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Reference Number: PHW10 TP07

Version Number: 3.0

Date of Next review: 27 January 2026

ASBESTOS MANAGEMENT PROCEDURE

Introduction and Aim

The Asbestos Management Procedure has been prepared in accordance with the Control of Asbestos Regulations 2012, The Health and Safety at Work etc., Act 1974, The Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, no uncontrolled release of asbestos fibres into the atmosphere takes place on the Trust's premises.

This procedure supports the Health and Safety Policy.

Supporting Procedures and Written Control Documents

[Fire Safety Policy](#), [Personal Protective Equipment Procedure](#), [Control of Contractors Procedure](#) and associated guidance. These are available on the [Policies and Procedures: Risk Management, Health and Safety and Estates Policies](#) intranet page.

Scope

All persons employed or engaged by Public Health Wales, including part time workers, temporary and agency workers, those holding honorary contracts and those engaged by the NHS Wales Health Collaborative, who experience or supervise lone working as part of their role.

Equality, Health Impact Assessment

An Equality, Welsh Language and Health Impact Assessment has been completed and can be viewed on the policy webpages.

Approved by

Health and Safety Group

Approval Date

27 January 2023

Review Date

27 January 2026

Date of Publication:

02 February 2023

Accountable Executive Director/Director

Huw George, Deputy Chief Executive/Executive Director for Finance and Operations.

Author

Scott Thomas, Health & Safety Advisor

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
3	Nov 22	27 Jan 23	02 Feb 23	<p>Removed reference to Asbestos Management Guidance as documents brought together into one</p> <p>Introduction updated to reference approved codes of practice and guidance information being adopted as standard</p> <p>Definitions section added to and updated</p> <p>Scope updated to incorporate elements previously covered by the guidance.</p> <p>Roles and Responsibilities section added and updated</p> <p>Process section changed to 'Management of asbestos' and guidance incorporated into the procedure</p> <p>Updated references to legislation and regulations</p> <p>Appendices on history, types of survey, risk levels and flowcharts included</p> <p>Removed Appendix containing Permit to Work image. No requirement to include PTW example and issued by Estates</p> <p>Updated Appendix E to reflect the HSE Asbestos Essentials EM1</p>
2	2018	20/01/19	11/02/19	Supersedes Asbestos Management Plan

1	April '14	12/08/1 5	2015	Asbestos Management Plan
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1. Introduction

Under the Control of Asbestos Regulations (CAR) 2012 and Health and Safety at Work etc. Act 1974, Public Health Wales acknowledges and accepts it has a legal duty to manage asbestos in its non-domestic premises (Appendix A).

Where appropriate, Approved Codes of Practice and Guidance information published by the Health and Safety Commission and Executive shall be taken as the adopted standard.

This Asbestos Management Procedure (AMP) sets out the approach and responsibilities of the Trust to ensure the safe management of asbestos present in building owned, occupied and used by the Trust and in particular, in which people work.

The document has been produced under the framework of the Trust's Health and Safety Policy in order to provide specific detail in relation to the Trust's commitments to ensure safe management of asbestos. It sets out the arrangements necessary to achieve this safe management, and to ensure the safe, compliant conduct of particular activities, which may involve contact or work either with or in the vicinity of asbestos containing materials (ACMs).

Linked Policies, Procedures and Written Control Documents

[All corporate policies and procedures are available on the Public Health Wales website](#)

2. Scope

This AMP will be implemented throughout all premises, or parts of premises, that the Trust owns or occupies, or for which the Trust is responsible.

If asbestos has been identified in any of the premises where Public Health Wales is the designated Duty holder, an Asbestos Inspection Programme will be undertaken (contact the Estates, Facilities and Safety Division to clarify sites). In premises where Public Health Wales is not the Duty holder the Estates, Facilities and Safety Division will request a copy of an up to date inspection programme from the Landlord.

The procedure and guidance apply to all persons employed or engaged by the Trust, including part time workers, temporary and agency workers, those holding honorary contracts and those engaged by the NHS Wales Health Collaborative.

This AMP must be available at all times for inspection by anyone who is liable to disturb the fabric of the building. The AMP will be held on the Trusts website and Facilities Management System, and hard copies will be retained with the premise local building manager.

3. Definitions

Asbestos - Is a generic term used to describe a group of mineral silicates that occur naturally as seams or veins as long thin crystalline fibres and fibre bundles. The fibres have been used in building materials and other manufacturing products, as a consequence of their physical and chemical properties that make them ideal for a wide variety of uses.

The fibres have high tensile strength, are flexible, have good resistance to chemical attack, high thermal stability, low thermal conductivity, and do not conduct electricity. These properties have led to the widespread uses of asbestos for thermal and acoustic installation and fire proofing products.

Abatement - A set of procedures designed to control the release of asbestos fibers from asbestos-containing materials. Asbestos abatement is utilized during general construction in areas containing asbestos materials, particularly when those materials are being removed, encapsulated, or repaired. Abatement is needed in order to protect construction workers and members of the general public from the many negative health impacts of asbestos.

ACMs - Asbestos Containing Materials.

CAR - The Control of Asbestos Regulations 2012 provide a framework for the management of asbestos/asbestos containing materials (ACMs) in existing non-domestic premises and during any work activity involving asbestos.

UKAS – The United Kingdom Accreditation Service is the sole national accreditation body recognised by the British government to assess the competence of organisations that provide certification, testing, inspection and calibration services.

4. Roles & Responsibilities

4.1 Where Public Health Wales is the designated Duty holder (it is owned or the lease identifies the Trust is responsible for all internal works), these duties include:

- Setting procedures for the management of Asbestos Containing Materials (ACMs) and their effective implementation
- Implementing and updating this plan
- Ensuring compliance with Control of Asbestos Regulations (CAR) 2012.

