



STANDING OPERATING PROCEDURE

Subject	Asbestos Management Plan SOP043
Applicable to	All Hospice Operated Sites
Date issued	20 March 2024
Next review date	20 March 2027
Lead responsible for Policy	Director of Finance and Resources
Policy Reviewed by	Facilities and Transport Manager
Notified to	Policy Working Group (21 Feb 2024)
Authorised by	Senior Leadership Team (Feb 2024)
CQC Standard	
Links to other Policies/Procedures	Health & Safety Policy FR002 Waste Management Policy OP011 Reporting of Incidents Accidents Policy OP002
Summary	Procedures in place to ensure the control of known asbestos materials on Hospice operated sites. Asbestos surveying processes for building refurbishment, repair and maintenance.
Target Audience	Facilities Manager and staff, Retail Operations Manager, all Retail Shop Managers and external contractors conducting work on Hospice operated sites.

IMPORTANT NOTICE

Staff should refer to the Hospice website for the most up to date Policy. If the review date has passed it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

<p>1.</p>	<p>Introduction</p> <p>Asbestos is the generic term for a group of 6 fibrous silicate minerals. Any product or material containing one or more of these fibrous silicates falls under the legal definition of asbestos. The risks from particular asbestos containing materials (ACMs) is determined by their friability; the ease with which they release fibres. The higher the friability, greater the risk to health.</p> <p>The presence of ACMs in building has been linked to a range of diseases. All types of asbestos are classified as carcinogens and over 5,500 deaths occur in the UK due to such diseases. The prevention of exposure to asbestos is a legal responsibility for Nottinghamshire Hospice and it is a duty of care requirement of the Health & Safety at Work Act 1974.</p> <p>Asbestos can impact on all stages of a respective properties life cycle and following these standardised procedures will ensure that the risks are either managed, reduced or completely removed from the workplace.</p>
<p>2.</p>	<p>Glossary of Terms</p> <p>Asbestos containing material (ACM) - The term used to describe any material which contains asbestos.</p> <p>Asbestos Insulating Boards (AIB) – A low density asbestos board extensively used for compartmentalisation.</p> <p>Asbestos Management Plan (AMP) – This document, developed from the asbestos register. This details the Hospice’s approach and procedures for managing asbestos.</p> <p>Asbestos Register – The document which details the know location of asbestos within a building or area.</p> <p>Asbestos Survey – The process of surveying a property or area for ACMs by accredited and qualified contractors.</p>

	<p>Duty to Manage – The legal obligation placed upon the duty holder and all those nominated to manage the risks from ACM. The Control of Asbestos Regulations 2012 refers.</p> <p>Duty Holder – The person or persons deemed responsible for ensuring compliance with the duty to manage requirements.</p> <p>Management Survey – A type of asbestos survey undertaken to ensure that identified ACMs have not been disturbed during the normal day to day management and operation of a property or area.</p> <p>Non-occupational exposure – Where a person or persons who are not designated as an asbestos worker has or may have been exposed to asbestos fibres.</p> <p>RAMS – Risk assessment and method statement, produced by contractors or asbestos workers if they are required to conduct works upon ACM's or in an area which contains ACM's which could be disturbed by their activities.</p> <p>Refurbishment Survey – A type of survey, conducted by an accredited and qualified contractor which builds upon the management survey and is designed to ensure that it is appropriate to conduct the refurbishment of a building, structure, machinery or area which may contain ACM's.</p>
<p>3.</p>	<p>Responsibilities</p> <p>The following staff, by appointment and role are nominated by the Chief Executive Officer (CEO) as the Duty Holders:</p> <ul style="list-style-type: none"> • Facilities and Transport Manager – Hospice site at Woodborough Road. • Retail Operations Manager – All Hospice operated retail sites. <p>The following staff, by their roles have day to day responsibilities within their area of control or activities to manage the risks from ACM's.</p> <p>Facilities Management Assistants and volunteers – Conducting the day to day management of known ACM's and the reporting and notifying of any</p>

