA22 2BD (part only)	NHS Property Services
32	Grange over Sands	Grange Health Centre, Kent Bank Road, Grange-over-Sands, LE11 7DJ	NHS Property Services

33	Haverigg	HMP Haverigg, North Lane, Haverigg, LA14 4NA	Follow Landlords Procedures
34	Kendal	1&2 Weaver's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT
35	Kendal	17&18 Flaxman's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT
36	Kendal	Blackhall Unit WGH	UHMBFT
37	Kendal	Chiropody WGH	UHMBFT
38	Kendal	Dental Clinic WGH	UHMBFT
39	Kendal	Garburn House, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
40	Kendal	Kentmere Ward, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
41	Kendal	Kinta House & Annex, Helme Close. Kendal, LA9 7HY	UHMBFT
42	Kendal	Kirkstone Unit, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
43	Kendal	Murley Moss (units A1 & A2), Murley Moss Business Park, Kendal, LA9 7RL	Follow Landlords Procedures
44	Kendal	PCAS WGH	UHMBFT
45	Kendal	SUSD WGH (Langdale North and South)	UHMBFT
46	Kendal	Bridge Mill, Kendal. LA9 4UB	Follow Landlords Procedures
47	Keswick	Mary Hewitson Community Hospital, Crossthwaite Road, Keswick, CA12 5PH	CPFT
48	Kirkby Stephen	Kirkby Stephen Health Centre, Silver Street, Kirkby Stephen, CA17 4RB	NHS Property Services
49	Longtown	Longtown Medical Centre, Moor Road, Longtown	NHS Property Services
50	Maryport	Maryport Clinic, Ewanrigg Road, Maryport - viewed as one site with hospital	CPFT
51	Maryport	Victoria Cottage Hospital, Ewanrigg Road, Maryport, CA15 8EJ	CPFT

52	Millom	Millom Hospital, Lapstone Road, Millom, LA18 4BY	UHMBFT
53	Milnthorpe	1a Haverflatts Lane, Milnthorpe	Follow Landlords Procedures
54	Penrith	2 – 8 Tynefield Drive, Penrith	CPFT
55	Penrith	Penrith Community Hospital, Bridge Lane, Penrith, CA11 8HX - excludes Beacon / Lonsdale, maternity and 2a, 4, 6 & 8 Tynefield	CPFT
56	Penrith	Penrith Health Centre, Bridge Lane Penrith, CA11 8AX	CPFT
57	Sedbergh	Sedbergh Medical Centre, Station Road, Sedbergh, LA10 5DL	Follow Landlords Procedures
58	Shap	Shap Health Centre, Peggy Nut Croft, Shap	NHS Property Services
59	Silloth	Silloth Clinic, Lawn Terrace, Silloth-on-Solway, CA7 4AH	NHS Property Services
60	Ulverston	Gill Rise, Stanley Street, Ulverston	CPFT
61	Ulverston	Ulverston Community Health Centre	NHS Property Services
62	Whitehaven	Copeland Unit, Whitehaven Hospital, Hensingham, Whitehaven, CA28 8JG	NCUHT
63	Whitehaven	Flatt Walks Health Centre, 3 Castle Meadows, Catherine Street, Whitehaven, CA28 7QE	NHS Property Services
64	Whitehaven	Footsteps CDC	NCUHT
65	Whitehaven	Hillcroft , West Cumberland Hospital, CA28 8JG	NCUHT
66	Whitehaven	Diabetics & CAT Team, West Cumberland Hospital, CA28 8JG	NCUHT
67	Whitehaven	Yewdale Ward, West Cumberland Hospital, CA28 8JG	NCUHT
68	Whitehaven	PCAS , West Cumberland Hospital, Hensingham	NCUHT
69	Wigton	Brookside Centre, Birdcage Walk, Wigton. CA7 9HB	CPFT
70	Wigton	Wigton Community Hospital, Cross Lane, Wigton, CA7 9DD	CPFT

71	Wigton	Wigton Health Centre, Southend, Wigton, CA7	NHS Property Services
72	Workington	Ann Burrow Thomas Health Centre, South William Street, Workington, CA14 2ED	NHS Property Services
73	Workington	The Elms, Infirmary Road, Workington, CA14 2UG	CPFT
74	Workington	Lilliehall Business Park, Workington CA14 3BT	Follow Landlords Procedures
75	Workington	Park Lane Clinic, Park Lane, Workington, CA14 2RR	CPFT
76	Workington	Workington Community Hospital, Park Lane, Workington, CA14 2RW	Follow Landlords Procedures

UHMBFT - UNIVERSITY HOSPITAL OF MORECAMBE BAY NHS FOUNDATION TRUST

NCUHT - NORTH CUMBRIA UNIVERSITY HOSPITAL TRUST

CPFT - CUMBRIA PARTNERSHIP FOUNDATION TRUST

NHSPS - NHS PROPERTY SERVICES

CHP – COMMUNITY HEALTH PARTNERSHIP