The Estates, Facilities and Safety Division is also accountable for the implementation and updating of the AMP. In conjunction with an appointed Asbestos Consultant, the Estates, Facilities and Safety Division is responsible for the continued management, identification and removal of ACMs to meet the

requirements of the Management of Asbestos Procedure, CAR 2012 and all other relevant legislation. The duties include the following:

- Facilitate asbestos surveys for all the premises and other buildings in which the Trust's employees work and providing this information to the asbestos coordinators/premise lead to hold on site as a reference document for contractors.
- Maintaining a Central Asbestos Register, which is a collection of all the premises Asbestos Survey Information.
- Providing advice and information on ACMs to persons who have an appropriate interest when undertaking works. This shall include project specific inspections on site i.e. data cabling that may penetrate infrastructure
- Ensuring regular and routine inspections of ACMs, as identified on the Asbestos Register, are undertaken at the required intervals.
- Seeking advice from experts in situations where the Asbestos Register is not sufficiently detailed or further advice/reassurance is required.
- Identifying the training needs of asbestos coordinators and arrange for that training to be delivered.
- Review of training being delivered and requirements for refresher training.
- Arrange for risk assessments associated with potential exposure to asbestos for in-house activities to be placed on the FMS system
- To assess, in conjunction with an accredited Asbestos Consultant, the competence of contractors working on site when asbestos may be disturbed. (This will be completed as part of the tender/quote stages of procurement).
- To evaluate, in conjunction with an accredited Asbestos Consultant, the Risk Assessments and Plans of Work of contractors involved with work on or with asbestos.
- To coordinate the emergency arrangements in the event of an uncontrolled release of asbestos fibres.
- Assist in isolating any area adjacent to an ACM or suspected ACM if they are disturbed or damaged in conjunction with support from the asbestos coordinators.
- Where applicable, to produce in conjunction with the accredited Asbestos Consultant, a Specification of Works with respect to any

asbestos removal to inform tendering process involving UKAS accredited contractors.

- Responsible for monitoring compliance with the AMP and all associated procedures.
- Ensuring contractors operate in accordance with the Specification and Method Statements for undertaken such works.
- Ensuring where applicable the enforcing authority is notified by any Licensed Contractor engaged to carry out removals or abatement.
- Ensuring all requirements of CAR 2012 and any associated legislation/ guidance are complied with.
- Arranging for remaining ACMs to be appropriately labelled where appropriate.

4.2 Where Public Health Wales is not the designated Duty holder, the Estates, Facilities and Safety divisions duties will include:

- Assist the Duty Holder in implementing and updating the AMP.
- Ensuring Duty Holder compliance with CAR 2012.
- Requesting an up to date survey inspection report from Duty holder.
- Request a copy of Central Asbestos Register held by the Duty Holder, which is a collection of all the premises Asbestos Survey Information.
- Ensure the duty holder undertakes regular and routine inspections of ACMs, as identified in the Asbestos Register, and provide access where required.
- Identifying the need of an asbestos coordinator for the premise and arrange for any relevant training to be delivered.
- To assist the Duty Holder with the emergency arrangements in the event of an uncontrolled release of asbestos fibres.
- Cooperate with the Duty Holder when isolating any area adjacent to an ACM or suspected ACM if they are disturbed or damaged.
- Assist the Duty Holder in ensuring contractors operate in accordance with the Specification and Method Statement.
- Ensuring all requirements of CAR 2012 and any associated legislation/guidance are complied with by the Duty Holder.

- Ensure the Duty Holder has appropriate labelled all remaining ACMs where appropriate.

4.3 Chief Executive

The Chief Executive has delegated overall responsibility for the management of asbestos and for the health, safety and welfare of staff and others affected by the work activities of the Trust, and for the effective implementation of health and safety management policies and procedures. The Chief Executive is also responsible for ensuring that adequate resources are in place to meet all statutory requirements.

4.4 Deputy Chief Executive/Director of Operations and Finance

The Board Level Director accountable to the CEO who has delegated responsibility for all operational and estates governance issues under their control. In addition, they will ensure the Trust has suitable arrangements in place for the ongoing management of ACM's and will appoint a responsible person to ensure local management of ACM's on their behalf.

4.5 Estates, Facilities and Safety Division

The Estates, Facilities and Safety Division is responsible for ensuring the ongoing management arrangements of the Management of Asbestos Procedure and for arranging appropriate surveys (Appendix B) and removal projects (Section 5.5)

4.6 Asbestos Coordinators/Managers (Premise Leads)

Will be trained to awareness level in asbestos management and will undertake the duties and responsibilities of the Estates, Facilities and Safety division both during periods of absence and when delegated. They will be responsible for:

- Checking the Emergency Toolkit annually where required.
- Providing information about the location and condition of asbestos to every person liable to disturb it and to the emergency services.
- Referring to the local asbestos register and ensuring that all contractors have been made aware of the location of asbestos and have signed to say that they have communicated this to their team prior to work

commencing and ensuring that the contractor's team have undertaken asbestos training.

- Assist the Estates, Facilities and Estates Division in discharging its duties for any asbestos removal works ensuring:
 - The appropriate monitoring of contractors on site during the course of or on completion of their work to ensure compliance with CAR 2012.
 - Liaison with the Contractor and Asbestos Consultant with respect to air monitoring and clearance testing.
 - Provision of assistance with the emergency arrangements in the event of an uncontrolled release of asbestos fibres.
 - The isolation of any area adjacent to an ACM or suspected ACM if they are disturbed or damaged in conjunction with support from the asbestos coordinators.

4.7 Asbestos Consultants

Asbestos consultants employed by Public Health Wales are responsible for:

- Maintaining UKAS accreditation relevant to instructed tasks.
- Providing pro-active support to Public Health Wales, to a level which would not fall within the Health and Safety Executive (HSE) requirement for a supervisory Licence.
- Reviewing and commenting on asbestos works specifications and prior to start of the works, on the Contractor's Plan of Work.
- Providing quotations which reflect the anticipated project site and analytical requirements.
- Attending meetings including, but not restricted to, pre-start, project progress and handover meetings.
- Completing check lists and provision and placement of all warning and advisory signs etc.
- Assisting with the application and completion of the Public Health Wales project.
- Carrying out analytical works and inspections as agreed with Public Health Wales.
- Where site conditions alter and the Asbestos Coordinator or Estates, Facilities and Safety Division is not immediately available, the Asbestos Consultant is to adjust the level of testing and inspection

to ensure that all information relevant to the continued health and safety of the Contractor and building occupants is obtained.

