



SOP 07

Managing Asbestos and Asbestos Containing Material

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1. Introduction

Objectives of these procedures

This guidance sets out the procedure for dealing with asbestos or asbestos-containing materials (ACMs) known or found to be situated within NHS Board premises.

Associated documentation

The guidance should be read in conjunction with SCART (Statutory Compliance Audit and Reporting Tool) questionset for “Asbestos – The Control of Asbestos Regulations 2012”. This comprises a new, enhanced self-scoring questionset to monitor compliance, scheduled for publication by Health Facilities Scotland, 2014.

Note: For the purposes of this procedure, all types of asbestos, or materials containing asbestos (chrysotile, amosite, crocidolite, etc.) are treated the same and will be defined generally by the term “asbestos”.

Aims and objectives

The NHS Board will take all reasonable steps to secure the health, safety and welfare of all persons who may foreseeably be exposed to asbestos within NHS Fife premises. The objective is to minimise exposure to and risks from asbestos whilst managing the asbestos materials in the NHS Board’s properties.

All asbestos will be maintained in a sealed and safe condition or will be removed as part of an ongoing maintenance programme. Each site will have its own Register with information available from the local Estates Manager.

The Head of Estates will be responsible for the implementation of this procedure.

Staff must take cognisance of this procedure when they invite contractors on to the NHS Board’s premises. The contractor *must* liaise with the Estates Department before work commences. Advice on procedures should be sought from the Estates Department and staff should be compliant with the NHS Board’s Asbestos Policy.

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2. Roles and responsibilities

Note: It is essential that clear lines of managerial responsibility are in place for the avoidance of any doubt as to who is responsible for dealing with issues arising from the presence or discovery of asbestos or asbestos-containing materials (ACMs). A periodic review of management systems should take place on a three-yearly basis in order to ensure that agreed procedures are being satisfactorily followed.

NHS Board responsibilities:

The NHS Board shall be responsible for the following:

- full and effective implementation of this procedure;
- providing a safe working environment in line with the requirements of the Health and Safety at Work etc Act 1974;
- ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with the known locations of (ACMs);
- providing sufficient resources to train staff effectively, where applicable;
- ensuring that incidents relating to release of asbestos fibres are monitored and reported through the relevant Health and Safety Committees set up by the NHS Board;
- ensuring that a review of the effectiveness of the procedures is undertaken on a three-yearly basis;
- ensuring that all staff training requirements relevant to roles and responsibilities are identified, arranged and reviewed on an annual basis.

Designated staff responsibilities

Director of Property and Asset Management

The Director of Property and Asset Management and Head of Estates shall be responsible for:

- carrying out an annual review of the asbestos registers;
- allocating appropriate resources to achieve reduction in risk, so far as is reasonably practicable;
- ensuring the appointment of a Competent Person to act as Asbestos Consultant to oversee the operational management of asbestos;
- ensuring that an Estates Operational Manager(s) or nominated deputy is appointed as Responsible Person (Asbestos) and assumes responsibility for the maintenance of all known asbestos containing materials within specific hospitals and other NHS Board premises;
- ensuring that any significant change which affects the technical aspects of procedures and/or safe operation of the installed services which may contain asbestos materials is communicated to the Director of Operations and other relevant people or agencies.

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Departmental Managers

Departmental Managers are responsible for ensuring that any contractors commissioned by them for work that may disturb the structure of the building are referred directly to the local Estates Operations Manager for the NHS Board site to access the site asbestos register.

Estates Operations Managers & Estates Officers (Authorised Persons Asbestos)

The Estates Operations Managers shall be responsible for:

- ensuring appropriate Estates Officers are suitably trained and appointed in writing, the Authorised Person for their area of responsibility;
- ensuring that systematic ACM surveys have been carried out for all of the NHS Board's sites and independently audited to ensure accuracy and consistency;
- ensuring that where asbestos has been identified and located it is recorded in the relevant asbestos register;
- conducting a suitable and sufficient risk assessment of identified ACMs and setting priorities for management;
- the establishment and maintenance of asbestos register(s) and ensuring that they contain appropriate data for all NHS Board premises;
- ensuring that the asbestos register(s) are updated promptly following receipt of all survey results, displaying for each positive or presumed sample the material and priority risk alongside the overall combined (rankable) risk in accordance with HSG 227;
- ensuring that surveys are independently audited to ensure accuracy and consistency;
- ensuring that the asbestos register(s) are updated following completion of any works on ACMs including providing the relevant Project Manager with details of residual asbestos hazards remaining in the vicinity of any proposed work;
- ensuring that where asbestos has been disturbed or removed, exposure is prevented by the introduction of appropriate control methods & implementing the 'Emergency Procedures' as detailed in this procedure;
- ensuring that the asbestos register is available to anyone liable to work on or disturb installations in the vicinity of ACMs;
- ensuring that contractors submit method statements, risk assessments & ASB5 prior to any asbestos work commencing on NHS Board premises;
- communicating the risks and control measures to all staff and others who are at risk of exposure to asbestos;
- maintaining the asbestos management plan by means of audit, involving recording, managing, monitoring and controlling in a consistent manner and reviewed annually, to ensure that appropriate measures are taken for labelling, inspection, working with, encapsulation or removal of asbestos materials;
- ensuring that regular inspections of ACMs are carried out and updating the asbestos register to reflect the current condition;

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- providing advice to Project Managers on commissioning of asbestos surveys including identifying the required scope of works and method statements;
- maintaining records of all non-asbestos materials where they have been sampled and identification of areas not surveyed.

All employees

All Employees shall be responsible for:

- actively cooperating with this procedure and reporting any suspected ACMs which they may have discovered to the local Estates Department;
- refraining from any activities which may disturb known or suspected ACMs;
- taking care of their own health and safety and others while at work.

Contractors

Asbestos removal Contractors shall be responsible for:

- preparing an appropriate plan, method statement and risk assessment for removal of asbestos and submitting ASB5 to HSE & a copy to the specialist advisor;
- ensuring that their personnel are appropriately trained and are competent in asbestos removal techniques;
- following accurately drafted plans for setting up and controlling access to enclosures prior to removal operations which should also incorporate means of controlling air pressure within the enclosure;
- providing suitable decontamination accommodation for their staff;
- carrying out 'air testing' on completion of operations;
- removing waste asbestos to an approved disposal site & providing SEPA notification & dumping certificates.
- Providing copies of all documents to the relevant Estates Managers/Officers

Note: Substitute or replacement staff should be designated in order to cover for sickness, holidays and staff transfers.