	<p>discovery of possible ACM's encountered during their duties in accordance with the procedures in this document.</p> <p>Retail Shop Managers - Conducting the day to day management of known ACM's and the reporting and notifying of any discovery of possible ACM's encountered during their duties in accordance with the procedures in this document.</p> <p>Landlords – Statutory duties for the Control of Asbestos 2012 cannot be passed from a landlord to a building or site occupier. Ultimately it is the landlord's responsibility in law to comply with any ACM's risk identified within their property that cannot be adequately controlled to prevent a non-occupational exposure.</p>
<p>4.</p>	<p>Asbestos Surveys</p> <p>Asbestos Surveys will be conducted on the following occasions:</p> <ul style="list-style-type: none"> • During all lease agreement negotiations and/or prior to any business occupation of a site or building to be operated by the Hospice. • The survey must be conducted by a UKAS Accredited surveyor and include: <ul style="list-style-type: none"> • All rooms, corridors, stairs, basements, cellars, underground rooms and undercrofts. • Underfloor coverings, above false ceilings (ceiling voids), lofts, inside risers, service ducts and lift shafts. • external areas including roofs, soffits, gutters and windows. • Other areas liable to be disturbed by maintenance activities, for example behind access hatches. • A copy of the Initial Survey Report is to be held within the building/site Asbestos Register. <p>Prior to any major works or refurbishments which may disturb known ACMs or expose further ACM's in areas of a building or site that could</p>

not previously be surveyed without the destruction of the structure containing and enclosing the hazard.

The duty holder will:

- Identify the need for such works and notify the CEO and Director of Finance and Resources in writing.
- Consult with the relevant contractor to obtain the full written details of the works processes.
- Task an accredited surveyor to conduct the survey in line with the requirements of the contractors' plans.
- Where ACMS are identified or suspected, the contractors will provide a RAMs for the planned works. This is to be submitted to the CEO and the Executive Board for scrutiny and acceptance prior to any works being conducted.
- Ensure a hazardous waste plan is agreed and implemented to dispose of ACM's and contaminated materials through an Environment Agency licenced contractor.
- Retain all certification for works completed within the Asbestos Register along with any associated Hazardous Waste Consignment Documentation.

Resurvey reports will be conducted every five years following an Initial Asbestos Survey or previous resurvey report for a building or site.

- The survey must be conducted by a [UKAS Accredited](#) surveyor and include:
- All rooms, corridors, stairs, basements, cellars, underground rooms and undercrofts.
- Underfloor coverings, above false ceilings (ceiling voids), lofts, inside risers, service ducts and lift shafts.
- external areas including roofs, soffits, gutters and windows.
- Other areas liable to be disturbed by maintenance activities, for example behind access hatches.

	<ul style="list-style-type: none"> • A copy of the Resurvey Report is to be held within the building/site Asbestos Register. <p>Where a suspected ACM is discovered which has not previously been identified by a survey.</p> <ul style="list-style-type: none"> • The survey must be conducted by a UKAS Accredited surveyor
<p>5.</p>	<p>Asbestos Registers</p> <p>An Asbestos Register will be created for each site or building operated by the Hospice. These will be updated by the respective Duty Holder.</p> <p>Facilities and Transport Manager</p> <p>The Hospice main site at:</p> <ul style="list-style-type: none"> • 384 Woodborough Road, Nottingham NG3 4JF. <p>Retail Operations Manager</p> <p>The shop premises at:</p> <ul style="list-style-type: none"> • 41 Mansfield Road, Blidworth, Mansfield. NG21 0RB • 45 Main Street, Burton Joyce, Nottingham. NG14 5DX • 16 St Wilfrid’s Square, Calverton, Nottingham NG14 6FP • 900 Woodborough Road, Mapperley, Nottingham. NG3 5QR • Unit 2, Main Street, Radcliffe on Trent, Nottingham. NG12 2FH • 10 High Street, Ruddington, Nottingham. NG11 6EH • 583 Mansfield Road, Sherwood, Nottingham. NG5 2JN • 6 Gordon Road, West Bridgford, Nottingham. NG2 5LN • 174 Bramcote Lane, Wollaton, Nottingham. NG8 2QP <p>The Asbestos registers will contain the following information:</p> <ul style="list-style-type: none"> • A copy of this Asbestos Management Plan which has been read, signed and dated by the duty holders, all Hospice maintenance operatives and the respective Retail Shop Manger if required for the site.