- Reporting to the Asbestos Coordinator or Estates, Facilities and Safety Division any defects or non-compliances relating to the Contractor's performance, including suitability of the work areas, adherence to the Plan of Work, Statutory Instruments and AMP.
- Checking areas on completion of asbestos remedial works to ensure that the Contractor has completed his scope of works and all affected areas have been left in a satisfactory condition
- Maintaining regular contact as minimum at the start and the end of each site day with the Asbestos Coordinator or Estates, Facilities and Safety Division, regarding progress of site works
- Reporting to the Asbestos Coordinator or Estates, Facilities and Safety Division any aspects of asbestos management encountered on site which could give rise to health risks
- Providing written reports as requested on project progress to the Asbestos Coordinator or Estates, Facilities and Safety Division; the reports to include such information, in excess of accreditation requirements, as requested by Public Health Wales
- Issuing formal reports, including 4 Stage Clearance and Certificate of Reoccupation, to the Asbestos Coordinator or Estates, Facilities and Safety Division on completion of site works.

4.8 Contractors - General work

All contractors will be managed under the Public Health Wales Control of Contractor's Procedure (PHW10/TP01). Those who will be working on or in the vicinity of any ACMs will be made fully aware of the locations and condition as detailed in the Asbestos Register by the employing Public Health Wales Manager / Public Health Wales Compliance Officer or member of the team.

All contractors including sub-contractors undertaking work for Public Health Wales must:

- Refer to the asbestos register for the premise and communicate details to their respective team
- Be trained to an appropriate level of Asbestos awareness and subsequent refresher training dependant on the works to be undertaken, an example of which is detailed in the Managing and working with asbestos: Control of Asbestos Regulations 2012. Approved Code of Practice and guidance L143 (Second edition) Published 2013. (This should be delivered by an organisation

approved by the United Kingdom Asbestos Training Association (UKATA)).

- Maintain an awareness of the dangers of asbestos and a high degree of vigilance for suspecting its presence in the particular areas of their work.
- Ensure that their work does not cause an exposure to asbestos, either for themselves **or** others and must use the Public Health Wales Asbestos Register to confirm or otherwise the presence of asbestos in any workplace.
- Contact the local Asbestos Coordinator/Estates, Facilities and Safety Division (Compliance Officer) in the event that asbestos is suspected in their work area. The Asbestos Coordinator must inform the Estates, Facilities and Safety Division immediately.
- Ensure that in the event of doubt or the inability to confirm a non-asbestos presence. Confirmation must be obtained from the Trusts Estates, Facilities and Safety team before proceeding.
- Ensure that they respond to and maintain all communications with their Public Asbestos Coordinator / Estates, Facilities and Safety Division (Compliance Officer).
- Ensure that they comply with the AMP and relevant procedures and where acting as sole, main or principal contractor, have a thorough understanding of these procedures.
- Ensure that all sub-contractors are informed of the AMP and relevant procedures and are aware of the location of ACMs within the project area.
- Cooperate with any licensed asbestos removal contractors or associated contractors working within or adjacent to the known or intended project area.
- Ensure that emergency measures are in place for any suspected or known exposure to ACMs and that these are in line with Trust/duty holder procedures.
- Ensure sub contracted licensed asbestos works are carried out by a licensed asbestos removal contractor only. The appointment of a licensed asbestos removal contractor is subject to approval and agreement of the Estates, Facilities and Safety division.

5. Management of Asbestos

The following processes will be adopted for the management of asbestos and monitoring compliance with this procedure.

5.1 Regular re-inspection for ACMs

The Trust recognises the requirement to introduce a procedure to re-inspect ACMs found in buildings during the initial surveys to ensure that where damage or deterioration in the condition of the materials may occur and which could result in the release of airborne asbestos fibre. Necessary remediation works or measures can be programmed in reasonable time to prevent people working in, or otherwise using the building, being exposed.

5.2 Appointment of specialist surveying consultants

When necessary, the Trust will require the appointed consultant to inspect, assess and re-inspect areas of the buildings such as ceiling voids and risers, where ACMs may have a potential to release and where it is considered that there is a specific hazard. This consultancy will be accredited to United Kingdom Accreditation Service (UKAS) standards complying with ISO/IEC 17020:2012 (Surveying for asbestos in premises) and ISO/IEC 17025:2017 (Testing for asbestos). This will also include consultants who undertake testing, sampling and monitoring during remedial or removal works.

5.3 Ongoing risk assessment of asbestos

New buildings are designed to be asbestos free. Older buildings will be inspected for the presence of asbestos and risk assessments undertaken by an independent consultant accredited by the UKAS for inspection (asbestos survey) and testing (sample analysis and air monitoring).

Appendix C illustrates the Public Health Wales Risk Management Index for monitoring and programmed removal based upon the results of the risk assessment process.

All ACMs will be risk assessed in accordance with the guidance in HSG 227. Any Extreme Risks (with a score of 21 plus) will result in access to the area being restricted immediately and an asbestos removal company contacted for advice on removal (see Appendix D).

High Risks (17-20) will be programmed to be removed as soon as possible.

Until the programmed work has been completed, suitable control mechanisms will be introduced in order to manage the risk appropriately.

All asbestos occurrences will be risk assessed on an ongoing basis in order to check for deterioration or change in circumstances. The frequency of this assessment will vary depending on the soundness and risk of being damaged. In most cases, this will be at an interval not exceeding one year.

All asbestos occurrences and risk assessments will be formally recorded in the asbestos register and in hard copy, held by the Estates, Facilities and Safety Division.

5.4 Maintaining the Asbestos Register

The asbestos register serves as the basis for the development of site-specific action plans. The action plan will be implemented by the application of Control Actions in the first instance, followed by Management Actions.

The options available as Control Actions are:

- Restrict access or isolate area
- Urgent decontamination under controlled conditions
- Remove under controlled conditions
- Repair damaged material
- Seal exposed faces/edges (encapsulation)
- Box in or barrier (enclose)
- Environmental clean of debris.

The options available as Management Actions are:

- Restrict access or isolate area
- Monitor and re-inspect at suitable frequency
- Label with appropriate stickers
- Operate a Permit-to-Work system
- Provide information, instruction or training to staff and contractors
- Conduct air monitoring

Programmed re-inspections will be carried out on a frequency dictated by the potential for damage as identified by a risk assessment, generally not longer than annually. These inspections also check the integrity and location of any labels that may have been put in place.

The findings of the re-inspections are used to update the asbestos register and are an important mechanism by which programs of abatement work are initiated in response to unacceptable deterioration.