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3. Operational guidelines

Asbestos management

In order to manage the location, nature and type of all asbestos within the NHS Board's premises, the Head of Estates will be responsible for ensuring that the asbestos registers in the operational areas are maintained up to date.

The asbestos materials identified will be scored as per the Material Assessment & Priority Assessment Algorithm ([Appendix 2](#)).

Until such time as all asbestos is removed, all asbestos materials in areas not routinely accessed by the public or patients will be identified by asbestos warning labels.

In areas routinely accessed by public and patients, an appropriate label will identify the presence of asbestos materials. These labels will be positioned prominently.

Note: During asbestos removal contracts not all asbestos may be removed, mainly as a result of limited access. Where this occurs it will be agreed in writing with the Head of Estates, Estates Operational Manager, analyst and removal contractor. The analyst will record the exact location and details in a site note to all parties. Those materials remaining or the void concerned will be clearly identified and retain asbestos warning labels.

The asbestos registers are held within MICAD and access can be given to the portal to view all asbestos surveys and copies are available locally within the Estates shared drive. The Estates Manager for the project will ensure that the Register is updated at the end of the project.

The Register is a working document and should be consulted prior to any work being undertaken. If there is no asbestos information available, consult with the Estates Department before proceeding. If the presence of asbestos is indicated, contact the Estates Department from whom advice will be provided.

Health and Safety Committee members will be advised as to the location of the Register and, if required, access to it can be arranged with the Estates Department.

The register will be audited on an annual basis. Where significant damage to ACM is recorded then a review of the monitoring requirements is to be completed and recorded and any recommendations implemented.

The audit report will be forwarded to the Head of Estates for collating, with an action plan (if necessary) to ensure that asbestos risks are adequately managed.

All contractors working on the NHS Board's sites will be issued with a copy of the NHS Board's Health & Safety Control of Contractors and the Asbestos policies and procedures, by the appointing officer or manager.

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Suspected asbestos

If material is discovered during work, maintenance, etc., which is thought to contain asbestos, the Estates Operational/Sector Manager will contact the specialist adviser immediately for action.

Note: In all circumstances it should be assumed that the material is asbestos until the results of the analysis are known and the nature of the material or debris/dust has been established.

All staff and contractors will be instructed by the Estates Manager of the need to suspend work should any material be discovered which is thought to be asbestos. The Estates Manager will subsequently inform them of the results of the analysis. Work will then either recommence or be suspended until the asbestos has been removed or made safe.

Control measures are in place and will be implemented to ensure that all contractors are given information from the asbestos register prior to starting work. Where work is undertaken the person responsible for the project must ensure that these measures are followed when they invite contractors on to the premises.

Contract documents shall include an extract from the register, where applicable, and shall include sufficient detail to enable the contractor to deal with the situation. Contractors should refer to the procedure for dealing with suspected asbestos if material, known or thought to be asbestos, is discovered during the course of the contract.

Monitoring

The annual audit will monitor the condition of any asbestos within the NHS Board's premises.

Employees and Contractors **MUST** report any damage that occurs to material containing asbestos.

The Head of Estates will ensure that Operational Managers keep records of all monitoring and analytical results.

Note: Where monitoring highlights that a substance is in poor condition the immediate action should be to restrict access to the area. The NHS Board's Estates Department must be contacted by the auditor. They, in turn, will determine the appropriate course of action.

Asbestos removal contractors

All work involving asbestos removal will be carried out by a licensed asbestos removal contractor. A list of asbestos contractors approved by the NHS Board is given in Appendix 3. This list is reviewed on a 3-yearly basis or in the event of a serious incident or occurrence.

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All licensed asbestos removal contractors will be required to undertake work in accordance with current legislation and guidance. Once the contractor is appointed and the Method Statement confirmed as acceptable, the contractor will notify the HSE and provide a copy of the Method Statement and ASB5.

The Estates Operational Manager will assign the work to a Sector Estates Manager (or equivalent) for each asbestos removal contract. An independent monitoring agency will be appointed to monitor the asbestos removal contractor's compliance with the Method Statement.

The Estates Operational/Sector Manager will act on behalf of the NHS Board as a liaison between the contractor, the analysts and the NHS Board. The contractor must inform the Estates Manager assigned of any changes to the Method Statement and any difficulty being encountered in achieving the original plan. This must be stipulated in the contract. Any changes to the Method Statement must be agreed with the Estates Manager assigned, Fife Council (Specialist Advisors) and the contractor.

Prior to the contractor handing back the site to the Estates Department, a certificate for re-occupation will be obtained from an independent UKAS accredited laboratory. This should be issued to the contractor and the assigned NHS Board Estates Manager

Note: The NHS Board in-house Fire Advisers must be consulted if any work to be undertaken could restrict, in any way, the means of escape in the event of fire. Alternative fire exits will be designated.

In some instances, where a full decontamination is not undertaken, the area will undergo a visual inspection to the standards required by the current HSE Guidance Note HSG 248. Air monitoring will also be carried out as part of this exercise. In these instances a visual inspection certificate and survey report (or equivalent) will be issued, as appropriate.

The procedures set out in [Section 4](#) should be followed so far as is reasonably practicable in the event of an emergency occurring during asbestos removal.

Information for employees

The Estates Operational/Sector Manager will inform all staff if asbestos work is to be undertaken at their location even if the exact location of the work was outwith the area they would normally enter in the course of their day-to-day work.

Following the initial briefing meeting between the Estates Department, the assigned Estates Manager and contractors, the Heads of Department for the area in question will be fully briefed on the situation.

All employees will be informed that asbestos is present on site, the method(s) of identification and existence of the asbestos register as part of their induction training.