	<ul style="list-style-type: none"> • Copies of all Asbestos Survey Reports specific to the site/building. • Photographs of the ACM locations and a description of the hazard type to enable the quick identification of risk areas by contractors and maintenance staff. • Monitoring check sheets with details of who conducted the periodic check, the date on which it was conducted and any further comments. • Contractor information and ACM hazard warning sheet – to be read by all contractors or maintenance operatives before conducting works on the premises. • Contractor & Maintenance operative signature sheet. • Copies of authorised work permits for ACM removal. • Copies of Hazardous Waste Disposal Certificates raised following any ACM removal from the site or building. <p>Asbestos Registers must be presented to all contractors and maintenance operatives prior to any works being conducted to ensure that they are aware of the exact presence of ACM on the site or within the building and the restrictions in place for any works in these areas.</p>
<p>6.</p>	<p>Marking of ACM</p> <p>The presence of ACM materials will be physically marked in the following circumstances:</p> <ul style="list-style-type: none"> • Where the ACM is exposed, degraded and poses an immediate risk to health. In such circumstances the area is to be secured with tamper proof seals and clearly marked as an asbestos exposure hazard. Non-asbestos workers are not to enter these areas under any circumstances. • Where the ACM is exposed, but not degraded in anyway. Where the ACM has been sealed or coated with paint or other proprietary finish which protects it from damage and/or degradation. Asbestos warning labels are to be placed on the immediate area. <p>Where the ACM is enclosed within an inaccessible structure, partition, false ceiling or covered by fitted flooring which prevents tampering, degradation and</p>

	<p>damage, there is no requirement to physically mark the location; but the location must be included in the Asbestos Register and all contractors and maintenance operatives made aware of it.</p>
<p>7.</p>	<p>Monitoring and Daily Management of ACM</p> <p>All ACM identified by an Asbestos Survey and listed in the Asbestos Register will be monitored by the respective duty holder. A 100% visual check is to be conducted monthly and recorded within the respective Asbestos Register for the site or building. The visual check will consist of:</p> <ul style="list-style-type: none"> • Confirming the ACM has remained in place. • Where tamper proof seals are fitted, that they have remained intact. • Visually checking for any deterioration or new damage to the ACM which could result in the exposure and release of silicate fibres. • Replacing asbestos warning markings which have become faded or illegible due to age or weathering. • Checking contractor or maintenance operator records against planned or emergency works conducted in the site or building. <p>Such instances will be also reported by the respective duty holder using Vantage and rectification action taken immediately to ensure the safety of all persons and prevent the possible spread of silicate fibres.</p> <p>Daily management of ACM</p> <p>Facilities Assistants and volunteers</p> <p>As employees and volunteers conducting maintenance activities on sites or buildings, they will be aware of the locations of all ACM held on the Asbestos Register. During the course of their duties, they will not conduct any works which may expose known asbestos or access areas where asbestos poses an immediate risk to their health.</p> <p>They will report immediately to the respective duty holder:</p> <ul style="list-style-type: none"> • The discovery of broken or tamper proof seals.

- Damage or degradation of known ACM which may pose an immediate health risk.
- Any attempt by a contractor to disturb ACM or enter a sealed area.
- Faded or missing warning markings.

Such instances will be reported by the respective duty holder using Vantage Incident module and rectification action taken immediately to ensure the safety of all persons and prevent the possible spread of silicate fibres. This may include the temporary closure of a site or building.

Retail Shop Managers

As the manager responsible for the day to day running and general health and safety of their respective shop location, they will be aware of all locations of ACM listed on the Asbestos Register. During the course of their duties, they will not allow any works by their staff to be conducted which may disturb known asbestos or allow access to sealed areas. Furthermore, they will not allow any contractor or maintenance operative to conduct unauthorised works which will disturb known ACM. Guidance and direction for authorised works on ACM will always be given by the Retail Operations Manager in advance.

- They will report immediately to the respective duty holder:
- The discovery of broken or tamper proof seals.
- Damage or degradation of known ACM which may pose an immediate health risk.
- Any attempt by a contractor to disturb ACM or enter a sealed area.
- Faded or missing warning markings.

Such instances must be reported to the respective duty holder immediately and recorded by the shop manager on Vantage Incident module. Advice must be sought for the rectification action to be taken immediately to ensure the safety of all persons and prevent the possible spread of silicate fibres. This may include the temporary closure of a site or building.

<p>8.</p>	<p>Control of Contractors and Maintenance Activities</p> <p>With the exception of emergency repairs, all repair works, redevelopment, upgrades and decoration will always be planned activities. The duty holders will review the scope of such activities to:</p> <ul style="list-style-type: none"> • Consider the possibilities of exposure to known ACMs. • Consider the possibilities of the presence of unidentified ACMs. • Place constraints upon any activities which may damage or degrade ACMs. • Refuse permission to undertake work without a further specialist survey and advice. <p>Confirmation of works agreed with contractors and maintenance operatives should be in writing, either in the form of an email or a signed document. Further details on the processes for the control of contractors will be developed in a SOP for Control of Contractors.</p> <p>In the case of emergency repairs, authorisation for works may be given verbally following the discussion and agreement of activities with the respective duty holder. Contractors and maintenance operatives must read and sign the site or building Asbestos Register prior to the commencement of works; in order that they are fully aware of the locations of all known ACMs.</p>
<p>9.</p>	<p>Works Upon ACMs or Within an Asbestos Contaminated Area</p> <p>Non-licenced work upon ACM by Hospice employed facility operatives is strictly limited to the following criteria and only to be undertaken with the authority of the respective Duty Holder.</p> <ul style="list-style-type: none"> • Removal of loosely fixed (i.e. screwed) AIB panels in order to gain access to areas for emergency maintenance access only (e.g. to gain access to repair hazardous electrics or leaking pipes). The AIB panels will not be replaced following removal and repair, hence will require suitable packaging and marking for hazardous waste disposal.

	<ul style="list-style-type: none"> • Drilling into Artex/textured finishes for the installation of safety fixtures or fittings only (e.g. fitting a smoke alarm). Damping the area with water to prevent dust and wiping clean following works to remove the trace debris. Cloths and debris are to be sealed in polythene bag and disposed of as general waste. <p>All other non-licenced, notifiable non-licenced and licenced work on ACMs will be assessed by an UKAS Accredited surveyor and undertaken by suitably licenced and certified asbestos contractors only.</p>
<p>10.</p>	<p>Disposal of ACM</p> <p>Other than for the reasons of the emergency access limitation, Hospice employees will never have reason to remove and dispose of ACM during the conduct of their duties.</p> <p>Where removal is conducted by a licenced and certified Asbestos worker, the correct packaging, marking, notification, transport too and final disposal will be their responsibility. As a duty of care, contractors will also provide the Hospice with the following:</p> <p>Prior to works</p> <ul style="list-style-type: none"> • Evidence of certification, training and Environment Agency Licences for their business and services. • Evidence of their business and activity insurance. • The proposed methods of work and associated risk assessments. • Their proposed method of disposal, including transport arrangements and final disposal method. <p>Following works</p> <ul style="list-style-type: none"> • Signed report(s) documenting the work undertaken, detailing what ACMs have been removed and the location from where they were taken. • Copies of the completed Hazardous Waste Disposal certification associated to the works.

	<p>Where ACMs require disposal following emergency access removal, the items are to be damped down, sealed in double polythene bags and marked with asbestos warning tape. Specialist disposal advice will then be sought to arrange for the specialist contract disposal of the arisings.</p>
<p>11.</p>	<p>Incidents Involving Known ACMs or Suspected Asbestos</p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places duties on employers and people in control of work premises to report all exposure to asbestos when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. By HSE definition, this is when no suitable controls are in place such as accidental or non-licenced works which damage ACMs in any way.</p> <p>Any damage to or tampering with known ACMs listed in the Asbestos Registers is to be reported immediately to the Duty Holder and a Vantage Report is to be completed. All such incidents will be investigated and controls reviewed to prevent re-occurrence.</p> <p>Discovery of suspected asbestos or ACMs</p> <p>Despite the Management Surveys of buildings and sites, there is still a chance that employees may encounter materials containing asbestos which have yet to be identified. In such cases the material, item or equipment is to be treated as if it was an ACM.</p> <p>The discovery is to be reported immediately to the respective duty holders and a report is to be raised on Vantage Incident module. Specialist advice will be sought through the Environment Agency and/or an UKAS Accredited surveyor to identify and undertake testing for asbestos content.</p>

<p>12.</p>	<p>References</p> <ol style="list-style-type: none"> 1. Control of Asbestos Regulations 2012 2. Environmental Protection Act 1990 3. Health and Safety at Work etc. Act 1974 4. Management of Health and Safety at Work Regulations 1999 5. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2020
<p>13.</p>	<p>Appendices</p> <ol style="list-style-type: none"> 1. Identification of Common Materials Containing Asbestos 2. Asbestos Register – Asbestos Monitoring Check Sheets 3. Asbestos Register – Contractor Briefing Sheet - Asbestos 4. Asbestos Register – Contractor/Maintenance Signature Sheet

Identification of Common Materials Containing Asbestos

AIB Panelling



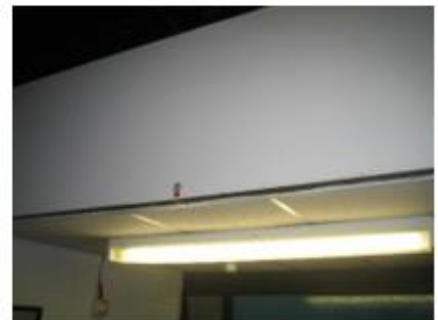
AIB panel firebreak in void space



Broken and damaged AIB panels



Roof soffits made of AIB panel



AIB panelling in corridor

Asbestos cement products.



Roof tiles containing asbestos



Asbestos sheeting and downpipes

Asbestos in floor coverings

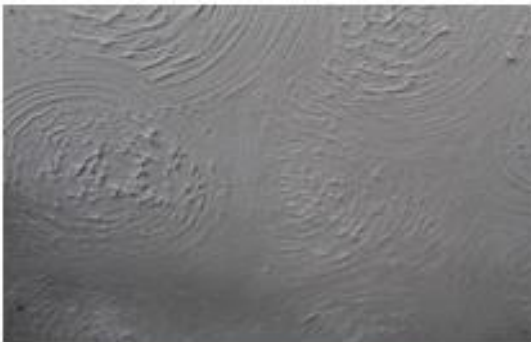


Asbestos in bitumen adhesives



Asbestos in old floor tiling

Textured ceiling and wall finishes.



Pre 1990's Artex ceiling finishes



Textured finish over AIB panels

Asbestos textiles and gaskets.



Asbestos rope seal on drying oven



Asbestos rope packing under doorframe

Thermal lagging and insulation.



Damaged asbestos pipe lagging



Damaged asbestos insulation on a boiler

Sprayed asbestos finishes.



Sprayed finish on beams in ceiling void



Sprayed asbestos fire protection on concrete structures

Loose filled asbestos (MOST HAZARDOUS!)



Loose blue asbestos fibre as underfloor insulation



Blue asbestos cavity insulation exposed by fitting radiators

Asbestos Monitoring Check Sheet

Year:	Date:
Comments	
Remedial Actions Required	
Duty Holder Name (Printed)	
Duty Holder Signature	



Contractor Briefing Sheet ASBESTOS

- Listed within this register is, following an Asbestos Management Survey, the identified or suspected asbestos containing materials (ACMs) and their locations within the site or building.
- Where access is restricted to voids, rooms, attics, cellars or undercrofts due to the known asbestos risk, you must obey this restriction.
- Exposed ACMs such as AIPs, bargeboards, guttering or textured wall/ceiling finishes will be marked with asbestos warning labels. These ACM's must not be disturbed or damaged by any works. Labelling must not be removed.
- All works, except emergency repairs will have been pre-agreed between yourselves and the respective Duty Holder. If during the course of works, there is a requirement to conduct a course of action not previously agreed, it is to be discussed and authorised by the duty holder before implementation.
- Removal and disposal of ACMs will only to be conducted by licenced and certified asbestos workers who have written authority to do so by Nottinghamshire Hospice Ltd.
- If during the course of works, you or another member of your contractor team discovers any material which you suspect may contain asbestos which is not included on the register, you should cease any works which will damage or disturb the possible ACM. The discovery must be reported to the relevant Duty Holder.
- Prior to any works within this site or building you must make yourselves aware of these asbestos hazards by reading this register and familiarising yourselves with their locations.
- By signing to state you have read this asbestos register for the site or building, you are agreeing to the terms and conditions above.

Contractor/Maintenance Signature Sheet

Date	Name	Company	Signature