Public Health Wales will maintain its asbestos register through a master on-line database (Facilities Management System or FMS). The Estates, Facilities and Safety Division will have administrator rights to FMS and the asbestos coordinators and any relevant applicable staff will have "read only" access to the entire data. Information will be posted on the Public Health Wales' Intranet, together with staff inductions informing them about the risk associated with asbestos and the availability of the register.

The Head of Estates and Health and Safety will be responsible for ensuring the asbestos register is updated as necessary following any inspections, re-inspections and surveys for buildings that the Trust is responsible for. All buildings that are the responsibility of the landlord, requests should be made through the appropriate landlord and check with the Estates, Facilities and Safety Division.

5.5 Asbestos Removal/Disturbance Procedure

Asbestos removal can be categorised into three different groups; Non-Licensed, Notifiable Non-Licensed and Licensed work. Whether a type of asbestos work is either licensable, notifiable non-licensed or non-licensed work has to be determined in each case and will depend on the type of work to be carried out, the type of material and its condition. The identification of the type of Asbestos Containing Material (ACM) to be worked on and an assessment of its condition are important parts of the risk assessment, which needs to be completed before work commences.

5.5.1. General procedure for the removal or remedial works of asbestos materials where Public Health Wales is the designated Duty Holder.

The asbestos coordinators/premise leads will oversee with the assistance of Estates and Safety function / supervise all asbestos removal / encapsulation undertaken in premises owned or leased by Public Health Wales where Public Health Wales is the designated Duty Holder.

All asbestos removal and remedial works will be carried out by a specialist contractor, who is licensed by the Health and Safety Executive and monitored on behalf of Public Health Wales by an independently appointed UKAS accredited Asbestos Consultant.

Prior to any removal or remedial work being carried out, the Estates, Facilities and Safety Division will ensure that an asbestos removal contractor carries out a full risk assessment of the work. This risk assessment will reflect:

- Type of asbestos
- Likely disturbance/spread of dust
- Possible exposure to this dust of any person (visitor or staff)

- Amount of asbestos, material type and location
- Control methods to be used.

The asbestos coordinators will ensure the Contractor produces a full Plan of Works in conjunction with an Asbestos Consultant which will include notification to the HSE (where required) in addition to approved work methods, controls and technical detail.

The Estates, Facilities and Safety Division will then issue a Permit to Work before the work can commence.

For licensed work, a detailed four stage certificate of re-occupation including clearance air monitoring will be undertaken to each work area following a detailed visual inspection and active air disturbance, prior to returning the area to normal occupation.

For licensed work, the Asbestos Consultant will arrange for the testing of adjacent areas, which may have been evacuated during the asbestos removal process, to ensure it is safe to re-occupy.

During the abatement process, the whole area will be clearly marked with appropriate asbestos warning signs/barriers to prevent unauthorised access to the area.

All stripped asbestos and debris from the enclosure will be double bagged and sealed for disposal as asbestos waste at a properly licensed site by the licensed contractor. A copy of the waste transfer note must be provided to the Estates, Facilities and Safety Division to be recorded on the FMS.

Advice will be sought from relevant specialist i.e. Fire, as and when required.

The work together with all supporting information and test results will be recorded in the FMS. The asbestos register will be reviewed to reflect works undertaken.

5.5.2. Procedure for accidentally disturbing and or handling an exposure (or possible exposure) to asbestos (refer to Appendices D, E and F).

In the event of an uncontrolled release of asbestos fibres or discovery of new damage to asbestos materials the following procedure shall be followed.

- If individuals have potentially been exposed, assess the extent and implement safety measures. Take immediate steps to make the site and person(s) safe by either barring access or making arrangements necessary to vacate an area.
- Where required, emergency tool kits will be located at strategic locations and trained staff must follow the procedure outlined in Appendix E. The Estates, Facilities and Safety Division will identify the need for emergency tool kits. Kits are to be readily available for any person(s) who are contaminated with asbestos fibres. These kits will need to be inspected as required (annually)

by the asbestos coordinator/premise lead and then refitted with a designated coloured cable tie fitted to the toolkit container. The colours for the cable ties will be as follows;

April 2022 – Red

April 2023 – Yellow

April 2024 – Blue

April 2025 – Green

Asbestos Toolkit Inspection sheets are available from the Estates, Facilities and Safety Division, and are to be completed and forwarded to the Estates, Facilities and Safety Division by the end of April each year.

Each emergency tool kit(s) will each contain the following items:

- Disposable hooded overalls
 - Masks – respiratory protective equipment (RPE)
 - Overshoes
 - Wet wipes
 - Towels
 - Asbestos disposal bags
 - Duct tape
 - Valuables bags
 - Tool Kit procedure document.
 - Emergency sign
 - Gloves
-
- Contact and appraise the following staff
 - Estates, Facilities and Safety division
 - Asbestos coordinators / Premise Lead.
 - Asbestos coordinators/ Premise Lead/ Estates, Facilities and Safety division to contact Asbestos Consultant.
 - Consultant to assist with assessments and take air/swab samples to ascertain exposure level.
 - Asbestos Consultant evaluates problem and defines work methods to be adopted with Estates, Facilities and Safety division.
 - If necessary, a Licensed Contractor will be appointed and undertake work, which will be monitored by the Asbestos Consultant.
 - Asbestos Consultant undertakes all necessary testing, during and upon completion of the work prior to allowing reoccupation of area.

- Copies of air test, certificate of reoccupation made available to staff affected.
- Health and Safety Advisor to contact and advise the HSE if exposure has occurred.
- Estates, Facilities and Estates Division to record the incident on Datix.

5.6. Procedure for project and maintenance work

The key elements to be followed as part of the procedure when requesting works/assistance relating to asbestos or work in close proximity to ACMs such as those below are detail below:

- An asbestos survey
- Refurbishments/upgrades
- Maintenance/repairs

The procedure that must be followed is:

- Relevant Manager must contact the Estates, Facilities and Safety Division.
- A brief description of the works to be undertaken must be provided along with the location and date of intended works.
- The Estates, Facilities and Safety Division will confirm with the originator of the request what assistance will be necessary and when it can be provided and that the asbestos register has been checked.
- If considered necessary, the Estates, Facilities and Safety Division will appoint relevant contractors i.e. Asbestos Removal Contractor, Asbestos Consultant who will be required to assist with the works.
- For emergency works where response time is important, the asbestos coordinators can be contacted directly via the Estates, Facilities and Safety Division. The procedure to be followed when considering or undertaking project or maintenance and reactive work is detailed in Appendix F.