Information, instruction and training

All Estates Department staff shall be informed of areas containing asbestos during their site-specific induction and during 'Tool-Box' talks. Staff required to enter an area or to

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undertake work within an area, containing asbestos will be informed of the necessary precautions if asbestos is found to be not in a sealed state and will be given adequate training on those precautions – in particular in relation to the use of PPE.

All Estates Department staff will attend an Asbestos Awareness course and annual refresher seminars.

Purchasing

New, non-asbestos products will be clearly identified. Where appropriate, individual items such as gaskets will be logged and the information updated. *If the gasket is not on the list it must be assumed to be asbestos.*

Asbestos reassessments

The UKAS accredited laboratory appointed by the NHS Board will undertake reassessment of the asbestos on an annual basis by the use of visual conditional monitoring by each Authorised Person (Asbestos) and checklists.

The audit report, findings and recommendations will be issued to the Head of Estates for action as necessary.

Where the audit identifies asbestos in a poor or dangerous condition, this will be reported to the Head of Estates verbally within 24 hours of the inspection and followed up in writing within 3 days.

Audit

The NHS Board's Estates Manager will commission an audit of the management of asbestos on an annual basis.

The Audit Agenda is given in [Section 8 \(page 22\)](#).

Review

This procedure will be reviewed in line with NHS Fife Estates current practices for reviewing policies & procedures.

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4. Emergency operational procedures

Emergency procedures

Purpose

This procedure explains what to do in an **'asbestos emergency'**. Compliance will eliminate or minimise the risk to health posed by possible asbestos fibre release arising from accidental or malicious damage, disturbance or discovery of an ACM in (or on) our buildings.

Scope

The arrangements described here apply in any **asbestos emergency** involving actual or suspected ACMs:

The procedure given in this section should be followed so far as is reasonably practicable in the event of an emergency.

- In the event of emergency involving asbestos, Estates Department MUST be informed.
- the day-to-day activities in our buildings and workplaces, and
- All repairs, maintenance, refurbishment or other construction-related work (including work by third-party contractors).

This includes enabling works, condition surveys, routine and statutory inspections in our buildings, including our domestic properties.

- Fire or flood damage or other structural damage to our properties.
- The Estates Department will then attend the site and decide on the appropriate course of action. The actions are given in the following paragraphs.
- On completion of the cleaning, Estates Department will inform contractors and staff that the area is suitable for normal access and remove any barriers, etc.
- An investigation into the incident will be carried out by the NHS Board's Estates Department to determine the cause. The report findings and recommendations concerning the incident will be issued to the Head of Estates for appropriate action.

What is an 'asbestos emergency'?

An 'asbestos emergency' arises when accidental or malicious damage or disturbance to an ACM is likely to liberate asbestos fibres into the air.

Low-risk (non-emergency) situations not likely to liberate fibres:

The great majority of ACM in our properties present a low risk, even when it suffers damage. Materials such as vinyl floor tiles, toilet cisterns, and textured coatings such as Artex™ sometimes contain small amounts of asbestos fibres which are very firmly bonded within the material.

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Accidental damage to these types of **very firmly bonded materials** is not considered an “**asbestos emergency**” and **this Procedure will not apply.**

- **An ‘asbestos emergency’ includes** Any event likely to lead to the release of asbestos fibres :
 - (a) ACM which is broken, damaged or disturbed by fire, flood, collision (e.g. by vehicle or falling trees) or suffers accidental or malicious damage (vandalism). (Excludes damage to the very firmly bonded materials discussed above).
 - (b) Any drilling, cutting or breaking of an ACM wall or ceiling insulating or acoustic panel other than by authorised professional people.
 - (c) Dislodging or damage to ACM wall or ceiling tiles; including any resultant release of dust or debris.
 - (d) Discovery of (actual or suspect) asbestos containing insulating material or debris during construction or maintenance work (e.g. window replacement, routine maintenance or emergency works).
 - (e) Breaking of an asbestos cement panel, where the debris falls inside the building.
 - (f) Any accidental disturbance, abrasion (such as sanding or mechanical abrading in preparation for maintenance or decoration), drilling or accidental damage to asbestos insulation board or other asbestos-containing insulation material (as may be found in plant rooms or within pipe boxes).
- **Where there is any doubt, the material is to be presumed to be an Asbestos Containing Material.**

In most instances the **Asbestos Risk Register** (which must be available on-site in all our properties) or the information provided with the contract/ work instructions will be immediately available and will provide information as to the nature and type of ACM involved.

The emergency action plan

Where the damaged material is confirmed or suspected as an Asbestos Containing Material (ACM), and **in all instances where there is any remaining doubt**, the area must be evacuated and sealed-off as effectively as possible by:

- closing windows (where safe to do so) and doors, and
- switching-off any ventilation equipment and sealing extras and supply.
- preventing further access, preferably by locking doors.

Avoid all unnecessary disturbance of items in the vicinity (including personal belongings) where there is any reason to believe that these may be contaminated.

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Where there is a potential for contamination of people or their clothing (instances of significant damage or debris) **all persons** suspected of being contaminated shall:(wherever practicable)

- carefully remove outer layers of clothing (including footwear).
- remove clothing by carefully turning inside out so as to avoid liberating any attached fibres.
- wash down with damp towels or baby wipes. Have a shower where the facility exists.
- ensure that the wash facility is thoroughly rinsed after use.
- All and any suspect items or contaminated clothing, and any used wipes, towels etc. are to be left altogether in the immediate vicinity of the incident – preferably in a polythene bag.
- If potential exists, specialist advisors will provide overclothing and take the contaminated individual to Bankhead (Fife Council) decontamination unit

During normal office hours, it will usually be advisable to await further & detailed instruction from the members Specialist Advisors. Employees should not leave or go home until instructed. Arranging for a change of clothing will be an immediate priority.

Do not attempt to sweep, vacuum or remove any debris if the nature of the damaged material is not known. Where there is no electrical hazard, smaller damaged areas may be damped-down with a fine mist water spray, to which a little detergent has been added. Apply so as to allow the spray to “fall” onto the affected area. Wet paper towels may also be used to prevent any fibres being released to the air. Remember to post “Wet Floor” notices.

Where the contaminated area is within a designated fire escape route, additional contingency measures may be required –these will be managed by the Person in Control/Charge of the building at that time. In some instances, it may be necessary to close the entire building and await further instruction.