5.7. Work with asbestos

A flow chart outlining the procedure for working with asbestos is contained in Appendix G.

5.8. Labelling

Labelling may be applied where asbestos has been assessed as satisfactory to leave intact i.e. it does not require removal. This will enable people working in

the vicinity to identify asbestos sources and to stop working if their work could cause fibre release. This is not to detract from all persons/contractors referring to the asbestos register prior to undertaking works.

Where Public Health Wales are the Duty holders, different labels are deployed as follows:

- ACMs in public areas
- ACMs in staff plant or service areas.

Examples of label designs approved by Public Health Wales are included at Appendix H. Before labels are applied, approval must be sought from the Trusts Estates, Facilities and Safety Team.

6. Training

The Trust recognises its responsibilities under Regulation 10 of the Control of Asbestos Regulations 2012 to provide appropriate training to any employees who may have any contact with an ACM during the course of their work or may supervise such employees. The Trust therefore commits to undertake the necessary training needs analysis and to provide the training to its employees as identified in this process.

7. Monitoring

The Trust will monitor the level of compliance in respect of the management of asbestos through the Estates, Facilities and Safety database, and compliance levels are reported through the Health & Safety Quarterly Report to the Quality, Safety and Improvement Committee. This is based on the core requirements of the Control of Asbestos Regulations 2012.

8. Related documents and legislation

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Designs and Management) Regulations 2015
- The Control of Asbestos Regulations 2012
- A brief guide to controlling risks in the workplace – Web-friendly version of the leaflet INDG163(rev4) <http://www.hse.gov.uk/pubns/indg163.pdf>
- The Approved Code of Practice, “Managing and working with asbestos” L143 second edition 2013 <http://www.hse.gov.uk/pubns/books/l143.htm>
- “A Comprehensive guide to managing asbestos in premises” HSG 227. <http://www.hse.gov.uk/pubns/books/hsg227.htm>
- Asbestos essentials task manual: Task guidance sheets for the building maintenance and allied trades HSG210
<http://www.hse.gov.uk/pubns/books/hsg210.htm> The Survey Guide HSG264 <http://www.hse.gov.uk/pubns/priced/hsg264.pdf>
- Asbestos: The licensed contractors’ guide HSG247
<https://www.hse.gov.uk/pubns/books/hsg247.htm>
- Managing Asbestos in Premises - INDG 223 (rev5)

9. Appendices

Appendix A – Asbestos – It’s history, uses and applications

Asbestos is a naturally occurring fibrous silicate mineral commonly used in construction materials and other products because of its high heat resistance, strength and durability. It has been used commercially for over 130 years in over 2000 different products. Public Health Wales, in common with other NHS Trusts and Health Boards, has asbestos incorporated into premises under its control in building materials; (although in most cases Public Health Wales will not be the designated “Duty holder” for the management of asbestos containing materials) the majority of which were installed before 2000.

Asbestos fibres can be split into in two distinct groups; amphiboles and serpentine, based on their silicate crystal structure type. There are six minerals across these asbestos groups

1. Serpentine

- Chrysotile – ‘White’

2. Amphiboles

- Amosite (Grunerite) – ‘Brown’
- Crocidolite – ‘Blue’
- Fibrous Anthophyllite
- Fibrous Tremolite
- Fibrous Actinolite

However only ‘White’, ‘Brown’ and ‘Blue’ types of asbestos have had any real commercial significance as they are the most naturally abundant minerals of the group.

Products	Asbestos Type	Uses / Applications
Insulation Boards	Chrysotile	Partition walls, infill panels, boxing’s, ceiling tiles, fire breaks, door lining.

Sprayed Coatings	Crocidolite Amosite Chrysotile	Used on structural steelwork, applied to walls and ceilings
Pipe insulation / Lagging	Chrysotile Amosite Crocidolite	Lagged pipes in boiler rooms, hard set or preformed sections, insulation to hot water cylinders, calorifiers etc.
Asbestos Ropes	Chrysotile	Used to seal joints to boilers, flues, chimneys etc. gaskets, kiln lining, heaters.
Asbestos Cloths and Textiles	Chrysotile	Fire blankets, fire proof clothing, oven gloves, safety curtains.
Asbestos Paper	Chrysotile	Electrical insulation in switchgear, heat reflective layers to boilers and electrical storage heaters.
Millboards	Crocidolite	Thermal insulation to industrial ovens, steam pipes.
Asbestos Cement	Amosite Chrysotile	Corrugated roofing sheets, roofing tiles, partition walls, flat sheets, infill panels, bath panels, guttering, water tanks, flue pipes, eaves soffits, fascia boards, flower boxes.
Gaskets	Chrysotile	To pipe flanges.
Asbestos reinforced plastics	Amosite Chrysotile	Toilet cisterns, battery cases, injection-mouldings in the motor industry.
Friction products	Chrysotile	Brake linings, to road & rail vehicles, lifts and other machinery.
Asbestos thermoplastic or vinyl floor tiles	Chrysotile	Floor tiles, stair nosing's, skirting's.
Asbestos Bitumen products	Chrysotile	Roofing felt, damp-proof courses, gutter linings, coatings on metals, sink pads.
Paints and surface coatings	Chrysotile	Textured coatings to ceilings and walls 'ARTEX'.
Mastics, sealants, putties and adhesives	Chrysotile	Floor tile backing, seals to window/door frames.

Appendix B - Types of survey

Management surveys

Management surveys are intended to identify Asbestos Containing Materials (ACMs) that could affect the normal occupation of a building.

This includes ACMs that might be disturbed not only by regular maintenance activities, but also those affected by reasonably foreseeable activities such as cabling works in risers.

The 2012 HSG 264 guidance emphasises the benefit of thorough surveys, with attempts to be made to open up areas where maintenance or similar can be anticipated. Samples of suspect materials should be taken, although some level of 'presumption' and reduced sampling regimes are acceptable so long as the consequent management of identified or suspected ACMs is appropriate.

'Management surveys' fell under Type 1 and 2 survey descriptions in earlier HSE guidance (MDHS 100).

The current position of Public Health Wales ACMs is at a level comparable with this 'Management Survey' definition. However, the significant volume of survey work undertaken in the mid-1990s was generally to occupied buildings. This occupation may have caused surveyors access problems with related limitations to the survey findings.

The HSE expects virtually all non-domestic premises to have Management Survey information already; this data is essential for the Estates, Facilities and Safety Division to effectively manage ACMs and thus comply with the 'Duty to Manage' requirement stated in Regulation 4 of the Control of Asbestos Regulations 2012.

Refurbishment surveys and demolition surveys

These surveys attempt to locate and describe all ACMs in a project area and are required well before any refurbishment or demolition is due. This type of survey is also required for what may appear, initially, as relatively minor work, for example, formation of a riser or dismantling of heating plant. Prior to January 2010, these surveys were termed 'Type 3' in the HSE MDHS 100 guidance.

To enable this level of identification, the area must be fully accessible to the Surveyor and appropriate investigation techniques and equipment to be employed. Survey planning is essential, to allow the Surveyor to understand the scope of the intended works for any exclusions to the survey to be agreed with the Client and for arrangements to be made clear and isolate the survey area. HSG 264 emphasises the need for the survey area to be isolated from building occupants and that ideally, reoccupation after survey is not planned.

However, it recognises that this is not always achievable. Where the survey area is to be reoccupied, assurance that it is acceptable for reuse should be obtained from the Surveyor.

Intrusive investigation works can be significant – making good after survey works is minimal unless requested otherwise. Suspect materials are sampled during the survey and the extent of ACMs estimated. The condition of the ACM is generally not reported except where materials are damaged, if areas of asbestos debris may be expected, or if there will be a time delay between the survey and the intended refurbishment or demolition.

For a refurbishment/demolition survey to be successfully completed at least the following criteria must be met:

- Area is unoccupied, with no intention to reoccupy after survey
- Area is fully accessible – with fixings, furnishings and heavy equipment removed, or at least easily movable
- Area is fully accessible in terms of decontamination sign-offs and other relevant authorisations
- Suitable survey techniques are employed – breaking through of partitions, opening up of floor voids, use of access platforms for high level areas etc.

If the conditions above are not met, the survey will not be considered comprehensive; limitations will be noted in the Survey Report and arrangements will need to be made to undertake further survey work when the site conditions area appropriate.

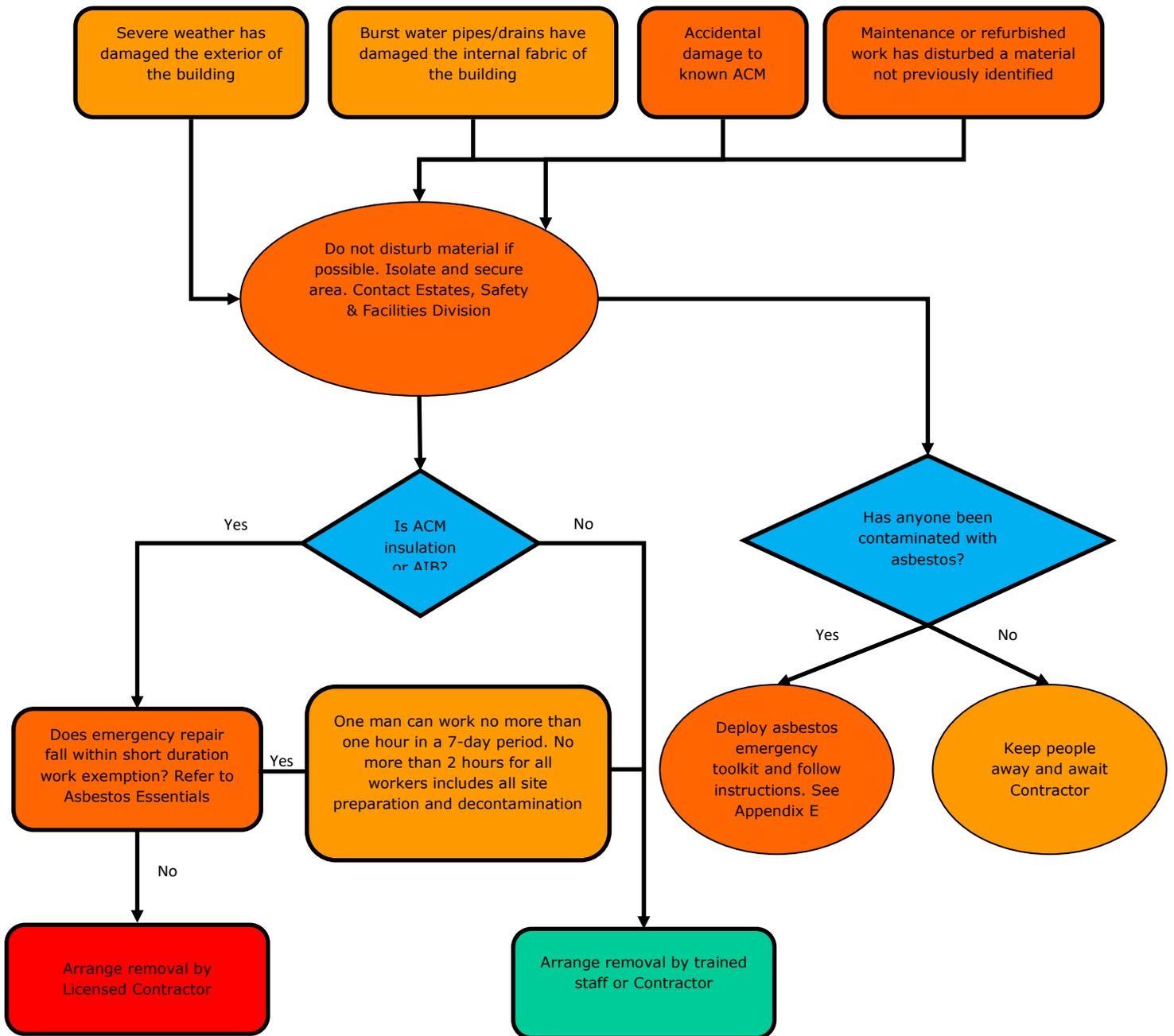
The HSE recognise that unidentified ACMs may remain in the survey area, thus appropriate controls need to be in place for the actual refurbishment period and most certainly for any demolition works.