Contact the person normally in charge of the building at the earliest opportunity. Where the incident is out of normal office hours, this may be the next available working day. Report details of the incident and immediate action taken. Co-operate with any incident investigation and contingency arrangements.

Inform the asbestos coordinator, manager or other responsible / nominated person.

The asbestos co-ordinator, manager or other responsible or nominated person will access the area, wearing appropriate PPE (depending on the emergency and what is involved, and the surveyor will assess / decide on the action(s) required):

- collect samples to determine if asbestos is present and extent of contamination;
- air testing/monitoring
- make area safe, i.e. turn off water, electrical supplies, equipment (this will be determined by the nature of the emergency);

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The asbestos co-ordinator, manager or other responsible person / nominated person will report to the Estates Office or other nominated persons / parties, etc.

If materials are confirmed as asbestos and the extent / scope determined, the asbestos co-ordinator, manager or other responsible / nominated person should arrange for a licensed asbestos removal contractor in conjunction with the specialist advisor, to remove the asbestos/make safe.

The “clean-up” may require notification to HSE together with a request for a waiver. In this instance the asbestos co-ordinator, manager or other responsible / nominated person will need to write an accompanying letter to explain why a waiver is required to the licensed contractor on our behalf.

The NHS Board’s own Health & Safety department will be informed and will complete a RIDDOR form for each significant event or exposure.

Once the area has been made safe and decontaminated, determine the cause / reason for the incident and what can be done to prevent a similar incident in future.

If no asbestos is detected

- barriers to be removed and debris, etc removed as non-asbestos waste.

If asbestos is present in the sample

- the Estates Department will instruct a licensed asbestos removal contractor to carry out the cleaning. If necessary, an enclosure will be constructed to isolate the area;
- before and during the cleaning, air monitoring, as appropriate, will be carried out by a UKAS accredited laboratory;
- on completion of the cleaning the area will be visually inspected to ensure that all dust/debris has been removed, followed by air monitoring in the affected area.

In-house staff procedure for suspect material found during work

While work in Progress

(a) Worker discovers suspect material	Stop work immediately Report to the appointing Team Leader/Estates Officer or Manager
b) Team Leader (authorised Person Asbestos and Specialist Advisors – Fife Council)	Take Control of site Remove all workers from area Make site secure, use barriers or lock area off Inform Estates and Buildings, Phone No. Give Location and details of incident

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Note: Do not restart work until given permission, in writing, to do so by a NHS Board senior estates manager.

During asbestos removal work

This Emergency Procedure has been prepared to provide guidelines in the event of an emergency occurring during asbestos removal.

The exact sequence of actions will, to a certain extent, be dictated by the nature of the emergency.

The Asbestos Removal Contractor must provide procedures for emergency action as part of his overall method of work for the contract.

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5. Appendix 1 – Asbestos Emergency Checklist

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for use by those discovering or who are immediately in charge* of the asbestos-related emergency (see also “**Asbestos Emergency: 10 Steps to Safety**” overleaf).

Have you:

- Checked the Asbestos Risk Register?
- Confirmed that the damage is likely to be an asbestos-related emergency?
- Made the immediate area safe? (by closing doors (locking them wherever possible) and windows and switching-off any ventilation systems?
- Evacuated any other people and prevented anyone entering the affected area?
- Cleaned yourself down (if you were contaminated) and asked others to do the same? See 6.1.4 (or 6.2.5 or 6.3.4 as applicable)
- Called the appropriate asbestos specialist (normal office hours) or other emergency contact, normally our specialist advisors or in the absence the appointing Estates or Project Officer/Manager
- Have you described or confirmed to that contact:
 1. **Who:** who you are and the 'phone number you're calling from
 2. **Where:** given the address of the property
 3. **Where:** described the area(s) or rooms affected
 4. **What:** Whether the damaged material is confirmed as asbestos (with reference to the on-site Asbestos Risk Register), whether it is strongly suspected, or whether you are still unsure.
 5. **What:** you have done to make the area as safe as possible
 6. **Who:** has been immediately affected (e.g. numbers of clients or employees)
 7. **What:** describe any other action you have taken; e.g. damped down the affected area, replaced a cover, used temporary barriers or tape to prevent access.
- Made some notes while things are fresh in your mind about the time of the incident (or when it was discovered) and the persons involved, etc.

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**This will usually be the manager of supervisor responsible for the building or the work area. On occasion, it may be relevant to the person discovering damaged ACMs or suspect materials (e.g. a person discovering damage out of hours)*

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Asbestos Emergency: 10 Steps to Safety	
ACTION	
1. STOP and COMMUNICATE	Stop the work or activity, tell others in the vicinity there may be a problem and prevent further disturbance meantime.
2. CHECK and CONFIRM	Refer to the Asbestos Risk Register, work instructions or other data. If in any doubt assume the worst.
3. MAKE TEMPORARILY SAFE	By closing-off the area, erecting barriers, wetting down or carefully covering up the damaged or suspect area. Refer to Section 6 of this Procedure for more detail.
4. AVOID and REDUCE CONTAMINATION	Wherever practical leave tools, equipment & personal belongings suspected of contamination alone. See section 6 for details of personal decontamination.
5. COMMUNICATE	<ul style="list-style-type: none"> • With the person in charge, your supervisor or contract administrator, tenants and occupants, <i>and</i> • Call the specialists identified at Section 6 who will take steps to deal with the emergency.
6. CO-OPERATE	With authorised Fife Council personnel, specialist consultants and contractors, obeying all reasonable instructions.
7. MAKE PERMANENT REPAIR	Fife Council authorised personnel will arrange for Specialists to make assessment and carry out effective permanent repair, including removal and clean-up of dust and debris.
8. RECORD	Ensure that all confirmed instances of asbestos disturbance or unexpected discovery of asbestos-containing materials is recorded in the Council's Accident database (AIRMS).
9. INVESTIGATE	ALL confirmed asbestos-related emergencies are to be fully investigated and records kept – all in accordance with Fife Council Accident Reporting and Investigation Procedure OHS-C-01.
10. REVIEW and LEARN LESSONS	Sharing the findings arising if any emergency will help ensure that we put measures in place elsewhere to stop it happening again somewhere else. These lessons will be shared across Contract and Project personnel; and more widely across Services, Persons in Control and Building Occupiers as appropriate.