Appendix C - Risk management index

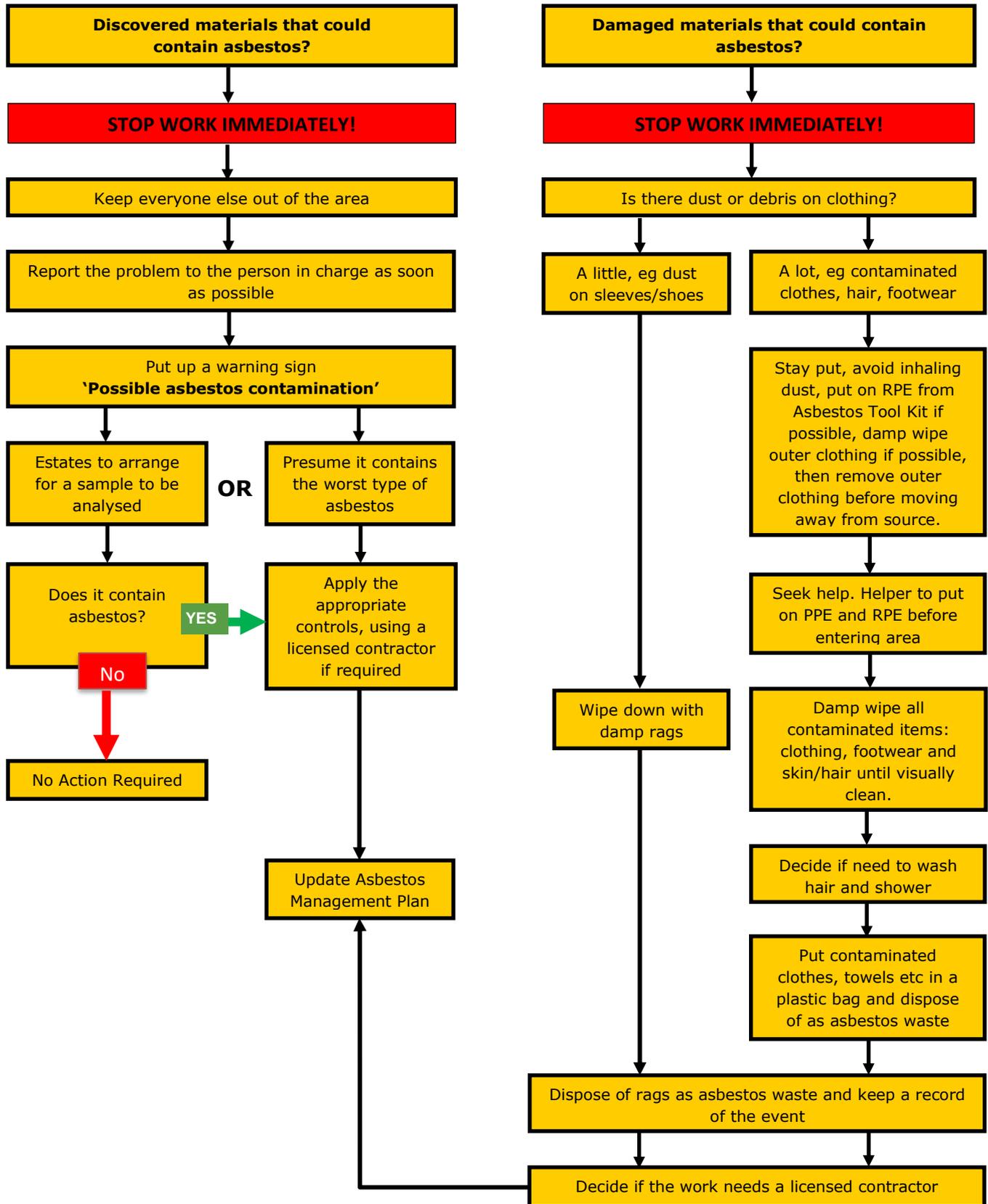
Risk	Score	Monitor	Removal
		(Months)	(Months)
Low	1-11	12	Monitor condition periodically not exceeding 6 months and label the ACM
Moderate	12-16	6	Repair/encapsulate, enclose within a period of 6 months to reduce to low risk score. Label ACM.
High	17-20	3	Consider repair, encapsulate, or enclose as soon as possible. Consider removal if action to reduce risk cannot be taken. Label as interim measure and consider necessity for access restriction to area. Obtain advice from asbestos consultant.
Extreme	21-24	1	Restrict access to the area immediately and seek advice from asbestos consultant.