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6. Projects & Minor Works

Projects and Minor Works (Estates, Capital Projects, IT etc)

On receipt of:

- a request for work within a building or site;
- a commission;
- an enquiry to carry out a feasibility survey;
- acceptance of a project by a design group;
- a request to carry out a Minor Work.

It is the responsibility of the nominated Project / Estates Manager to determine the scope of the works within the project and the degree of intrusion into the existing fabric of the building whether above, below or beside the planned works area.

Intrusive Works include but are not restricted to:

- forming ducts, pipe chases, risers;
- demolition of partition walls;
- forming openings for doors, windows, etc;
- removal of windows for repair or replacement;
- work within voids such as ceiling, floor, walls, etc;
- altering or replacing fire door-sets;
- routing of cables, pipes etc through a building.

After this has been determined the Estates Operational Manager responsible for the site must be consulted.

A refurbishment / demolition survey should be requested from the specialist advisor/UKAS accredited laboratory. The cost of this survey may be established before it is commissioned and the NHS Board informed as necessary.

When planning a survey, arrangements must be made for access to all areas within the work area. This may involve moving equipment to allow reasonable access such as from stores or cupboards. For occupied areas such as wards this may have to be carried out in phases.

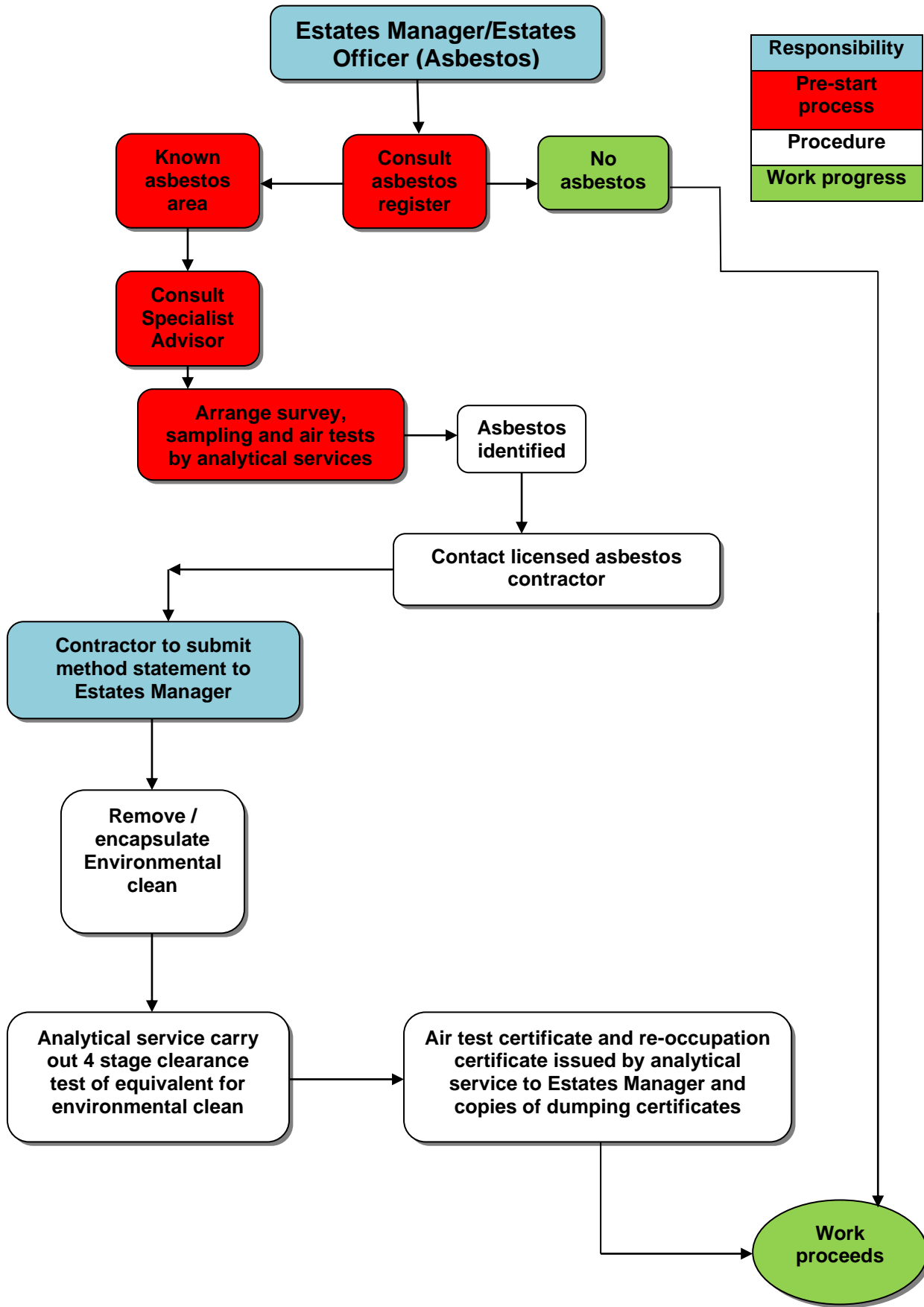
Only after the refurbishment / demolition survey has been reported confirming the extent of the asbestos materials should an Asbestos Removal Contractor be appointed.

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	Action	Action by
1.	A refurbishment/demolition survey should be requested	Project/Estates Manager
2.	Contact Surveyor and discuss remit. A walk-through site visit is advisable to determine the quietest time for access	Project/Estates Manager/Surveyor
3.	Inform NHS Board of survey costs and when it will be carried out	Project/Estates Manager
4.	Arrange clearance of rooms with occupier if necessary	Project/Estates Manager/Occupier
5.	Building/Area surveyed and reported	Surveyor
6.	Obtain costs for any Asbestos removal or remediation (this should include analytical costs)	Project/Estates Manager
7.	On completion of work, The Estates Systems Manager will be issued with copy/copies of any certification including survey report if appropriate.	Project/Estates Manager

Responsibility Chart

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Responsibility
Pre-start process
Procedure
Work progress

Flow chart of Controls required for Projects, Minor Work

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7. Key contacts (to be listed specific to each operational area)

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8 Asbestos audit Agenda

Audit Agenda

- asbestos procedure;
- asbestos register;
- new legislation and compliance;
- actions from previous audits;
- actions during previous year;
- monitoring records;
 - air monitoring
 - records of actions from previous year
 - bulk sampling
 - inspection of asbestos
- emergencies;
 - causes
 - findings
 - recommendations / actions
- PPE stock;
- waste arrangements;
- information, instruction and training;
- staff interviews;
 - implementing the asbestos procedure
 - codes of practice
 - PPE
 - emergencies
 - any other issues regarding asbestos
- codes of practice;
 - staff
 - contractors
- specification for tender documentation to all contractors;
- actions for next year;
- any other business.

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Appendix 2 Page 1 of 2: Material assessment algorithm

Sample variable	Score	Examples of scores
Product type (or debris from product)	1.	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos-cement, etc)
	2.	AIB, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3.	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of damage / deterioration	0.	Good condition; no visible damage
	1.	Low damage; a few scratches or surface marks, broken edges on boards, tiles etc.
	2.	Medium damage, significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3.	High damage or de-lamination of materials, sprays and thermal insulation. Visible asbestos debris
Surface treatment	0.	Composite materials containing asbestos; reinforced plastic, resins, vinyl tiles
	1.	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc
	2.	Unsealed AIB, or encapsulated lagging and sprays
	3.	Unsealed lagging and sprays
Asbestos type	1.	Chrysotile
	2.	Amphibole asbestos excluding crocidolite
	3.	Crocidolite
Total		

Score	Potential to release fibres
10 or more	High
7 – 9	Medium
5 -6	Low
4 or less	Very low

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Appendix 2 Page 2 of 2: Priority assessment algorithm

Assessment Factor	Score	Examples of scores
Normal occupant activity Main type of activity in area Secondary activities for area	0 1 2 3 As above	Rare disturbance activity (eg little used store room) Low disturbance activities (eg office type activity) Periodic disturbance (eg industrial or vehicular activity which may contact ACMs) High levels of disturbance, (eg fire door with asbestos insulating board sheet in constant use) As above
Likelihood of disturbance Location Accessibility Extent/amount	0 1 2 3 0 1 2 3 0 1 2 3	Outdoors Large rooms or well-ventilated areas Rooms up to 100 m ² Confined spaces Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily disturbed Routinely disturbed Small amounts or items (eg strings, gaskets) ≤10 m ² or ≤10 m pipe run. >10 m ² to ≤50 m ² or >10 m to ≤50 m pipe run >50 m ² or >50 m pipe run
Human exposure potential Number of occupants Frequency of use of area Average time area is in use	0 1 2 3 0 1 2 3 0 1 2 3	None 1 to 3 4 to 10 >10 Infrequent Monthly Weekly Daily <1 hour >1 to <3 hours >3 to <6 hours >6 hours
Maintenance activity Type of maintenance activity Frequency of maintenance activity	0 1 2 3 0 1 2 3	Minor disturbance (eg possibility of contact when gaining access) Low disturbance (eg changing light bulbs in asbestos insulating board ceiling) Medium disturbance (eg lifting one or two asbestos insulating board ceiling tiles to access a valve) High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabbling) ACM unlikely to be disturbed for maintenance ≤1 per year >1 per year >1 per month

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Appendix 3: Asbestos Removal Contractors

The Public Contracts Scotland website has a defined list known as Scotland Excel and contains licensed asbestos removal contractors.

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Appendix 4: Managing asbestos in buildings, Questions and answers.

Note: This Appendix consists of a reproduction of the Health & Safety Executive's guidance "Managing asbestos in buildings – a Brief Guide" Ref: INDG 223 Rev 5 published in revised form to include changes to the Control of Asbestos Regulations 2012.

Who is this guidance for?

It is for anyone who is responsible for maintenance and repairs in a building which may contain asbestos. The 'duty to manage' asbestos is included in the Control of Asbestos Regulations 2012. You are a 'duty holder' if:

- you own the building;
- you are responsible through a contract or tenancy agreement;
- you have control of the building but no formal contract or agreement; or
- in a multi-occupancy building, you are the owner and have taken responsibility for maintenance and repairs for the whole building.

What buildings are affected?

- all non-domestic buildings, whatever the type of business;
- the common areas of domestic buildings, eg halls, stairwells, lift shafts, roof spaces;
- all other domestic properties are not affected by the duty to manage.

If you are not the duty holder but have information about the building, you must cooperate with the duty holder, eg leaseholders must allow managing agents access for inspection.

Why manage asbestos?

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 around 4,500 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. These are commonly called:

- 'blue asbestos' (crocidolite);

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- 'brown asbestos' (amosite);
- 'white asbestos' (chrysotile).

All of them are dangerous carcinogens but blue and brown asbestos are more hazardous than white. Despite their names it is not possible to identify them just by their colour.

Any buildings built or refurbished before the year 2000 may contain asbestos. As long as the asbestos-containing material (ACM) is in good condition and is not being or going to be disturbed or damaged, there is a negligible risk. If, however, it is disturbed or damaged it can become a danger to health because people may breathe in any asbestos fibres released into the air.

Who is a risk?

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, eg telephone 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.

Where is asbestos found in buildings?

Asbestos was used in many parts of buildings. Below are samples of uses and locations where asbestos can be found.

Some ACMs are more vulnerable to damage and more likely to give off fibres than others. In general, materials that contain a high percentage of asbestos are more easily damaged. Sprayed coatings, lagging and insulating board are more likely to contain up to 85% asbestos and are most likely to give off fibres. Work with AIB can result in equally high fibre release if power tools are used. On the other hand, asbestos cement contains only 10-15% asbestos. The asbestos is tightly bound into the cement and the material will only give off fibres if it is badly damaged or broken, or is worked on (eg drilled, cut, sawn, etc)

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Asbestos product

What is was used for

Sprayed asbestos (limpet)

Fire protection in ducts and to structural steelwork, fire breaks in ceiling voids, etc.

Lagging

Thermal insulation of pipes and boilers

Asbestos cement products, flat or corrugated sheets

Roofing and wall cladding, gutters, rainwater pipes, water tanks

Certain textured coatings

Decorative plasters, paints

Bitumen or vinyl materials

Roofing felt, floor and ceiling tiles.

What does the duty to manage asbestos involve?

The duty to manage asbestos is included in the Control of Asbestos Regulations 2012. The duty requires you to manage the risk from asbestos by:

- finding out if there is asbestos in the premises (or assessing if ACMs are liable to be present and making the presumption that materials contain asbestos unless you have strong evidence that they do not), its location and what condition it is in;
- making and keeping an up-to-date record of the location and condition of the ACMs or presumed ACMs in your premises;
- assessing the risk from the material;
- preparing a plan that sets out in detail how you are going to manage the risk from this material;
- taking the steps needed to put your plan into action;
- reviewing and monitoring your plan and the arrangements made to put it in place;
- setting up a system for providing information on the location and condition of the material to anyone who is liable to work on or disturb it.

Anyone who has information on the whereabouts of asbestos in your premises is required to make this available to you as the dutyholder but you will need to assess its reliability. Those who are not dutyholders, but control access to the premises, have to cooperate with you in managing the asbestos.

How can you comply with the duty?

This section tells you what you need to do to comply with the duty. There is a checklist setting out the whole process of managing the risk from asbestos further on in this leaflet. You can use this to check that you are taking the right steps. If you prefer, the HSE website hosts a web-based tool to take you through the steps.

www.hse.gov.uk/asbestos/managing/index.htm

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Although you may appoint a competent person to carry out all or part of the work to meet the requirements of the duty, you will have to be involved in the final assessment of the potential risk. In particular, you will know how the premises are used and what disturbance is likely to occur. The section ‘Step 2 – Assess the condition of any ACMs’ provides advice on doing this.

Remember, the responsibility for complying with the duty to manage the potential risk remains yours if you are responsible for maintaining relevant parts of a building.

Six steps process

Step 1 Find out if asbestos is present

- was the building built or refurbished before 2000?
- if Yes, assume asbestos is present;
- if No, asbestos is unlikely to be present – no action required;
- do you already have information on asbestos in your building?

Walk around your building to identify ACMs or presumed ACMs, including areas not normally visited like roof voids, store rooms etc.

ACMs may be present if the building was constructed or refurbished before 2000. All asbestos use was prohibited by 1999. You need to do all that you reasonably can to find them by:

- looking at building plans and any other relevant information such as builders’ invoices, which may tell you if and where asbestos was used in the construction or refurbishment of the premises;
- carrying out a thorough inspection of the premises both inside and out to identify materials that are, or may be, asbestos; and
- consulting others such as the architects, employees or safety representatives, who may be able to provide you with more information and who have a duty of co-operation to make this available.

If the building’s age or the information you obtain provide strong evidence that no ACMs are present, then you do not need to do anything other than to record why this evidence indicates that there is no asbestos present.

You should always presume any material contains asbestos unless there is strong evidence to suggest it does not. Some material obviously does not contain asbestos such as glass, solid wooden doors, floorboards, bricks and stone.

Step 2 Assess the condition of any ACMs

- assess the amount and condition of any ACMs, or presumed ACMs in the building to tell you how likely they are to release asbestos fibres into the air.

The type of ACM, the amount of it and its condition will determine its potential to release asbestos fibres into the air, if disturbed. This will help you decide what you need to do

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next. The condition of the ACMs can be considered by addressing a series of questions:

- is the surface of the material damaged, frayed or scratched?
- are the surface sealants peeling or breaking off?
- is the material becoming detached from its base? (*This is a particular problem with pipe and boiler lagging and sprayed coatings*).
- are protective coverings designed to protect the material, missing or damaged?
- is there asbestos dust or debris from damage near the material?

If the ACMs in your premises are in poor condition, you will have to arrange repairs or have them sealed, enclosed or removed.

Next:

- If you have decided to presume material is asbestos and have no maintenance or repair work planned, nor any suspected ACMs in poor condition, you can move straight to Step 4;
- If you do have ACMs in poor condition, or are planning to do work, or want to be sure whether or not asbestos is present, move to Step 3.

Remember, if you are presuming it is asbestos but then want to do work at a later stage, you will either have to go to Step 3 or make sure the work is carried out with full asbestos safety precautions.

Step 3 Survey and sample for asbestos

- have a suitably trained person conduct a survey to identify ACMs;
- have the materials analysed to prove if asbestos is present, and what type it is.

You may choose to employ a suitably trained person to do a survey of the premises to identify ACMs, particularly if you are planning maintenance or refurbishment of the premises or installing wiring or pipework / ducting. The survey should identify what types of ACMs are present, where they are and what condition they are in. You should ask the person or organisation:

- if they are accredited or certified for asbestos survey work;
- for evidence of their training and experience in such work; and
- for evidence that they have suitable liability insurance.

HSE provides further information on asbestos surveys in its guidance document HSG 264 – ‘Asbestos: The survey guide.

If you suspect materials contain asbestos, you may need to have samples analysed. Often, this is the only certain way of identifying if a material does contain asbestos. Samples should only be taken by suitably trained people.

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Do not break or damage any material which may contain asbestos to try to identify it.

Organisations that sample and analyse asbestos need to be accredited by the United Kingdom Accreditation Service (UKAS). UKAS also run an accreditation scheme for organisations that do asbestos surveys. An accredited company is likely to employ suitably trained people for these types of work but you should check what the firm is accredited for, as some will only be qualified to do surveys and take samples and others only to analyse samples (the UKAS website address is: www.ukas.com)

Surveys may also be undertaken by other competent surveyors who have the appropriate combination of qualifications and experience. Firms are generally listed in Yellow Pages and other business directories. Organisations that carry out asbestos analysis and identification are listed under 'laboratories' or 'asbestos analyst'. Alternatively, you can contact UKAS. (see www.ukas.com/tools/contact-ukas.asp)

Step 4 Keep a written record or register

- write down the ACMs you have found, where they are and their condition;
- record the roles and responsibilities for managing asbestos in your organisation.

You need to prepare a record that shows where the asbestos or presumed asbestos is, the type (if known), its form and what condition it is in. This record needs to be simple, clear and always available at the premises so that you, or any other person that needs to know where the ACMs are, can easily find them. It could be a plan or diagram, a written list or a computer-based record as storing it electronically can make it easier to update.

There may be some areas of the premises which you cannot look at, such as in roofs and heating ducts and behind wall partitions. You should not these on your drawing and presume ACMs may be present unless you have strong evidence for thinking this is highly unlikely. If you have employed an external organisation to conduct a survey for you, they should provide you with a written record or with the information so you can create your own.

Note: Records of asbestos exposure have to be retained by the NHS Board for 40 years.

Next: Move to Step 5

Step 5 Act on your findings

- your plan should include passing on your asbestos register to any worker/contractor carrying out maintenance work on your property;
- assess the potential risk from the ACMs - how likely are they to be disturbed?
- draw up a priority plan for action.

You must assess whether the ACMs are being, or are likely to be disturbed. Consider the following factors:

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- the information gathered on the location, amount and condition of the ACM;
- if the ACM is in a position where it is likely to be disturbed;
- how much ACM is present;
- whether there is easy access to the ACM;
- whether people work near the ACM in a way that is liable to disturb it;
- if it is close to areas in which people normally work when it is disturbed;
- the numbers of people who use the area where the ACM is; and
- if maintenance work, refurbishment or other work on the premises is likely to be carried out where the ACM is.

You will need to prepare and implement a plan to manage these risks:

- give high priority to damaged material and materials likely to be disturbed; these will need to be repaired, sealed, enclosed or removed using trained personnel – if unsure, seek specialist advice from an asbestos surveyor, a laboratory or a licensed contractor;
- if the material is in good condition and is unlikely to be worked on or disturbed, it is usually safer to leave it in place and manage it.

Repair and removal

Some damaged asbestos can be made safe by repairing it and either sealing or enclosing it to prevent further damage. If this can be done safely, mark the area after it has been repaired and make sure it is on your record of asbestos locations. If asbestos is likely to be disturbed during routine maintenance work or daily use of the building, it will release fibres. If it cannot be easily repaired and protected you should have it removed. This work must be carried out by someone trained and competent to carry out the task

Remember, most work on asbestos insulation, asbestos insulating board and lagging, including sealing and removal, should normally be done by a contractor licensed by HSE

Managing asbestos left in place

If you decide to leave in place ACMs or presumed ACMs that are in good condition, make sure it is on your record and keep this information up to date.

You must make sure that everyone who needs to know about asbestos is told about its presence, eg maintenance workers, contractors. You can label ACMs clearly with the asbestos warning sign or use some other warning system (eg colour coding). If you decide not to label the asbestos, you must make sure that those who might work on the material know that it contains or may contain asbestos before they start work, eg when you ask for a quote for a job. You can then agree the precautions necessary to prevent exposure.

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It can save time and prevent confusion if you make a note of the location of non-asbestos material which could be mistaken for asbestos.

Remember, anyone who may work on asbestos must be trained and use safe working methods. Most work with asbestos needs to be done by a licensed contractor.

Next: Move to Step 6

Step 6 Keep your records up to date

- regularly re-inspect any ACMs in your premises and update your records;
- monitor and review the effectiveness of your action plan.

Even after your action plan is completed you will need to continue to manage the risks from asbestos left in place in your building. Walk around your building to review your record and update it as necessary. Look at the ACMs left in place, including those you have sealed or enclosed, to see if they have deteriorated or have been damaged or disturbed in any way. The time between inspections will depend on the type of material, where it is and its condition, but it should be at least every 6–12 months.

You will need to check that the arrangements to control risk set out in your plan have been put in place and are working effectively. You must also review the plan if there are significant changes that will affect these arrangements. For example, if you do different sorts of work on the premises, or if any of the ACMs are removed.

- Find:** You must check if materials containing asbestos are present or are liable to be present;
- Condition:** You must check what condition the material is in;
- Presume:** You must assume the material contains asbestos unless you have strong evidence that it does not;
- Identify:** If you are planning to have maintenance or refurbishment of the building carried out or the material is in poor condition, you may wish to arrange for the material to be sampled and identified by a specialist;
- Record:** the location and condition of the material on a plan or drawing;
- Assess:** You must decide if the condition or the location means the material is likely to be disturbed;
- Plan:** Prepare and implement a plan to manage these risks.

Minor damage	Good condition
The material should be repaired and/or encapsulated	The condition of the material should be monitored at regular intervals
The condition of the material should be monitored at regular intervals. Where practical, the material should be labelled	Where practical, the material should be labelled
Inform the contractor and any other worker	Inform the contractor and any other worker

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likely to work on or disturb the material	likely to work on or disturb the material
Poor condition	Asbestos disturbed
Asbestos in poor condition should be removed	Asbestos likely to be disturbed should be removed

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Other useful information

HSE publications

A comprehensive guide to managing asbestos in premises **HSE 227**

Asbestos: The survey guide **HSG 264** (second edition)

Asbestos essentials: A task manual for building, maintenance and allied trades on non-licensed asbestos work **HSG 210** (third edition)

Work with materials containing asbestos. Control of asbestos regulations 2012. Approved Code of Practice and guidance **L143**

The management of asbestos in non-domestic premises, Regulation 4 of the Control of Asbestos at Work Regulations 2012. **L127**

Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2007 **Leaflet INDG411**

Stationery office publications

The Hazardous Waste (England and Wales) Regulations 2005

The Special Waste Amendment (Scotland) Regulations 2004

Useful contacts

Asbestos Removals Contractors Association, Unit 1 Stretton Business Park, Brunel Drive, Stretton, Staffordshire DE13 0BY www.arca.org.uk

Asbestos Control and Abatement Division, TICA House, 34 Allington Way, Yarm Road Business Park, Darlington DL1 4QB www.tica-acad.co.uk

The Royal Institution of Chartered Surveyors, RICS HQ, Parliament Square, London SW1P 3AD www.rics.org

United Kingdom Accreditation Service, 21-47 High Street Feltham Middlesex TW13 4UN www.ukas.com

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