1 – 11	Low risk	17-20	High risk
12-16	Moderate risk	21-24	Extreme risk

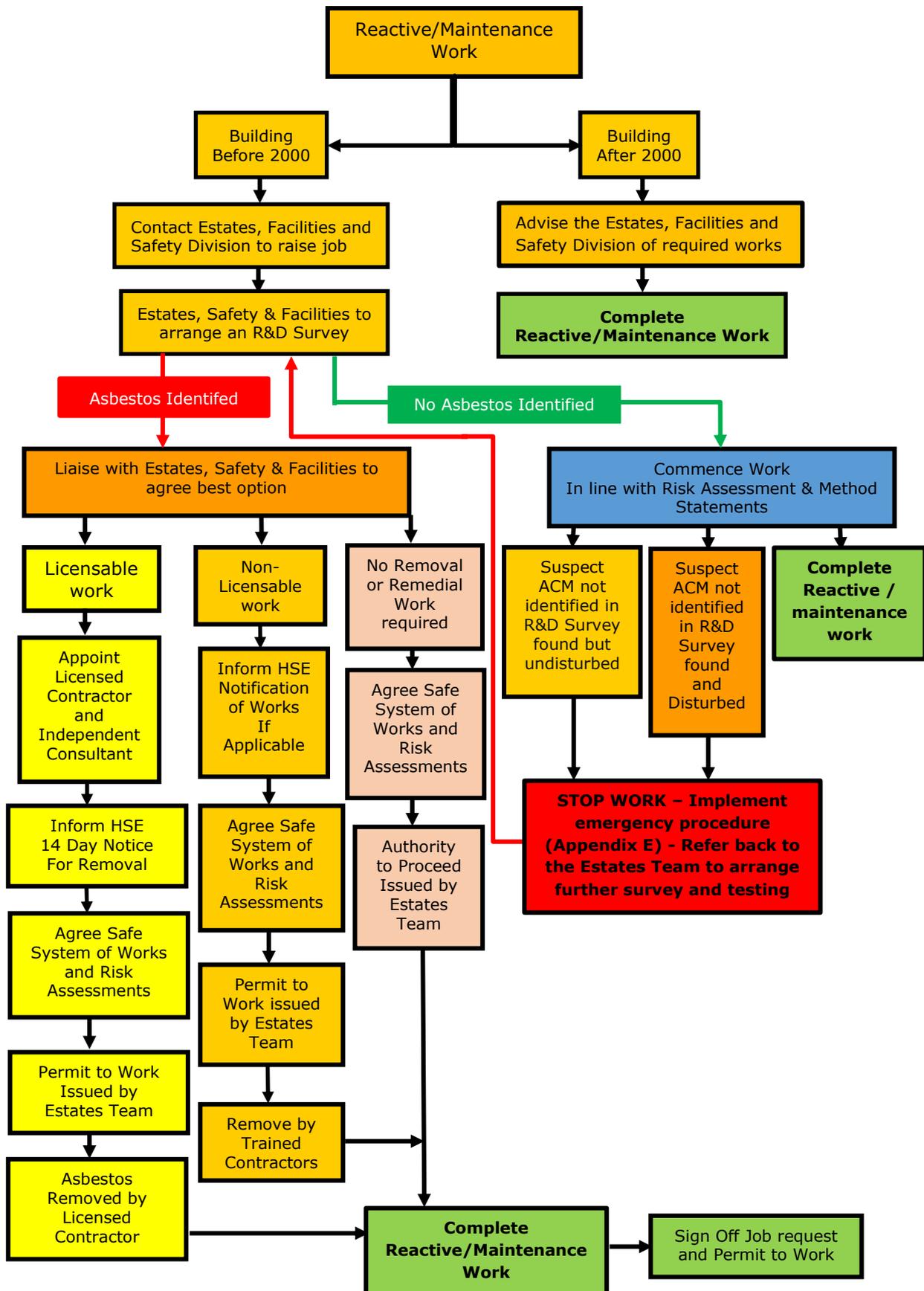
Appendix D - Accidentally disturbed/possible disturbed ACMs



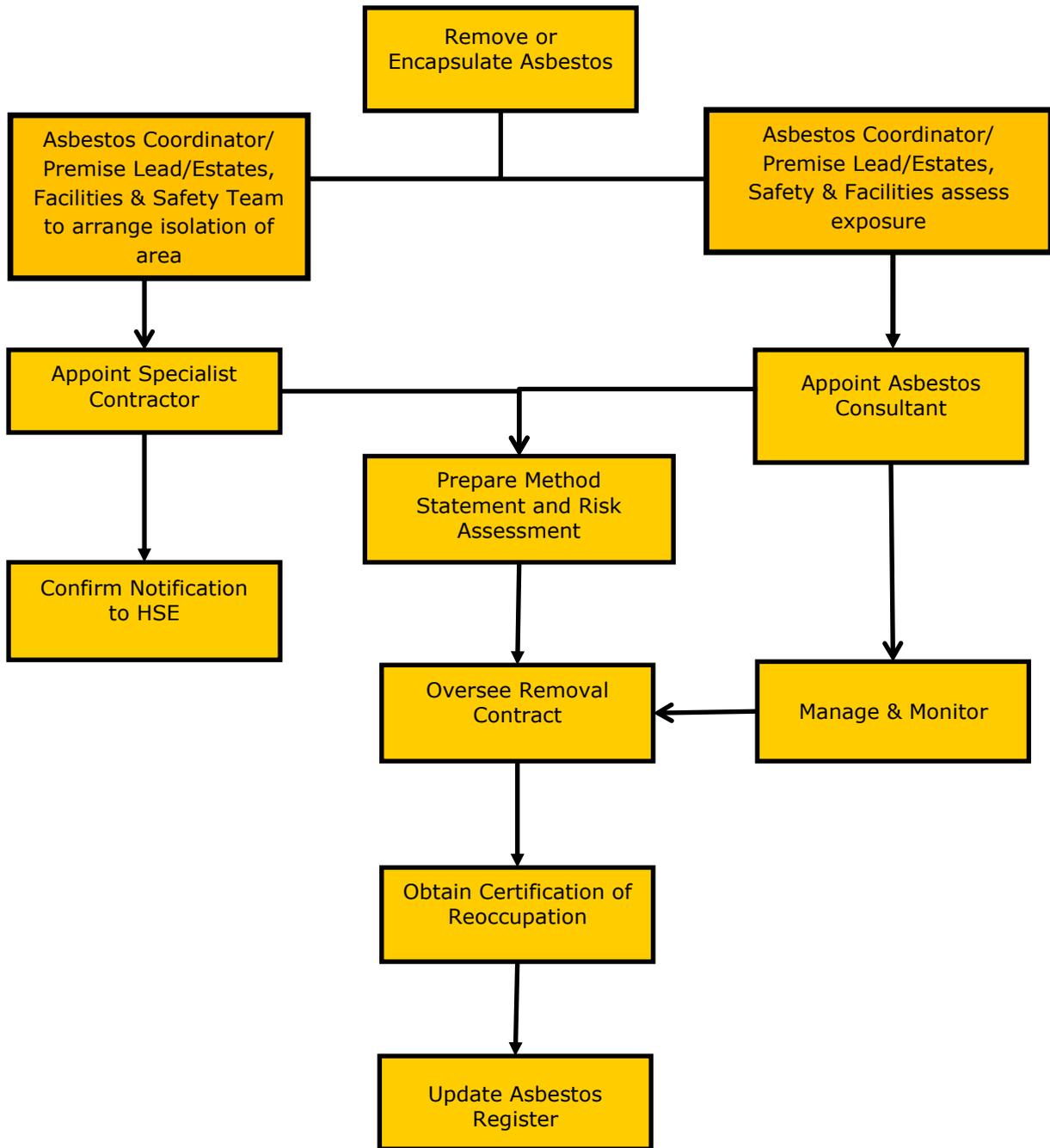
Appendix E – Emergency Procedure - What to do if you discover or accidentally disturb asbestos during your work



Appendix F - Flowchart for Reactive/Maintenance work



Appendix G - Working with Asbestos



Appendix H - Approved labels

Labels can be purchased from Health & Safety Signage online retailers or obtained through the Estates, Facilities & Safety Team.

Asbestos-containing materials in public areas (Example only):



Asbestos-containing materials in staff plant or service areas:

