

DOCUMENT CONTROL PAGE

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Glossary of Acronyms and Definitions

Term	Meaning
Trust	Current Manchester University NHS Foundation Trust sites.
WTWA	Wythenshawe, Trafford, Withington and Altrincham Hospitals
ORC	Oxford Road Campus
North (NMGH)	North Manchester General Hospital
Off Campus Properties	All properties not on campus or main hospital sites including any temporary facilities.
Client	Organisations or individuals for whom a construction project is carried out.
SOM	Senior Operational Manager
AE/IA	Authorising Engineer / Independent Advisor
AP/RP	Authorised Person / Responsible Person
ACM	Asbestos-Containing Materials.
CAR2012	The Control of Asbestos Regulations 2012.
HSWA1974	Health and Safety at Work etc. Act 1974
MHSWR	Management of Health and Safety at Work Regulations 1999
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
RAMS	Risk Assessments & Method Statements
Capital Project	Schemes or project (including backlog maintenance) managed by the Property & Estates Development Team or partner organisation.
Maintenance / repair	Managed by Trusts Estates in house maintenance Teams and service providers.
Contractor	Any non-Trust employee (including self-employed persons) who has been employed by the Trust to provide a service to the Trust. Contractors include those carrying out maintenance; repair; installations; construction; or demolition to the building fabric or services
Project Manager	This is a generic term used within this document to describe an individual who is responsible for the management of a project. This person may not necessarily be part of the Property and Estates (P&ED) Team and could be from another department within the Trust. This includes (but not exhaustive): Operational Estates Manager; IM&T Manager; PFI Partner Managers; Fire Safety Manager)

Design Team	The individuals and companies who have been tasked with designing a project.
End User	This may be an individual, group or department that will be the recipient of the scheme/project upon its completion.
Asbestos Consultant	Includes asbestos analyst; asbestos surveyor; asbestos bulk analyst; asbestos management consultant who provides advice; analytical or surveying service to the trust in relation to asbestos.
Licensed Contractor	A specialist contractor who has been granted a license by the Health and Safety Executive to work with asbestos that would exceed the control limit. Sometimes referred to as a LARC, Licensed Asbestos Removal Contractor.
Licensable Work	Work with asbestos where the risk assessment shows the control limit could be exceeded or the work involves work on sprayed asbestos coatings.
4 stage clearance	The process that is carried out by an independent asbestos analyst at the end of licensed asbestos removal works to certify that the area is safe to reoccupy.
Control Limit	This is set within the Control of Asbestos Regulations 2012 as 0.1f/ml, (fibres per millilitre of air)
EqIA	Equality Impact Assessment.

KEY TO COLOURS IN POLICY (TEMPORARY)

GREY – proposed for future

1 Introduction

- 1.1 Manchester University NHS Foundation Trust takes seriously the health, safety and welfare of its entire staff, partner staff, contractors and other service users. It recognises the risks to staff, patients, visitors and others who may be affected by its activities and the potential of exposing individuals to Asbestos Containing Materials (ACMs) and is committed to the safe management of asbestos containing materials (ACMs) and to protect those who work on Trust premises (including grounds) other services users and visitors to the hospital.
- 1.2 In order to maintain and develop Trust wide management of Asbestos standards and practices, Manchester University NHS Foundation Trust requires a documented robust and comprehensive Policy, Asbestos management Plan and supporting procedures. This is to ensure that the management of asbestos is undertaken in a controlled and consistent manner to protect the health and safety of staff and others who could be adversely affected.
- 1.3 In October 2017, Central Manchester University Hospital NHS Foundation Trust (CMFT) and the University Hospital of South Manchester NHS Foundation Trust (UHSM) were merged to create the current Manchester University NHS Foundation Trust (MFT). At the time of the merger the two previous health authorities had different procedures for managing their asbestos and following the merger each of the main hospital sites of Trafford, Oxford Road and Wythenshawe retained their own management plan.
- 1.4 North Manchester General Hospital (NMGH) became part of MFT in April 2021. Previous to this date NMGH formed part of Northern Care Alliance and followed their Asbestos Management Policy, Plan and Procedures.
- 1.5 This document now acts to combine and replace those individual management plans and sets out MFTs strategy for compliance with Asbestos Management.

2 Purpose

- 2.1 The purpose of this document is to set out the Trust's Asbestos Management Strategy and Plan, including procedures for managing asbestos in / on premises owned by the Trust, utilised by the Trust, or leased to other organisations by the Trust.
- 2.2 This document sets out current asbestos management arrangements and also areas still under review, and as such some aspects are classed as 'To Be Determined or Interim Arrangements'. It will follow current legislation and guidance, and will include managerial responsibilities for the management of asbestos on all Trust sites to satisfy The Control of Asbestos Regulations 2012 (CAR 2012) and responsibilities under the Health & Safety at Work etc. Act 1974 (HSWA1974) and Management of Health & Safety at Work Regulations 1999 (MHSWR 1999).

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3 Scope

3.1 This document defines the means by which asbestos within buildings (including grounds) and facilities owned or managed by Manchester University NHS Foundation Trust (hereafter referred to as the Trust or MFT) is identified and managed; to prevent harm arising to patients, staff and other persons working at or using its premises. It requires that all safe systems of work and notification procedures are in place and are adhered to at all times.

3.2 This document applies to all Trust premises that are used and / or operated by Trust staff and other persons working at or using its premises, and relates to construction, refurbish and maintenance work undertaken by contractors, whether employed by the Private Finance Initiative contract or directly by the Trust.

3.3 The premises have been grouped into Sites:

3.3.1 Oxford Road Campus (ORC)

- Royal Manchester Children's Hospital;
- University Dental Hospital of Manchester;
- Manchester Royal Eye Hospital;
- Manchester Royal Infirmary;
- Saint Mary's Hospital;
- All other associated properties

3.3.2 WTWA Group

- Wythenshawe Hospital
- Trafford General Hospital
- Withington Community Hospital
- Altrincham General Hospital.
- All other associated properties

3.3.3 North Manchester General Hospital

- NMGH main site
- 97, 99, 101 Delauneys Road
- 15 Chapel Hill Drive

3.3.4 Off Campus Properties

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3.4 Multiple Occupancy

Some of the Trust's premises/buildings may also be occupied by Non-MFT services and staff of other organisations, e.g., Greater Manchester Mental Health NHS Foundation Trust and the University of Manchester. In addition, there are other organisations that occupy the site under leases and other arrangements, retail outlets and Charities and other local Government agencies who will be notified of the existence of this document and afforded copies upon request.

3.5 Premises Utilised by the Trust as Tenant in non-MFT premises

Asbestos records will be requested, assessed and kept for all off campus premises where they occupy under a lease or similar.

4 Asbestos Use and Health Effects

- 4.1 Asbestos is a naturally occurring mineral that has been widely used in building materials/products throughout the UK, up to 1999, when the use of asbestos in the UK was banned (except for a few specialist exemptions).
- 4.2 There are predominately six types of asbestos fibres that have been used in the production of building materials and other products within the UK, which are:
 - Chrysotile (commonly known as white asbestos); Serpentine Group.
 - Grunerite (commonly known as brown asbestos / Amosite); Amphibole Group.
 - Crocidolite (commonly known as blue asbestos); Amphibole Group.
 - Asbestos Tremolite: Amphibole Group.
 - Asbestos Actinolite: Amphibole Group.
 - Asbestos Anthophyllite: Amphibole Group.
- 4.3 Asbestos fibres have a wide range of uses due to its properties including: thermal insulator; chemical resistance; fire resistance, and low conductivity, in building materials and other products, and as such asbestos was added to thousands of products.
- 4.4 In addition to the above, asbestos can be found in the form of debris and residue following poor removal of asbestos containing materials, in particularly (but not limited to); plant rooms; service ducts; under crofts; loft spaces; ceiling voids.
- 4.5 The presence of asbestos containing materials (ACMs) does not in itself constitute a risk to health, however the risk is significantly increased when ACMs are disturbed, damaged or as debris/residue. When asbestos fibres are inhaled, they can lead to an asbestos related disease.

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- 4.6 Asbestos-related diseases are now well documented, but particularly those affecting the lungs caused by inhalation of airborne asbestos fibres. Diseases such as mesothelioma (an asbestos related cancer), lung cancer and asbestosis (a chronic inflammatory and scarring disease affecting the tissue of the lungs) can result decades after its exposure to the ACM fibres. These diseases often take a long time to develop, with latency periods of between 15-60 years, depending on the disease, which is why it is important for people who work with or may come into contact with asbestos during their working activities to protect themselves, such as trade persons.

5 Statement of Intent

- 5.1 The Board of Directors acknowledges its responsibilities for the safety of patients, staff, contractors, visitors, and others that are on Trust premises/Trust occupied premises in relation to asbestos. It is therefore the policy of The Trust to provide the following as necessary, in order to ensure safety at all times for those persons frequenting and working within Trust premises/Trust occupied premises:

- **Asbestos Register** (currently a variety which include; an ELocate download at the Wythenshawe site, and various historic reports A new MFT owned and operated register is in development which will ultimately supersede the current individual systems, this is now in use at NMGH. The new register will hold information for all MFT sites.
- **Asbestos Management Plan** (Procedures & Instructions to meet legal requirements)
- **Asbestos Awareness Information** - General awareness information through the induction and mandatory training process for all staff who have a management responsibility or whose work routines/practices determine a necessity for knowledge of this policy.
- **Mandatory asbestos related training**, provided by a competent person to a minimum standard, for all partners, service providers and contractors who's work on site might disturb the fabric of a building.
- **Appropriate and effective specialist training**, provided by a competent person, to ensure that Estates & Facilities and others who manage contractors/staff (e.g., IT) that either disturb or fix to the fabric or enter voids, plant rooms and restricted areas are conversant with accepted principles of asbestos management applicable to their role and responsibilities within the Trust.

- 5.2 The duty for ensuring that this Asbestos Policy and Management Plan is kept up to date rests with the Asbestos Lead on behalf of the Director of Estates and Facilities who will consult with managers as necessary.

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6 Roles & Responsibilities

- 6.1 Within the Trust there are a number of key personnel who share responsibility for management of asbestos, and the Trust has used HTM 00 roles and responsibility's structure to apply to this Policy and Plan.
- 6.2 Figure 1 below provides a representation of this responsibility structure, which are defined in detail within HTM Health Technical Memorandum 00: Policies and principles of healthcare engineering.

- Designated Person
- Trust Senior Operational Manager
- Authorising Engineer / Independent Advisor **(for the purpose of this document Independent Advisor)**
- Authorised Person **(for the purpose of this document Appointed Person)**
- Competent Person (for the purpose of this document this would include those persons who manage or control works on Trust

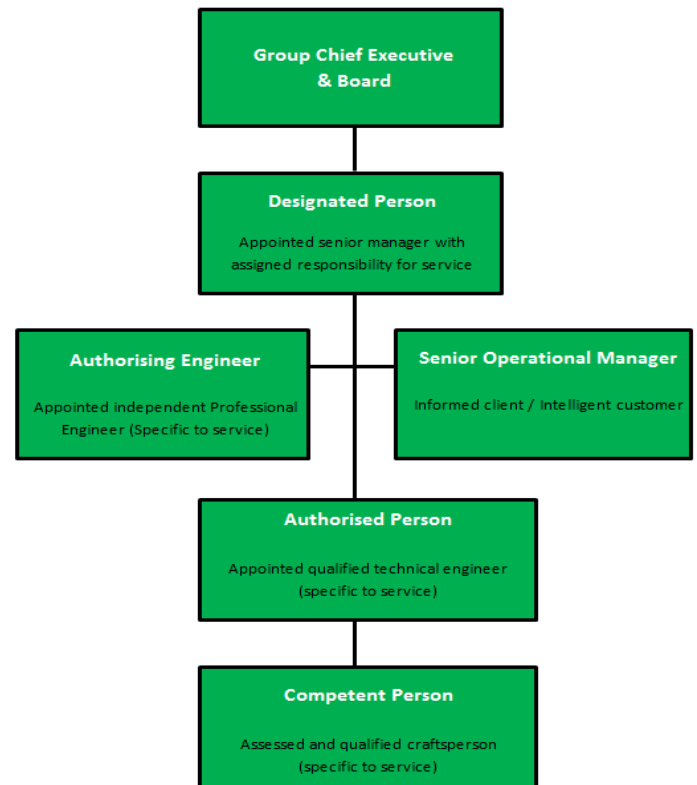


Fig. 1

- 6.3 In addition to Figure 1, the diagram(s) in the Appendix provides an overview of the more specific managerial structure and relationships between the key roles within the Estates and Facilities department, and the section below provides a brief overview of these key roles and wider responsibilities in relation to Asbestos Management.

6.4 Executive Board of Directors

6.4.1 The Executive Board of Directors has the overall accountability for the activities of the organisation which includes the appropriate management of asbestos within all of the Trust's premises.

6.4.2 The Executive Board need to be assured that the above is being achieved and this is achieved through the reports generated by the governing committees and reporting lines as outlined within Estates & Facilities Divisional Governance Framework Policy, Estates & Facilities Divisional Risk Management Plan, and MFT Risk Management Policy and Strategy.

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6.5 Chief Executive (Duty Holder)

6.5.1 Within every organisation there is one role that assumes the role of the 'Duty Holder' with regards to the management of asbestos. Within the Trust this falls to the Chief Executive.

6.5.2 The Chief Executive has overall responsible for ensuring that the Trust remains compliant with the Control of Asbestos Regulations 2012 and that sufficient resources, for example budget and personnel, are made available in order to achieve this.

6.5.3 The Chief Executive will provide the assurance to the Executive Board regarding compliance, highlight any areas of risk, and provide assurances that actions have been taken to mitigate any risks, and also advising on any additional resources required.

6.5.4 This responsibility may be assigned or delegated by agreement to other senior executives within the organisation, however ultimate accountability remains with the Duty Holder. The Duty Holder shall appoint in writing, a person to take executive responsibility for the management of asbestos. This person shall be known as the Designated Person.

6.6 Chief Delivery Officer

6.6.1 The Chief Delivery Officer is the executive member of the board with specific responsibility for the management of Asbestos within the Trust premises.

6.6.2 Responsibility for day-to-day management will be delegated to the Director of Capital, Estates & Facilities and the Capital, Estates and Facilities management team.

6.7 Director of Estates and Facilities (Trust Designated Person - Asbestos)

6.7.1 The Director of Estates and Facilities is the Designated Person at the Trust, responsible for ensuring asbestos risks are identified and managed to ensure no one is put at risk or exposed to airborne asbestos fibres. This responsibility allows for the appointment of competent individuals to take on the management of asbestos (Appointed Person(s)) through a process of delegation, whom will control and manage asbestos in accordance with the Control of Asbestos Regulations 2012, Managing and Working with Asbestos Approved Code of Practice and related legislation.

6.7.2 The Director of Estates and Facilities may appoint Deputy Designated Persons to assist in these duties, however remains accountable to the Chief Executive and Board of Directors for the safe operation of effective Asbestos management across the Hospital site.

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6.8 PFI (PFI Service Provider Designated Person(s)-Asbestos)

6.8.1 The Business Director ORC and the Business Director Wythenshawe are the Designated Persons for the PFI Partner Organisations Service Provider (Sodexo). They are responsible for the PFI owned buildings, and responsible for ensuring that PFI Service Provider employees; Contractors; Sub-Contractors and others brought onto MFT site whose work may result in the disturbance of ACMs work to MFTs Asbestos Policy and Management Plan and Safe Working Procedures.

6.9 Commercial Director (Estates and Facilities) (Deputy Designated Person E&F – Asbestos)

6.9.1 The Commercial Director (Estates and Facilities) is the Deputy Designated Person within Estates & Facilities for Asbestos, and responsible on behalf of the Trust Designated Person for the appointment of an Appointed Person Asbestos at a senior Level (Asbestos Lead), to ensure a consistent approach to asbestos management across all Trust sites, and asbestos is managed in accordance with the Control of Asbestos Regulations 2012, Managing and Working with Asbestos Approved Code of Practice and related legislation.

6.10 Trust Directors of Estates & Facilities (Deputy Designated Persons)

6.10.1 The Directors of Estates and Facilities will act as Deputy Designated Persons for Asbestos for the relevant hospital sites and services for which they have responsibility. In this role they will have the responsibility for ensuring that arrangements for asbestos management across the site and services, remain compliant, and where required risks are managed appropriately.

6.10.2 They shall, along with the Director of Estates and Facilities, and Asbestos Lead, ensure that an agreed programme of investment in asbestos identification, precautions and management is properly accounted for in the Trust's Capital plan.

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6.10.3 The Directors of Estates & Facilities will, on behalf of the Board of Directors, Chief Executive and the Director of Estates and Facilities, work in conjunction with the Asbestos Lead, Asbestos Manager, Site Asbestos Managers, and other key stakeholders to:

- Ensure appropriate asbestos management governance arrangements and reporting structures are established for their relevant site/service.
- Attend Asbestos Meetings, and Site Groups as required.
- Ensure any asbestos consultancy/analytical works comply with the appropriate health & safety legislation, regulations and policies and principles.
- Report to the Director of Estates & Facilities on the condition of general asbestos management within their relevant site.
- Monitor staff participation in regular asbestos awareness training and where required other appropriate asbestos management training.
- This role or part of this role may be delegated to the Senior Operational Manager, however responsibility for the above will resign with the Directors.

6.11 Trust Director of Estates and Facilities – Development (Deputy Designated Person)

6.11.1 The Director of Estates and Facilities - Development will act as Deputy Designated Person for Asbestos within the services for which they have responsibility. In this role they will have the responsibility for ensuring that the arrangements for asbestos management with regards to the development of the estate, remain compliant, and where required risks are managed appropriately.

6.11.2 They shall, along with the Director of Estates and Facilities, and Asbestos Lead, ensure that the agreed programme of asbestos remediation is properly accounted for in the Trust's Capital plan.

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6.11.3 The Director of Estates and Facilities - Development will, on behalf of the Board of Directors, Chief Executive and the Director of Estates and Facilities, work in conjunction with the Asbestos Lead, Asbestos Manager, Site Asbestos Managers, and other key stakeholders to:

- Ensure appropriate asbestos management governance arrangements and reporting structures are established for the development of the estate.
- Attend Asbestos Meetings, and Site Groups as required.
- Ensure any asbestos related works (e.g., removal/consultancy/analytical) comply with the appropriate health & safety legislation, regulations, policies and principles.
- Report to the Director of Estates & Facilities on the condition of general asbestos management within their area of service delivery.
- Monitor staff participation in regular asbestos awareness training and where required other appropriate asbestos management training.

6.11.4 This role or part of this role may be delegated to the Head of Property and Estates Development, however responsibility for the above will resign with the Director of Estates and Facilities - Development.

6.12 Senior Operational Manager(s) (HTM00)

6.12.1 The Hospital Sites Heads of Estates currently take on the role of Senior Operational Managers (SOMs). The SOMs may have operational and professional responsibility for a wide range of specialist services. Hence, the SOMs will be provided with access to robust, service-specific professional support which can promote and maintain the role of the “informed client” within the healthcare organisation. To ensure a separation of duties exists for the management of asbestos.

6.12.2 The Senior Operational Managers will appoint a Deputy Senior Operational Manager to assist them in this role.

6.13 Trust Heads of Estates / Heads of Facilities / Head of Estates Development

6.13.1 The Hospital Site Heads of Estates, Heads of Facilities, and Head of Estates Development has overall responsibility on behalf of the relevant Directors (Deputy Designated Persons) for ensuring that all managers, supervisors and staff working within the operational Estates and Facilities and Property & Development teams are fully aware of all relevant aspects of this management plan and fully adhere to all aspects.

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6.13.2 The role, in conjunction with the Asbestos Lead, Asbestos Manager and Site Asbestos Manager(s), will ensure:

- Systems are in place locally to implement the requirements of this policy.
- A system is in place to make PFI partner staff and contractors aware of this policy and any relevant procedures.
- The effectiveness of the policy is reviewed regularly.
- The policy and related procedures are updated following review or earlier if required.
- Resources allocated for control and management of contractors are monitored and effectively used.
- A system is in place for effectively communicating with the Trust's Health & Safety department.
- A system is in place for effectively communicating with Project Managers, Operational Estates Managers and other Estates & Facilities staff.
- Estates & Facilities staff undergo the correct level of asbestos training for their role

6.13.3 In addition to the above the Head of Estates Development must also ensure that for all capital projects undertaken on the Trust sites that may involve areas where asbestos is present every relevant aspect of this management plan is followed.

6.13.4 The Head of P&ED must ensure that all members of the project team reporting directly to him ensure all projects under their specific control are undertaken fully in accordance with the requirements of this management plan.

6.14 Compliance Team / Property Team

6.14.1 To obtain assurance from landlords that asbestos is being managed in a compliant fashion, and to ensure any gaps in assurance are escalated via agreed processes and to the Asbestos Lead.

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6.15 Asbestos Lead (Trust Appointed Person – Asbestos)

6.15.1 This is primarily an advisory role but which has responsibility for ensuring the management of Asbestos Containing Materials (ACMs) within the whole of the Trust, including the off-site properties, are provided in a compliant fashion. Key duties include (not exhaustive):

- Leading the review, maintenance and monitoring of the Trust Asbestos Management Plan and Policy, procedures and restrictions; assess the impact of these, making recommendations for change where appropriate.
- Providing a rolling 5-year strategy for Asbestos management and removal including the provision and maintenance of an Electronic Asbestos Register that is accessible to Trust, commercial partner staff, and external contractors. This will include all current and future Hospital acquisitions and disposals.
- Ensuring specifications exist for the survey, reporting, monitoring and removal of Asbestos within the Trust, specific scope of works is developed, and oversee associated works.
- Producing policies/procedures relating to asbestos management to ensure suitable and consistent controls are in place across all Trust sites to prevent disturbance of ACMs and/or unauthorised access in restricted areas and ensure that they are kept up to date.
- Providing expert professional advice on Asbestos to all levels of Trust and partner staff as appropriate, including advising on business cases for the protection and management of Asbestos and ACMs within the Trust estate.
- Providing specialised technical expertise, advice and training on Asbestos to groups of staff in the Trust to ensure capital and operational works are carried out safely, including the development and monitoring of a Trust Asbestos Training Register
- Arranging audits/surveys and managing these services to ensure procedures exist and operate successfully for the identification, maintenance, protection and removal of Asbestos.
- Overseeing procurement and review of asbestos abatement contracts and external analytical and surveying consultants.
- Carrying out quality checks of all reports received from Asbestos Consultants for surveying and analytical works.
- Developing performance management systems incorporating Key Performance Indicators (KPI's) and manage a KPI around the risk scores attributed to the ACM's and demonstrate year on year improvements.
- Liaising with other organisations where the management of Asbestos is undertaken for or with these (landlords for example), to ensure Asbestos processes are fully compliant.

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- Developing, administrating and maintaining the Trust's asbestos register to ensure it remains current and updated regularly, in conjunction with key stakeholders.
- Acting as a focal point of contact and liaison with the Health and Safety Executive and other authorities with asbestos management responsibilities.
- Acting as the lead contact and professional expert between other Trusts and service providers in relation to asbestos management.
- Liaison with the Trust Health, Safety and Wellbeing Committee on asbestos management issues and updates, where required.

6.15.2 The Asbestos Lead will be assisted in the above duties operationally at Site Level by the Site Asbestos Managers.

6.16 Asbestos Manager

6.16.1 The Asbestos Manager will assist the Asbestos Lead in the consistent management of ACMs across all Hospital Sites, in relation to the Trust-wide asbestos removal programme; procurement of asbestos contractors; safe working procedures; validity of asbestos surveys/re-inspections/asbestos remedial works; training; and maintaining and monitoring the Trust Asbestos Register.

6.16.2 In addition the Asbestos Manager will in particular provide expert and professional guidance and support to Off-site Properties Compliance Team to ensure a robust framework for asbestos management is in place, and will work closely with the Site Asbestos Managers to ensure appropriate controls are in place across all sites to comply with the Control of Asbestos Regulations 2012, and all other associated legislation and guidance; including Asbestos Policy and Management Plan, and supporting Safe Working Procedures.

6.16.3 The key duties will include (but not exhaustive):

- Monitor compliance with the Asbestos Policy and Management Plan (AMP) and safe working procedures across sites(s), in conjunction with Site Asbestos Managers, feeding into the annual review of this by the Asbestos Lead, making recommendations for change where appropriate.
- Support the Asbestos Lead in monitoring the delivery of the Asbestos Surveying Programme taking into account building age and infrastructure, life cycling works and development schemes, working closely with Site Asbestos Managers.
- Support the Asbestos Lead in monitoring the delivery of the Asbestos Removal programme taking into account priority of risk, infrastructure, lifecycle works and development schemes, working closely with Site Asbestos Managers.
- Assist the Asbestos Lead in the development of asbestos surveying, analytical and removal specifications to ensure a consistent approach is taken across the Trust in delivery of these services.

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- Assist the Asbestos Lead in the procurement of asbestos surveying, analytical and removal contractors to ensure a consistent approach is taken across the Trust in delivery of these services.
- Assist the Asbestos Lead in carrying out audits of asbestos analytical, surveying and asbestos works and companies across all sites to review performance against Key Performance Indicators and compliance with Asbestos Policy and Management Plan, Trust specifications, specific scopes of works and legislative requirements.
- Assist the Asbestos Lead in carrying out audits across all sites to ensure all assurance records are properly archived on commissioning/handover of the project.
- Carry out regular quality checks of asbestos register information for Trust properties.
- Assist the Asbestos Lead in the development and upkeep of the Asbestos Training Register for Estates and Facilities Staff; PFI Partners; external contractors, working closely with Site Asbestos Managers.
- Provide specialised training on Asbestos to groups of staff within Property and Estates Development and Off-Campus MFT Teams.
- Liaise with Site Asbestos Managers to ensure a consistent approach and standards are achieved across the Trust.
- Provide cover to support Site Asbestos Managers across the Trust estate in times of absence, such as in the event of an urgent or emergency situation, which may include attending asbestos related emergencies/occurrences across site (this may be 'out of hours').
- Provide expert professional advice and support on asbestos to Property and Estates Development, with regards to compliance with legislation, Trust Asbestos Policy and Management Plan, Safe Working Procedures, and all other associated documents.
- Work with Property and Estates Development SOMs/Deputy Designated Persons (or equivalent) to develop required asbestos risk register assessments and ensure a robust framework for asbestos management is in place.
- Provide expert professional advice and support on asbestos to Off-Campus/Community Properties Teams, with regards to compliance with legislation, Trust Asbestos Policy and Management Plan and all other associated documents.
- Work with Off-Campus/Community Properties SOMs/Deputy Designated Persons (or equivalent) to develop required asbestos risk register assessments and ensure a robust framework for asbestos management is in place.

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- Liaise with key stakeholders and partners of Off-Campus Properties (including but not limited to: Manchester University; Manchester City Council; NHSPS; CHP; Private Landlords) on compliance with asbestos management where there may be joint management responsibilities; and/or MFT staff or services.

6.17 Site Asbestos Manager(s) – (Site Appointed Person – Asbestos)

6.17.1 The Asbestos Manager(s) will assist the Asbestos Lead to ensure a consistent approach to asbestos management is in place across all Trust sites and services, and work at site level to assist Site Director(s) (Deputy Designated Persons) in asbestos management. The Asbestos Manager(s) will primarily be an advisory role providing advice and support but will also have responsibility for ensuring that the management of Asbestos Containing Materials (ACMs) on the relevant site(s) is suitable and compliant. The key duties will include (but not exhaustive):

- Checking the validity of previous asbestos information on the relevant site(s), including undertaking asbestos inspections, assessing the risk, and reporting on non-compliances to the relevant site Deputy Designated Person (Asbestos) and Asbestos Lead.
- Working with relevant site (s) SOMs/Deputy Designated Persons to develop required asbestos risk register assessments.
- Providing asbestos advice and support to Operational Estates and Facilities Teams.
- Providing asbestos support in relation to planned projects (e.g. Capital Projects; IM&T projects) on the hospital site(s) including (but not limited to): reviewing survey scope of works forms; quality checking asbestos survey reports; reviewing asbestos contractor RAMS; supervision of asbestos works; quality checking asbestos analytical and removal works documents.
- Attend necessary site meetings (such as pre-start meetings; site meetings) to ensure agreed safe systems of work.
- Carrying out a quality check of asbestos register information following upload by the asbestos consultant.
- Providing site asbestos related training, where applicable, and monitor compliance with training for Trust staff and contractors working on relevant site(s) and update the Trust Asbestos Training Register as required.
- Overseeing and monitoring of asbestos removal projects and handover of projects in relation to asbestos removal on relevant site(s), to ensure they are working to Asbestos Policy and Management Plan, Trust specifications, and specific scopes of works.
- Overseeing and monitoring of asbestos analytical and surveying companies on relevant site(s) to ensure they are working to Asbestos Policy and Management Plan, Trust specifications, and specific scopes of works.

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- Ongoing review of Trust Asbestos Safe Working Procedures on the relevant site(s) to ensure these are operating successfully and suitable controls are in place to prevent disturbance or ACMs and/or unauthorised access in restricted areas.
- Working with the Asbestos Lead to identify a programme of asbestos removal works across relevant site(s).
- Assisting the Asbestos Lead in the procurement, tendering and vetting of asbestos contractors analytical planned asbestos removal works.
- Monitoring Compliance with the Asbestos Policy/AMP and safe working procedures for the relevant site(s) and feeding into the review of this centrally, making recommendations for change where appropriate.
- Reviewing in conjunction with the relevant SOM and Deputy Designated Person, external independent audits in relation to asbestos management for the relevant site(s) and monitoring/actioning associated action plans.

6.18 Independent Advisor

6.18.1 The Independent Advisor will be an external competent professional adviser to the Trust, details of qualifications, experience and competency of the professional advisor are to be listed in the letter of appointment.

6.18.2 The Independent Advisor will be appointed by the relevant Site Asbestos Manager, to attend quarterly Site Asbestos Meetings, and where appropriate provide additional advice on asbestos related matters.

6.18.3 The Independent Advisor will also be appointed by the Asbestos Lead in accordance with the E&F Authorising Engineer/Independent Advisor costing sheet, brief, and action plan. The costing sheet and brief must ensure Independent Advisor provide services to monitor compliance with CAR 2012 and other guidance as appropriate. This will include, but not limited to, undertaking an annual audit of asbestos management and procedures at the relevant site, in relation to the Asbestos Policy and Management Plan.

6.18.4 The Independent Advisor will:

- Act as assessor and make recommendations to improve asbestos management, monitor the performance of the service, and provide an annual audit to the Designated Person(s). To effectively carry out this role, particularly with regard to audit, the Independent Advisor for Asbestos should remain independent of the operational structure of the Trust.
- Raise any health and safety concerns identified in an audit to the Asbestos Lead and Designated Person, and where requested liaise with the relevant Trust Health & Safety Lead.

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6.19 Project / Operational Managers

NOTE: This includes, but not limited to: P&ED Managers; Operational Managers; IM&T Managers; Fire Safety Manager; PFI Partners & Service Provider Managers.

6.19.1 All Estates & Facilities Managers must ensure that where work involves, or may involve, work on the fabric of the building they must ensure all aspects of this management plan are followed. This may be in conjunction with the Site Asbestos Managers. Specific responsibilities are to ensure:

- No work which involves working on any aspect of the building fabric is undertaken without consulting the asbestos register or ensuring a suitable asbestos assessment has been carried out in situations where the register information is not sufficient. Please refer to the checking for asbestos information procedure and flow chart.
- All staff or contractors working on areas containing asbestos materials are trained to the correct level of competency for the task and work being undertaken (including other health & safety related risks which may be present in the area of work).
- All contractors performing tasks must provide risk assessments and method statements for all work to be undertaken.
- All risk assessments and method statements must be reviewed and permits to work issued (where applicable) if the documents are accurate and to the correct level of detail.
- Effective communication and coordination between Estates & Facilities / Capital Project Team; PFI partners and other relevant departments and stakeholders.
- Effective communication of emergency and out of hours procedures between Estates & Facilities; PFI partners and other relevant departments and stakeholders, and that these procedures are documented and shared with appropriate parties.
- The contractor is aware of the procedure to report incidents and accidents to the Project Manager, who will report on the Trusts incident reporting system and inform the Trust Health & Safety Department.
- Undertake site inspections of the contractor activities to ensure agreed safe systems of work are being followed.
- Attend necessary site meetings (such as pre-start meetings; site meetings) to ensure agreed safe systems of work.
- Attend health and safety training deemed relevant to carry out the role of Project Manager.
- On completion of work, review the overall project including health & safety performance.

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- The requirements of this document are observed in all capital project work and other works managed by the Estates Department to ensure contractors fulfil their asbestos management requirements and minimise disruption to services.
- copy of this document, other relevant Trust policies, is provided to the contracted company, and the contractor must confirm receipt and agreed dissemination is returned to Estates & Facilities.

6.19.2 These above will be in conjunction with the Asbestos Manager and Site Asbestos Manager(s).

6.19.3 In addition to the responsibilities above PFI Partner Managers will ensure:

- The requirements of this document are observed where either PFI Partner in-house team carry out the works, or PFI partner engages the services of an external contractor. This work could be of short duration or over many weeks.
- Work in accordance with Local Operating Procedures for controlling contractors.
- Cooperating, coordinating and working in conjunction with Trust Estates & Facilities Department; Infection Prevention Team; Health & Safety Team; and other key stakeholders and departments.
- Providing site inductions for contractors working at MFT, including those contracted by the Trust, where applicable as per Site local agreements

6.20 Other Scheme Managers (may include Divisional or Directorate Managers)

6.20.1 All managers within departments/divisions must:

- Ensure no contractors are brought onto site directly where their activities may disturb the fabric of the building.
- Provide information of any proposed alterations to buildings, departments or other spaces to the Site Asbestos Manager(s) (this may be via E&F Operational; P&ED; PFI partners), to ensure all asbestos regulations, and other health & safety requirements are incorporated within the specification.
- Ensure any damage to known or suspected ACMs is reported immediately.

6.21 Maintenance Staff & Contractors

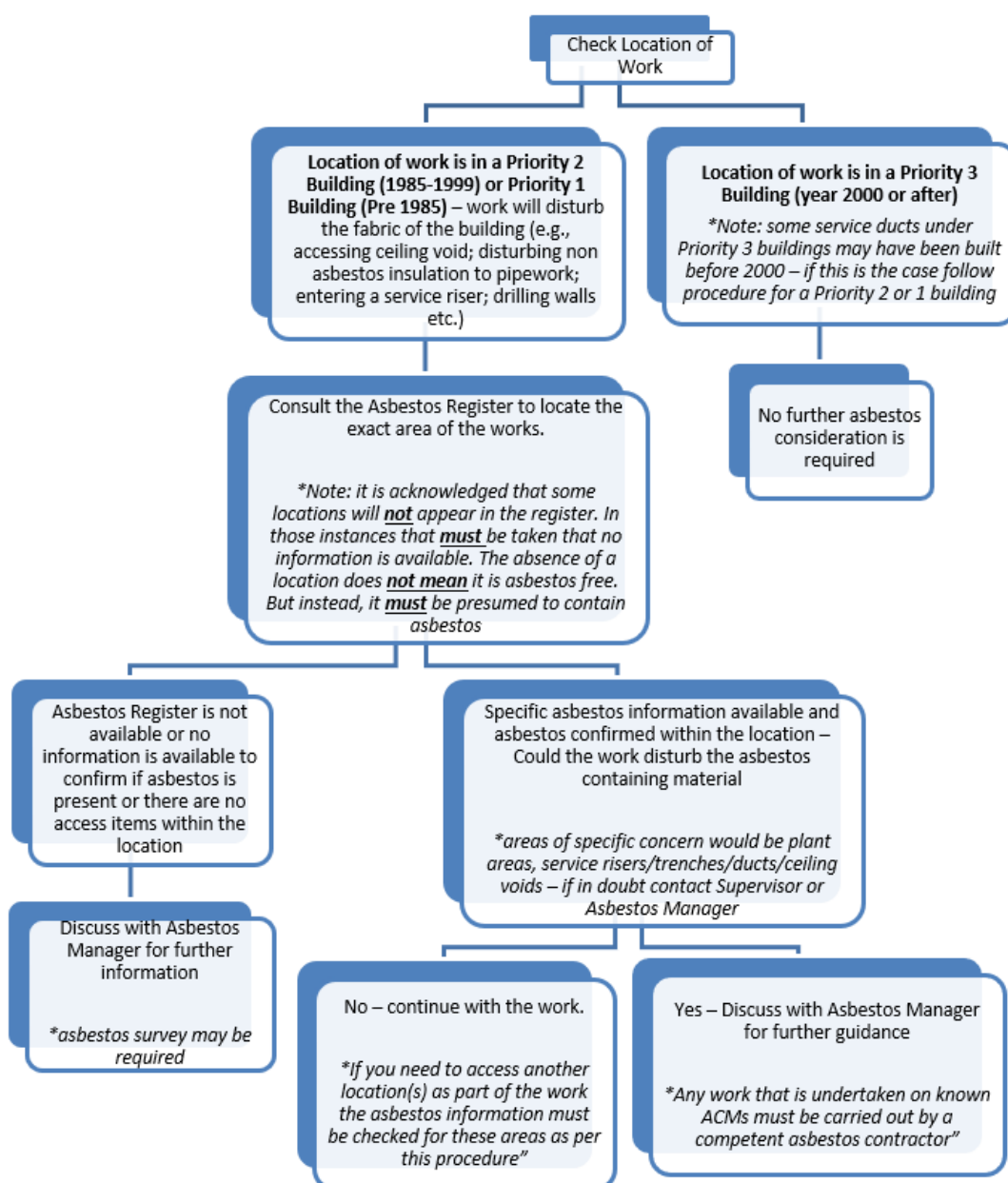
6.21.1 Maintenance staff (including PFI staff) & contractors (whether appointed directly by the Trust or via PFI Partner) are the individuals most likely to come in contact with Asbestos Containing Materials as part of the tasks they routinely undertake. They must therefore at all times comply with the requirements of this Asbestos Policy and Management plan. Specifically, they must:

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- Attend all identified training to ensure they receive the correct information and training appropriate to their roles.
- Ensure they work to agreed procedures at all times.
- Ensure they consult the asbestos register and that a suitable asbestos assessment has been carried out before undertaking tasks. In situations where the register information is not sufficient or has been identified as unreliable the checking for asbestos information process flowchart as detailed below, **must** be followed:
- Only enter asbestos contaminated areas under the controls agreed with the Estates department
- NOT enter an Asbestos contaminated area if they believe the information, they have been provided is incorrect or they have any issues or concerns. They must raise any concerns immediately with the Maintenance Supervisors

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Checking for Asbestos Information Process Flowchart



6.22 Security Manager(s) & Security Officers

6.22.1 Security staff (including PFI staff) & contractors (whether appointed directly by the Trust or via PFI Partner) should not routinely come into contact with Asbestos Containing Materials. However, they may often be the first responders following building damage and may also have responsibilities for arranging access to contractors. They must therefore at all times comply with the requirements of this Asbestos Policy and Management plan. Specifically, they must:

- Attend all identified training to ensure they receive the correct information and training appropriate to their roles.
- Ensure they work to agreed procedures at all times.

6.22.1.1 NMGH

Security personnel have no responsibility to issue keys or authorise or issue permits to access /work. Where any issues are identified with the building fabric e.g. accidental damage, from break-ins etc. This must be referred to the in-house Estates Team or reported on the EFM Service Desk.

6.22.1.2 WTWA

The Security Team leader and Security Officers provide 24/7 cover for the site and are the first point of contact for contractors out of hours.

The Security Team Leaders and supervisors will:

- Issue keys for work in an area containing asbestos where permission has been authorised in full by a responsible manager from within Estates & Facilities which includes Property and Estates Development and Sodexo.
- The security team have the authority to restrict access to any member of staff or contractor who does not have the correct level of authority or permit.
- The security team retain keys for access to restricted areas in the event of an emergency.

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6.22.1.3 ORC

The Sodexo Team provide 24/7 cover for the site and are the first point of contact for contractors out of hours.

The Sodexo Managers and supervisors will:

- Issue permits to work for work in an area containing asbestos. The permits must have been completed in full by a responsible manager from within the Sodexo Health and Safety team.
- The Sodexo team have the authority to restrict access to any member of staff or contractor who does not have the correct level of authority or permit.
- The Sodexo team retain keys for access to restricted areas in the event of an emergency.

6.23 Facilities Managers (Soft)

6.23.1 There are a variety of facilities which are referred to as ‘Soft’ Facilities. These generally do not interfere with the building fabric and as a result are unlikely to have any impact on any asbestos. It is however acknowledged that in some instances some of these services may occupy spaces where there are asbestos materials and/or may come into contact with it as part of their work activity and could cause accidental damage. It is important that asbestos risks are managed within each of those services and that all staff have a suitable awareness with regards to asbestos including; when and how to report any damage to asbestos materials or if they believe previously unidentified materials may contain asbestos. In addition, security personnel are often the first to attend areas following any break-ins. As such may have a need to enter asbestos containing areas or may enter areas where the break-in has caused damage to asbestos materials.

6.23.2 Examples of these services are identified below:

- Domestic Services – the general cleaning of all occupied areas (excluding plant spaces) by manual cleaning processes (e.g., dusting, floor cleaning, waste bin emptying).
- Catering Services – the provision of patient meals to all ward areas, ad hoc catering requests (e.g., staff milk and bread) to wards and departments and the management of retail catering outlets.
- Linen Services – the removal of soiled linen from the disposal hold and the provision of clean linen to the linen store rooms; (it is noted that linen is laundered off-site at a commercial laundry).
- Waste Services – the removal of all waste types from the disposal holds (and other locations as required) to the central waste hold for collection by commercial waste disposal organisations.

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- Portering Services – the movement of patients, samples, blood, post, and other miscellaneous items around the site (noting that there are also Trust employed and managed porters in theatres and Adult Radiology).
- Logistics – the receipt and distribution of stock items via the central R&D to all wards and departments.
- Helpdesk – logging requests for services and reactive tasks from the Sodexo services.
- Security – the provision of CCTV monitoring, site patrols and ad hoc security entrance / patient management.

6.23.3 At ORC and Wythenshawe these services, with the exception of Security are managed by Sodexo as part of the PFI contract. At TWA and NMGH the responsibility for managing these services rests with Site(s) Head of Facilities or equivalent on behalf of the Site(s) Director of Estates & Facilities.

6.23.4 Other soft facility services also include:

- Decontamination services:
 - DSD – the cleaning, sterilisation and return of theatre and endoscopy equipment.
 - Hydrogen Peroxide / Ultra Violet Light – cleaning of patient areas post infection.

6.24 Estates & Facilities Compliance Risk & Governance Team

6.24.1 The Compliance Risk & Governance Team will work with the various, Asbestos Lead, Site Teams and Independent Adviser (Asbestos) to gain assurance that asbestos is being managed across the Trust in accordance with relevant legislation. Where gaps are identified in the management of asbestos across the Trust, action plans and risk register assessments are formulated, monitored and acted on, and escalated through Estates and Facilities Management Board.

6.24.2 The Site Compliance Teams will work with the Asbestos Lead, Asbestos Manager, Asbestos Managers working at site, and site Independent Adviser to gain assurance that asbestos is being managed in accordance with relevant legislation. Where gaps are identified in the management of asbestos, action plans and risk register assessments are formulated, monitored and acted on, and escalated through local site processes to Site SOMs and Deputy Designated Persons, and where required through the Asbestos Meeting and Estates Technical Board.

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6.25 Corporate Health & Safety Team and Specialist Advisors

6.25.1 The Corporate Health & Safety Team will:

- Work in conjunction with Asbestos Manager, Project Managers, local departments and other stakeholders in relation to the project.
- Assist and advise where required on appropriate topic related matters in relation to the asbestos related projects to meet statutory requirements and organisational requirements.
- Assist with investigations in relation to asbestos related incident where required and notify the Health & Safety Executive of any asbestos related RIDDOR incidents in conjunction with the Asbestos Lead.

6.26 All Other Staff

6.26.1 It is the responsibility of all Trust staff to report to the Estates & Facilities department if they suspect any area, they work in contains asbestos materials to enable investigatory work to be completed by Estates & Facilities.

6.26.2 If the area does contain contamination they must work with Estates & Facilities to complete any remedial works if required.

6.27 Asbestos Consultants and Contractors

6.27.1 Asbestos Surveyors

These will be from an external organisation and will be engaged on site to undertake Asbestos Surveys as required by the Trust. Whilst on site their responsibilities will be;

- To adhere to the Trust policies and procedures whilst on site including the relevant standard MFT technical specifications
- At all times be courteous to patients and members of staff
- Follow all instructions given by clinical staff with regards to accessing areas of treatment and patient care
- Adhere to their company's policies, procedures, risk assessments and method statements
- Undertake the survey as instructed by the Trust and in accordance with HSG 264 Asbestos: The Survey Guide
- Undertake their work in accordance with the Control of Asbestos Regulations 2012 and the HSE guidance document L143 Managing and Working with Asbestos
- Make all reasonable attempts to gain access to all rooms and areas within the confines of the survey
- Bring to the attention of the Trust, principally the Site Asbestos Manager(s), any unsafe conditions on site. This could be asbestos related or otherwise.

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6.27.2 Asbestos Analysts

The asbestos analysts must:

- Adhere to the Trust policies and procedures whilst on site including the relevant standard MFT technical specifications
- At all times be courteous to patients and members of staff
- Follow all instructions given by clinical staff with regards to accessing areas of treatment and patient care
- Adhere to their company's policies, procedures, risk assessments and method statements
- Undertake the monitoring as instructed by the Trust and in accordance with HSG 248 Asbestos: The Analyst's Guide
- Undertake their work in accordance with the Control of Asbestos Regulations 2012 and the HSE guidance document L143 Managing and Working with Asbestos
- Ensure that all paperwork produced is legible and easy to understand
- Bring to the attention of the Trust, principally the Site Asbestos Manager(s), any unsafe conditions on site. This could be asbestos related or otherwise.

6.27.3 Asbestos Removal Contractors

The asbestos removal contractor must:

- Adhere to the Trust policies and procedures whilst on site including the relevant standard MFT technical specifications
- At all times be courteous to patients and members of staff
- Follow all instructions given by clinical staff with regards to accessing areas of treatment and patient care
- Adhere to their company's policies, procedures, risk assessments and method statements
- Undertake the work as instructed by the Trust and in accordance with HSG 247 Asbestos: The Licensed Contractors Guide
- Undertake their work in accordance with the Control of Asbestos Regulations 2012 and the HSE guidance document L143 Managing and Working with Asbestos
- Ensure that all paperwork produced is legible and easy to understand
- Bring to the attention of the Trust, principally the Site Asbestos Manager(s), any unsafe conditions on site. This could be asbestos related or otherwise.

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7 Asbestos Management Plan

- 7.1 This document sets out the arrangements in place for the management of Asbestos within the Trust, and recognises that the management of Asbestos may be different at each hospital site, and may consist of:
- Trust Estates managed properties, where asbestos management is the responsibility of the appointed Estates department at each individual hospital site.
 - A split of Trust and PFI managed properties, including Off-campus properties which fall under the PFI remit. Asbestos management under PFI Consortium is the responsibility of the PFI appointed service provider. The Trust will however still retain a responsibility to ensure appropriate arrangements are in place to ensure the safety of Trust staff, patients and visitors, whilst using those properties.
 - Trust Off-campus leased properties e.g., via Manchester City Council and NHS Property Services, where the responsibility sits with the respective organisations Appointed Person. However, the Trust has a duty of care to its staff to ensure these are compliant.
- 7.2 Regardless of the individual site arrangements, ultimate duty to manage asbestos on Trust properties will fall to the Trust Chief Executive.

8 Identification of Asbestos

- 8.1 To identify where ACMs are present, ACMs either have to be located via an asbestos survey or presume to be present by a qualified competent asbestos surveyor (based on the age of the building/type of material).
- 8.2 The purpose of asbestos surveys is to locate and record the location, extent, product type, its accessibility, condition and any surface treatment, and the type of ACM based on sampling and examination, or a presumption of the product type and its appearance.

8.3 Current Asbestos Survey Information

8.3.1 The two previous health authorities have in the past commissioned numerous asbestos surveys across their building portfolios that they were responsible for. Some of these surveys were undertaken using the previous Health and Safety Executive (HSE) guidance, Methods for Determining Hazardous Substances (MDHS) 100. Whilst other surveys were undertaken using the updated current guidance document HSG 264 Asbestos: The Survey Guide. This updated guidance in itself should not generally cause any concern over the validity of the previous surveys.

The information from these surveys has been used to populate the asbestos registers that are currently in use.

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8.3.2 It has been determined that the current asbestos survey information for ORC and Wythenshawe Hospital does not provide the Trust with assurance, and as such properties constructed prior to 2000 on the ORC and Wythenshawe Hospital Site are being resurveyed. More recent asbestos survey information is currently available for Trafford General Hospital; however, the validity of this information is also questionable and re-surveying is also in progress.

8.3.3 The current asbestos surveys for NMGH were undertaken around 2020 and checks undertaken so far have identified that this information is reliable. However further work is required to obtain additional information for a number of areas which were not included and additional detail to fully populate the new asbestos register in Concerto.

8.3.4 Current Asbestos Registers

8.3.4.1 Trafford General Hospital

The register previously used here was Nextgen (<https://web.lucion.co.uk/>)

Access has been withdrawn by Lucion and this data is now only available in building survey report format on the Concerto system.

8.3.4.2 Oxford Road Campus

The register previously used here was BHI

(<https://bhi.rpsgroup.com/BHI/Account/Login>)

The data held within this system has been deemed inaccurate and therefore additional asbestos surveying or checks by the Site Asbestos Manager will be required.

8.3.4.3 Wythenshawe (including Withington)

The register previously used here was Elocate

(<https://www.elocate.co.uk/Login.aspx>)

This system was managed on behalf of the Trust by Element. Access to the system has been removed by Element and all of the information within is now available in a spreadsheet which is held by Sodexo and by the Site Asbestos Manager.

8.3.4.4 North Manchester General Hospital Campus

The register used here is Concerto

(<https://mft.concerto.co.uk/>)

This system is managed by the Trust and access is controlled via the Estates Digital Team.

Access accounts can be created by emailing digital.estates@mft.nhs.uk approval for requests made will be authorised by the Asbestos Team.

8.3.5 Further information on the use of these current registers is included in Appendix B. These registers will continue to be used until such time as the replacement is available.

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NOTE: To standardise the asbestos survey information the Trust are in the process of introducing a new asbestos register. The new asbestos register will contain the information for the whole estate and will act as the sole source for asbestos information.

When the new asbestos register is fully populated and operational the previous asbestos survey information will be archived and won't be generally available.

NOTE: A process of validating the current information is taking place but, in many instances, the original survey reports are no longer available, or gaps exist within the current registers, and therefore many buildings will have to be re-surveyed (Management Surveys).

8.3.6 Asbestos Registers for Off-Campus Properties

There are a number of Off-Campus Properties owned or leased by MFT for occupancy by MFT employees, or other organisations, as well as a number of properties owned by other organisations where MFT employees work. The following sections provide an overview of the main landlord. Where asbestos registers are present access is provided however this will vary from landlord to landlord and also site with regards to how access is achieved.

8.3.7 Properties owned by others leased to MFT

Properties owned by others and where MFT staff are located fall under three main landlords:

8.3.7.1 NHS Property Services (NHS PS)

A total of 28 off-campus properties are leased from/managed by NHS PS at the date of issue, of these:

- 23 properties are known to contain asbestos;
- Where asbestos is known to be present NHSPS maintain an asbestos register and a management plan, and carry out annual re-inspections;
- 3 properties contains no known or presumed asbestos based on previous management surveys;
- 2 properties where there is currently no asbestos or date of construction information available

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8.3.7.2 **Community Health Partnerships (CHP)**

A total of 32 off-campus properties are leased from/managed by CHP at the date of issue, of these:

- 8 properties were constructed post-2000 and are therefore not believed to contain asbestos;
- 17 properties are known to contain asbestos
- 4 properties contain no known or presumed asbestos based upon previous management surveys
- 3 properties where there is currently no asbestos or date of construction information available

8.3.7.3 **Manchester City Council (MCC)**

A total of 2 off-campus properties are leased from/managed by MCC at the date of issue, of these:

- 2 properties are known to contain asbestos;
- Where asbestos is known to be present MCC maintain an asbestos register and a management plan, and carry out 3-yearly re-inspections (not annual, information taken from the PPM schedule on MCC's CPAD system);
- 1 property contain no known or presumed asbestos based on previous survey information;
- 1 property has no information currently available.

8.3.7.4 **Other landlords, also known as 'third-party landlords'**

Due to the many different landlords under this heading, and the various kinds of arrangements in place, some gaps remain in the asbestos information held for these properties. At the date of issue -

- A total of 41 off-campus properties are leased from/managed by third-party landlords, of these:
- 9 properties are known to contain asbestos;
- 10 properties contain no known or presumed asbestos based on previous management surveys;
- 9 properties landlords have yet to confirm asbestos status;
- Remaining 13 properties were constructed post-2000 and are therefore not believed to contain asbestos

Any asbestos information provided to the Trust is reviewed by the Compliance Team and the Asbestos Manager. This assessment considers the suitability of the information provided and where concerns or omissions are present further information is sought from the landlords.

All information for Off Campus Properties, is subject to frequent change and is only accurate at the date of issue.

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8.4 Future Asbestos Survey Information

Sites will need to work with the Asbestos Lead to prioritise re-surveying based on the priority rating below.

A procurement exercise is in progress, led by the Asbestos Lead, to ensure a consistent approach across all sites. The sequence in which buildings will be prioritised for future surveying will be risk based. The original construction age of the building will be used to inform this sequence. Each building will be categorised into three priorities 1, 2 and 3.

These are detailed in [Appendix C Building Portfolio](#)

8.4.1 Priority 1

These buildings within have an original construction date that is before 1985. The use of amphibole asbestos was banned by the introduction of The Asbestos (Prohibitions) Regulations 1985 which essentially banned the use of most of the high-risk asbestos products.

8.4.2 Priority 2

These are buildings that have an original construction age of between 1985 and 2000. It was still permissible to use serpentine (Chrysotile) asbestos until it was banned by the introduction of The Asbestos (Prohibitions) (Amendment) Regulations 1999. Therefore, it is possible that these buildings may contain asbestos containing materials (ACMs) but if present they are most likely to be classified as non-licensed.

8.4.3 Priority 3

These are buildings that have a construction date post 2000. As these buildings have been constructed after the date when the use of asbestos was banned it is reasonable to assume that they are asbestos free.

Whilst it is reasonable to assume that buildings built after 2000 are asbestos free the Trust are mindful that portable equipment that pre-dates the asbestos ban may be brought into these buildings and will still need to be managed. There are also a number of countries, particularly the developing world, such as China and India that import products into the UK that could still contain asbestos. These are normally associated with plant and equipment such as gaskets and the like.

8.5 Survey Types

The Trust will commission three types of asbestos survey. These will either be a Management, Refurbishment or Demolition Survey.

On occasions surveys may be commissioned that is a mixture of these survey types. It is important to ensure that the area for each survey is clearly defined. A detailed survey scope of works will need to be developed, (which may be in conjunction with the Asbestos Manager Lead / Asbestos Manager(s), using the design / project brief. This information will be used to inform the type of asbestos survey required for specific works, prior to any works commencing.

Regardless of the survey type the asbestos register will be updated with the results of the inspection.

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8.5.1 Management Survey

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties; it will depend on factors such as the type of building, the nature of construction, accessibility etc.

A management survey should include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way.

The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However, a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e., a material assessment).

In some instances, rooms or specific areas (e.g., theatres; ceiling voids; risers) may not be accessible on the day of the survey. This should be noted by the surveyor and the project manager for the works should be contacted to assist the surveyor in gaining access. Where access cannot be gained, access into the room on a different date/during next inspection should be agreed with the Asbestos Appointed Person and noted on the survey report/asbestos register as presumed asbestos, no access.

8.5.2 Refurbishment Survey

A refurbishment survey is needed before any refurbishment work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place.

There must be a fully detailed scope of works that is aligned with the planned work. The survey will need to examine all areas of the planned work and may need to be fully intrusive into the fabric of the building.

8.5.3 Demolition Survey

A demolition survey will be required before a building is fully or partially demolished. The survey must access all areas of the building that is to be removed and must not have any restriction placed upon the survey.

This may require the use of specialist third parties such as lift engineers etc. It will require the services to the building, or part thereof, to be isolated so as not to present a risk to the survey team.

It would be expected that as part of this survey the fabric of the building would be fully exposed and that access would be gained behind enclosed areas should as door frames, windowsill, behind skirting boards etc.

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9 Asbestos Containing Material Risk Assessments

In order to assess the risk that any asbestos containing material presents a number of factors have to be considered.

9.1 Material Assessment

This term refers to an assessment of the type and condition of each ACM or presumed ACM, and their ability to release fibres if disturbed. This assessment would be carried out by a trained and competent Asbestos Surveyor.

Firstly, the material itself is assessed and scored based upon four factors. These factors are the product type, the extent of any damage, the surface treatment and the asbestos type. Using the below table, from the HSE's guidance document HSG 264 Asbestos: The Survey Guide, a numerical score is generated.

The higher the overall score the higher the risk.

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	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (e.g. 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 delamination of materials, sprays and thermal insulation. Visible asbestos debris
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays
Asbestos type	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite
	3	Crocidolite
Total score		

9.2 Priority Assessments

This assessment considers the likelihood of the ACM or presumed ACM actually being disturbed and exposing your employees or others and should be carried out once the material has been assessed. The priority assessment therefore considers the normal occupant activity in that area, along with other factors, described in the table below.

The table below taken from the HSE's guidance document HSG 227 'A Comprehensive Guide to Managing Asbestos in Premises', gives the detail as to how the priority score is generated. This algorithm takes into account the type of activity in the area which contains the ACM, the likelihood of the ACMs being disturbed, the potential level of exposure and types and frequency of maintenance activities which may be needed in the area.

Assessment Factor	Score	Examples of score variables
Normal occupant activity		
Main type of activity in area	0	Rare disturbance activity (e.g. little used storeroom)
	1	Low disturbance activities (e.g. office type activity)
	2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs)
	3	High levels of disturbance, (e.g. fire door with asbestos insulating board sheet in constant use)
Secondary activities for area	As above	As above
Likelihood of disturbance		
Location	0	Outdoors
	1	Large rooms or well-ventilated areas
	2	Rooms up to 100 m ²
	3	Confined spaces
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Extent/amount	0	Small amounts or items (e.g. strings, gaskets)
	1	≤10 m ² or ≤10 m pipe run.
	2	>10 m ² to ≤50 m ² or >10 m to ≤50 m pipe run
	3	>50 m ² or >50 m pipe run

Assessment Factor	Score	Examples of score variables
Human exposure potential		
Number of occupants	0	None
	1	1 to 3
	2	4 to 10
	3	>10
Frequency of use of area	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average time area is in Use	0	<1 hour
	1	>1 to <3 hours
	2	>3 to <6 hours
	3	>6 hours
Maintenance activity		
Type of maintenance activity	0	Minor disturbance (e.g. possibility of contact when gaining access)
	1	Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling)
	2	Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles to access a valve)
	3	High levels of disturbance (e.g. removing a number of asbestos insulating board ceiling tiles to replace a valve or for re-cabling)
Frequency of maintenance activity	0	ACM unlikely to be disturbed for maintenance
	1	≤1 per year
	2	>1 per year
	3	>1 per month

To complete the Priority Score section knowledge of the Trust sites will be required. The Priority Score should not be completed by the surveying company, however they may be able to provide assistance to the Trust, for example the Trust's Appointed Person(s) / Estates Managers.

9.3 Current Priority Assessments at MFT

9.3.1 Within the current MFT asbestos registers the scoring of the Priority Assessment has been identified during the Independent Asbestos Audit as inconsistent.

9.3.2 Where the priority assessment score is missing the overall risk score for an ACM will not take into account the factors in the above table, such as the use of the area for normal occupation or maintenance/repair works.

9.3.3 For new or existing information which is destined to be included within the new asbestos register in Concerto Priority Assessments will be completed. All of these assessments will be conducted or verified as being suitable by the respective Site Asbestos Managers prior to being entered into the register.

9.4 Future Priority Assessments at MFT

9.4.1 The usage of each space will be categorised, such as clinical areas, circulation, plant, office etc. Based upon this categorisation a priority assessment will be carried out and applied to all of the spaces contained.

9.4.2 The table below is an example of the type of room categorisations the Trust could adopt, however this process will require further input from the Trust Estates Teams and will be led by the Asbestos Lead and Asbestos Manager(s). This will include the need to update the existing naming conventions within Concerto.

Ward	Bathroom/Shower
Riser	Roof
Kitchen (Domestic Type)	Shop/Retail unit
Kitchen (Industrial Type)	Pathology Labs
Bin Store	Plant Areas & Ducts
Dirty Utility/Sluice	Gym
Treatment Room	Lecture/Training Room
Offices	Library
Consulting Room	Lift
Meeting Room	Loft/Roof Void
Corridor/Stairwell	Pharmacy
Store Room/Cupboard	Aseptic Rooms
Stores	Workshop
Toilet	X-Ray/Radiology

9.4.3 It is envisaged that each space within the Trust will be captured on a room database (this could be an excel spread sheet) to manage the 'space utilisation' of each room, managed by the Asbestos Lead. The database will have a tab for each block and gives the details of the room, for example which block it is in, the floor level, the department and its usage etc.

9.4.4 The file location for this spread sheet will be within the Asbestos Management Plan folder within the central asbestos Teams channel and will be saved with the file name of 'Priority Risk Assessment Room Data'. This data will be saved directly within the Concerto system and it is hoped that this can be automatically applied by the system to asbestos items identified.

9.4.5 Although the vast majority of the priority assessment will be automated there are two elements that will need manual input. These are the accessibility of the ACM and also the extent or amount.

9.4.6 As part of the survey that identified the ACM the surveyor will record the accessibility of the material and also the extent of the material. The accessibility will be recorded in a numerical format based upon the algorithm to enable the data to be transferred into the electronic asbestos register.

9.4.7 The surveyor will also record the extent of the ACM. This however will require manually inputting into the electronic register. This activity will be undertaken by the person within the Trust who is responsible for the management of asbestos.

9.4.8 Should a space have a change of use and fall into a different categorisation this would need to be updated. Once the categorisation has been altered the system would automatically update the priority assessment as well.

9.4.9 Further work is required by the Trust to rationalise all space data and room classification before this activity can be completed.

9.5 Overall Asbestos Risk Score

9.5.1 A risk assessment score for each ACM will be produced that combines the algorithm generated material assessment (product type, damage/deterioration, surface treatment and asbestos type) and the algorithm generated priority assessment (location, material extent, use of location, occupancy level, activities carried out and likelihood/frequency of maintenance activities).

9.5.2 The risk assessment will form the basis of asbestos management and will be used to determine the Management and control actions necessary.

9.6 Sharing & Dissemination of Asbestos Survey Information

9.6.1 Every contractor that visits site will need to have been provided with the asbestos information and assessment that is relevant to the work that they are going to do. It will be the responsibility of the individual engaging them to provide this information, which may be in conjunction with the site Asbestos Manager(s).

Additional information on this can be seen within section 12.2 '[Controlling Works](#)'.

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9.6.2 The asbestos register must also be made available to the Fire and Rescue Service in the event of an emergency. As an interim measure high level building summary asbestos information has been provided to the MFT Fire Team. This provides a summary of whether asbestos is known to be present within each building, whether asbestos may possibly be present, whether the asbestos present is licensable and details of any known high risk restricted areas. This has been shared with GMFRS and will be updated as further asbestos information is obtained.

9.6.3 The asbestos register will also be shared with those parties who lease properties/space from MFT. Access to this will be provided by the Asbestos Lead where required.

10 Management Options

10.1 Where asbestos containing materials exist within the Trust's building portfolio the materials need to be appropriately managed. The options for the management of these materials are discussed below.

However, there are many factors that will influence the decision of which option are chosen. These factors will include the condition of the material, its location, the usage of the room, forthcoming plans for the room and many more.

10.1.1 Record

All asbestos containing materials will be recorded on the asbestos register. They will also be added to the asbestos register drawings.

10.1.2 Labelling

The Trust has taken the decision not to label all asbestos containing materials that exist on site. The reasoning for this is that labels can be removed, whether accidentally or otherwise. Should there be reliance upon a label being present and it no longer exists inappropriate work may be undertaken on these materials.

10.1.3 Signing of Plant and Service Areas

The Trust has taken the decision to categorise all Plant and Service Areas using a colour coded system 'Red', 'Amber', 'Blue', 'Green'. These areas will be signed with the relevant colour upon categorisation by the Asbestos Manager in conjunction with Site SOMs and Designated Persons.

Definitions of colour coding of plant and service areas are listed below:

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10.1.3.1 Red Plant Room Definition

Asbestos containing materials are present in a fibrous friable condition. Work undertaken within these areas has the potential to disturb asbestos. In order to minimise risks in relation to exposure to asbestos fibres PPE must be worn during all work activities. Staff entering the plant area whilst others are carrying out work would also be required to wear PPE. Work required in these areas will only be permitted in essential circumstances and will be subject to a risk assessment to ensure that work which would require the use of a licensed asbestos removal contractor is not carried out by any Trust employee (e.g., removal of asbestos containing pipe insulation, drilling, fixing to or removal of asbestos insulating board (AIB) etc.).

All gaskets should be presumed to contain asbestos unless tagged as asbestos free and the appropriate procedure followed.

As well as minimising and restricting access the plant room must be included within a program for decontamination. If a plant room within a building constructed before 1985 and has no or insufficient survey information it will also be classified as RED and have the same restrictions as above. In these circumstances the space should be surveyed at the earliest opportunity and the colour coding reassessed.

In addition 'Red' room classification, and therefore requirements (signage, restrictions etc.), will also be applied to spaces where asbestos materials have been identified in poor condition. In many instances this may be a temporary status until asbestos abatement work can be completed.

10.1.3.2 Amber Plant Room Definition

Asbestos containing materials are present in a condition, which is considered safe if left undisturbed. The asbestos register information must be consulted prior to commencing work to determine whether the work to be undertaken is likely to disturb the asbestos present. If this is the case then the procedure for working in RED plant areas must be followed, and all precautions adopted for work in RED plant areas.

Amber plant areas also fall within the age band when asbestos insulation could have been used to lag pipework, calorifiers, boilers, vessels etc. (e.g., all mechanical services). Although asbestos insulation is no longer present to mechanical services within these areas (and may never have been used originally) it should be presumed that there is a risk that residual asbestos insulation may be present concealed beneath non-asbestos insulation. All work on mechanical services, which involves the disturbance or removal of non-asbestos insulation must be carried out following the documented procedures for working in RED plant areas.

There is no requirement to wear PPE within an amber plant area unless the work involves following a documented procedure for working in RED plant areas.

All gaskets should be presumed to contain asbestos unless tagged as asbestos free and the appropriate procedure followed.

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10.1.3.3 Blue Plant Room Definition

BLUE plant areas contain low-risk/bonded (non-licensable) asbestos products. The main type of asbestos products, which may be present, are gaskets, jointing compound or vinyl flooring. The necessary precautions must be taken if disturbing/removing these materials. There is no requirement to wear PPE when working within BLUE plant areas unless the work involves disturbing the low-risk asbestos products at which point the appropriate procedure should be followed.

BLUE plant areas fall within the age band when asbestos insulation would not have been used to lag mechanical services. BLUE plant areas do not carry the residual risk of concealed asbestos beneath non-asbestos insulation hence do not require any additional asbestos related precautions for disturbing/removing insulation.

10.1.3.4 Green Plant Room Definition

A plant room can only be designated GREEN if it can be shown that the space was constructed in 2000 or afterwards. Spaces that were refurbished within this date period but the original construction date of the building was prior to 2000 will be classified as either RED, AMBER or BLUE.

It is reasonable to assume that as the construction date of these spaces was after the use of asbestos was banned the area falls outside of the remit of the RED, AMBER or BLUE definitions. However, it is known that asbestos is still used in China and that some gaskets have been imported into and used within the UK after 2000. Where this is suspected within the Trust appropriate action must be taken to identify any ACMs present and the plant room reclassified as either RED/AMBER or BLUE.

An example plant room sign and further information on the procedures for accessing and working within Plant Areas is located within [Appendix G](#).

10.1.4 Protection or Enclosure

This option would involve the construction of a physical barrier between the asbestos containing material and the occupied areas.

Invariably this work need to be undertaken by a license contractor but would not normally need to be notified. The purpose would be to protect the asbestos containing material from damage or prevent access to the material.

Should this option be selected the register and associated drawings will be updated to include this information.

10.1.5 Seal or Encapsulate

This option would only be used where the asbestos containing material is in good condition and not in a position where it could be easily damaged.

The work would have to be undertaken by a licensed contractor and is likely to require air monitoring to be undertaken throughout.

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Careful consideration must be given before adopting this option as the asbestos containing material will still exist but just be masked by the sealant or encapsulant. The material will still need to be entered into the register and included with the re-inspection regime.

There are a number of ways in which this could be achieved and the method used would be dictated by the circumstances present. Materials such as PVA and an encapsulate paint (e.g., ET150) may be used to seal the surface of an asbestos containing material.

In other circumstances it may be prudent to install a physical barrier such as plaster board or plywood to prevent particularly friable asbestos materials from being disturbed. Where this option is adopted there needs to have been consideration given to the material removal.

10.1.6 Repair

To be readily repairable the damage must be slight and therefore be restricted to patching/sealing small areas. If an ACM is to be repaired, there are a number of methods that can be employed and are wholly dependent upon the type of material.

Invariably this work would require a licensed contractor to be able to undertake the repair. Through discussions with the contractor the most appropriate method will be determined.

10.1.7 Remove

The discovery of asbestos containing materials does not necessarily mean that the material will need to be removed.

As part of on-going management of asbestos risks asbestos removal will be undertaken where the risk assessment identifies that the material is in a condition and a location which prevents it from being adequately managed.

For day-to-day activities and occupation of buildings the risk assessment will incorporate factors such as the condition of the material, its location, susceptibility to damage, occupancy of the area, frequency and likelihood of disturbance through routine maintenance activities etc. This information will form the priority assessment and will be used to prioritise the order in which any allocated budget is spent. The annual budget and the schedule of materials to be removed will be managed and maintained by the Asbestos Manager.

It is most likely that any asbestos containing materials will be removed following a refurbishment or demolition survey. In the case of the refurbishment survey the ACM would be removed if it could be affected by the planned works.

A licensed contractor is almost certainly going to undertake these works. In the case of non-licensed work, if a licensed contractor isn't to be utilised, the credentials of the contractor will have to be checked. This will include ensuring that they have adequate training, experience and insurance cover.

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10.1.8 Restrict Access

Where high risk asbestos is identified which may be disturbed under normal occupation, the Trust must restrict access to that area. Entry into that area must be agreed by the Appointed Person Asbestos, to ensure a safe working procedure is in place and adhered to.

The decision on the most appropriate management option must be done in conjunction with the Appointed Person(s) Asbestos.

11 Re-Inspection Options

- 11.1 Any asbestos containing materials presumed or identified must be re-inspected periodically to ensure that their condition hasn't deteriorated. This is requirement of Regulation 4 of the Control of Asbestos Regulation 2012.

The purpose of the re-inspection is to record the current condition of the ACMs. This would then be referenced against what is currently on the asbestos register to see if its condition had deteriorated since the last inspection. Where the condition has changed the management options for that item would be reassessed in line with the option described in section 5.

Where an ACM has already been recorded as having high damage the re-inspection would be looking at the controls that are in place to ensure that they are effective.

The re-inspection period will wholly depend upon the product, condition and its location. For example, the more accessible the material the more frequent the inspection will be.

The way this period is defined will be on an individual basis and will combine the information provided by the surveying organisation with the knowledge that the Trust have of the building and its usage.

In principle high risk materials in accessible areas will be re-inspected in periods of no more than 6 months. High risk materials in areas of low occupancy or usage this period may be extended up to 12 months. Low risk materials, such as bitumen sink pads and vinyl floor tiles, the inspection periods may be extended up to 36 months.

11.2 Current Re-Inspections

The Trust Appointed Person (Wythenshawe & TGH) and the PFI Responsible Person (ORC) commissions an annual reinspection programme.

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11.3 Proposed Re-Inspection Timescales

The table below gives the Trust's proposed recommended timescales between inspections based upon the material assessment. These timescales may not be suitable in all situations and may therefore be adjusted accordingly.

Material Assessment Score	ACM examples	Typical Re-inspection timescales
Up to 3	Textiles, vinyl floor tiles, bitumen with low damage. Cement with Chrysotile only in good condition	36 months
<6	All ACMs with a product score of 1	24 months
6 - 9	Insulating Board with medium damage Thermal Insulation with low - medium damage	12 months
>9	Insulating Board, Thermal Insulation and Spray Coating with medium – high damage	No greater than 6 months
N/A	Any materials with high damage regardless of the overall material assessment score or product type	No greater than 6 months
N/A	Thermal Insulation with medium or high damage	< 6 months

Re-inspections of areas where asbestos residue on walls has been encapsulated, to regularly check the condition of the encapsulation. A procedure for the checking of this will need to be put in place for such areas (for example: Cobbett House Basement).

12 Long Term Asbestos Management Options

The overall aim of the Trust is to ensure that all ACMs, through re-inspections, remediation or removal works are effectively managed and the risk is reduced to its lowest practical level.

12.1 Control of Works

Any works that have the potential to disturb the fabric of a pre-2000 building must have an assessment carried out for the presence of asbestos before they commence.

Work of this nature is carried out on the Trust's premises on a daily basis. The purpose of this work will vary between maintenance and refurbishment. The instructions to undertake the work will also vary greatly but in every instance the same assessment for the presence of asbestos needs to take place.

The purpose of controlling works on Trust's premises is to prevent work being undertaken on the fabric of the building which may disturb ACM's. These may be short term measures until a longer-term asbestos management strategy is developed and implemented.

12.2 Current Process for Controlling Works

Within MFT Estates and Facilities the current process for controlling works is described below for the various departments/sites:

12.2.1 Property & Estates Development

The Trust has a planned Capital Program that is agreed for each financial year.

Regardless of the size of the scheme each project has a Project Manager assigned to the scheme. Whilst the trust has a number of internal Project Managers, they don't have sufficient capacity to control all the projects this way and will engage additional external resource when required. This Project Manager will be responsible for the scheme from the initial design stage all the way through to its successful completion.

The Capital Program will provide an overview for each scheme and the time scale for its delivery. There are many factors to consider when programming each scheme and as a result the timescales may alter throughout the life of the project. Occasionally, during each financial year schemes may be initiated that weren't included at the start of the year. These schemes will however still be controlled in the same manner.

The schemes Project Manager will head up the development of the project specification in consultation with the end user and the design team. Once this has been suitably developed and the footprint of the scheme established the Project Manager will be in a position to consult with the Asbestos Manager and/or site Asbestos Manager(s).

For each scheme regardless of size it will be necessary to undertake an assessment for the presence of asbestos. This could just be establishing that the building was constructed post 2000, interrogating the asbestos register or commissioning an appropriate survey for the planned works.

The Project Manager for the scheme will be required to review current asbestos information available for the proposed area of works, and work in conjunction with the Asbestos Manager and/or the Site Asbestos Manager(s) to further interpret this information, and identify if further asbestos information is required. As part of this process the Project Manager will complete the 'Request for Asbestos Survey' form. From this information a Scope of Survey Works can be developed.

It is important to note that the scheme should be suitably developed so that all the relevant asbestos information can be sourced. If the scheme changes after this time additional asbestos information may well be required.

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For all areas the scope of refurbishment works needs to be defined in such a way that the asbestos surveyors will know what level of detail is required. Where areas are to be refurbished this will entail a description of the works. For example, are the rooms having new flooring, a replacement ceiling, re-decoration or is it being gutted and remodelled. The scope of work must also include any service runs required, power, water, heating, fire alarms, IT, medical gases, etc. The 'Request for Asbestos Survey' form is included in the Appendix D. This form will be reviewed by the Asbestos Manager/ site Asbestos Manager(s).

Where a building is being either partially or fully demolished the affected areas must also be clearly defined.

Surveys should be commissioned in a timely manner to ensure there are no delays to the proposed scheme and that any asbestos discovered can be removed before the main works commence.

Once the survey has been completed and the report received it should be verified that the scope of works has been complied with and that the report is compliant with HSE guidance. The Asbestos Manager/site Asbestos Manager(s) will review this and discuss with the Project Manager the implications of any asbestos containing materials identified within the survey so that these can be adequately controlled during the works.

This would most likely result in the removal of the items but the most appropriate and safe course of action would be taken to meet the needs of the project.

12.2.2 Life Cycling

At ORC within the PFI new build and the Identified Estate there is a continual process of life cycling which is undertaken by Equans.

This type of scheme will have a Delivery Manager who will head up the development of the project specification in consultation with the end user and the design team. Once this has been suitably developed the Delivery Manager will be in a position to consult with the Asbestos Manager or site Asbestos Manager(s).

For each scheme regardless of size it will be necessary to undertake an assessment for the presence of asbestos. This could just be establishing that the building was constructed post 2000, interrogating the asbestos register or commissioning an appropriate survey for the planned works.

The Delivery Manager for the scheme will be required to review current asbestos information available for the proposed area of works, and work in conjunction with the Site Asbestos Manager(s) / Asbestos Manager to further interpret this information, and identify if further asbestos information is required. As part of this process the Delivery Manager will complete the 'Request for Asbestos Survey' form. From this information a Scope of Survey Works can be developed.

It is important to note that the scheme should be suitably developed so that all the relevant asbestos information can be sourced. If the scheme changes after this time additional asbestos information may well be required.

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For all areas the scope of refurbishment life cycling works needs to be defined in such a way that the asbestos surveyors will know what level of detail is required. Where areas are to be life cycled this will entail a description of the works. The scope of work must also include any service runs required, power, water, heating, fire alarms, IT, medical gases, etc. The 'Request for Asbestos Survey' form is included in the Appendix D. This form will be reviewed by the Asbestos Manager/ site Asbestos Manager(s).

Surveys should be commissioned in a timely manner to ensure there are no delays to the proposed scheme and that any asbestos discovered can be removed before the main works commence.

Once the survey has been completed and the report received it should be verified that the scope of works has been complied with and that the report is compliant with HSE guidance. The Asbestos Manager/ site Asbestos Manager(s) will review this and discuss with the Delivery Manager the implications of any asbestos containing materials identified within the survey so that these can be adequately controlled during the works.

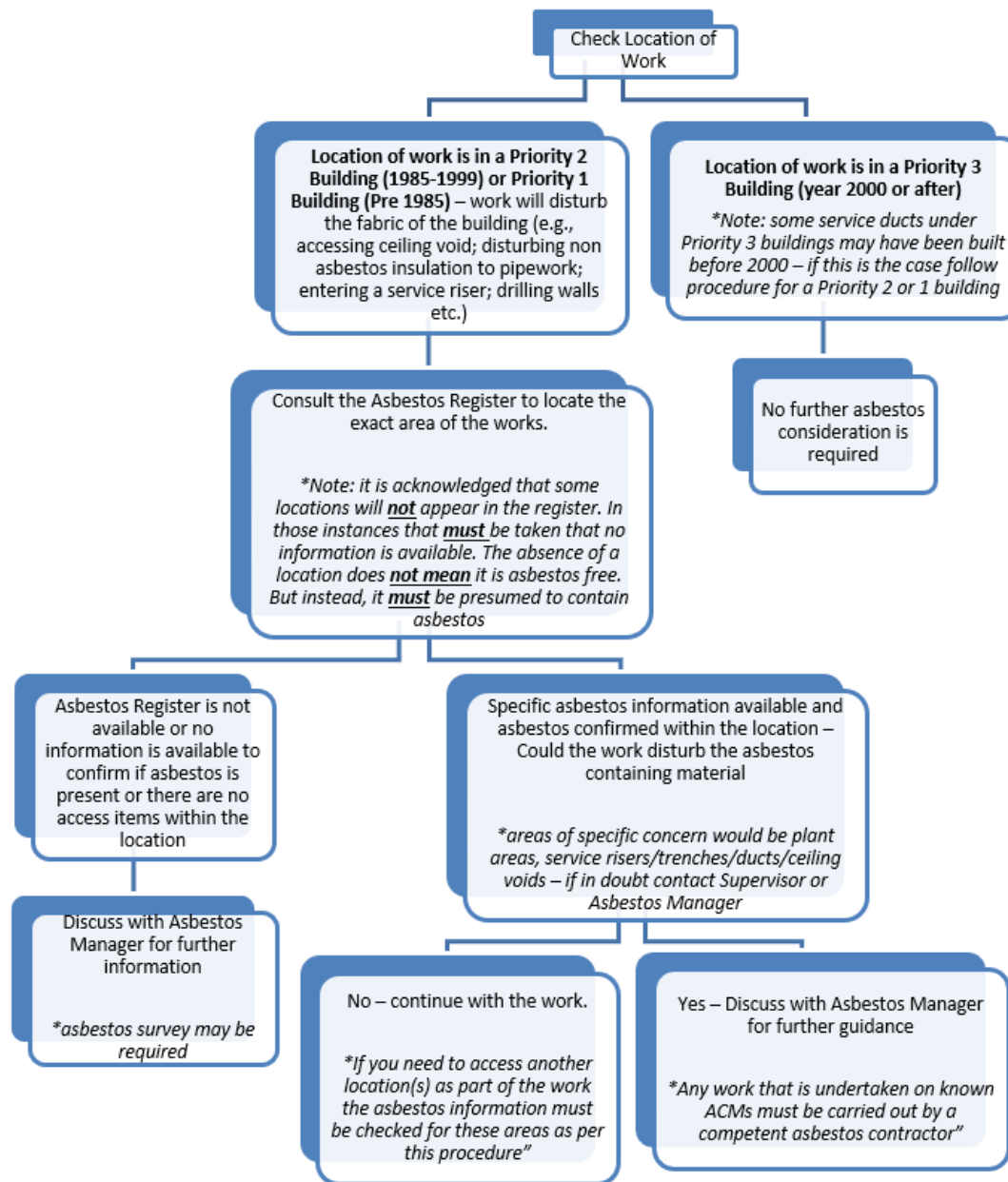
This would most likely result in the removal of the items but the most appropriate and safe course of action would be taken to meet the needs of the project.

12.3 Checking for Asbestos Information

The following flow chart provides the process to be used when undertaking the asbestos assessment before commencing any works. This will be referred to within the subsequent sections.

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Checking for Asbestos Information Process Flowchart



12.4 Hard Facilities

The work undertaken by this department is essentially split into three work streams. These are; Planned Preventative Maintenance (PPM), Repairs and Maintenance and Emergency Repairs.

12.4.1 Planned Preventative Maintenance (PPM)

- PPMs are generated on an annual basis and are repeated on a weekly, monthly or annual cycle. In some instances, the inspection and work are undertaken by an external organisation. This is usually where a specialist trade is required such as a lift engineer or an insurance inspector.
- Job tickets are raised through the CAFM system and a brief overview of the work is provided. The Supervisors provide further information with regards to risks that are present and then issue the job to the appropriate individual to complete the task. Prior to the job being issued the checking for asbestos information flowchart should be followed and where necessary consultation with the Trust's site Asbestos Manager(s) is to be undertaken.

The current process of how the asbestos information for each PPM work area is provided differs from site to site and also within some sites depending upon contractual arrangements. This is summarised below:

12.4.1.1 NMGH

- All of the PPMs at NMGH are undertaken by the in-house estates department.
- The assigned supervisor will assess the required work. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the NMGH site Asbestos Manager is to be undertaken.

12.4.1.2 ORC

- The ORC site is essentially split into three parts; the PFI new build, the Identified Estate and the Retained Estate. Due to the contractual arrangements with how the PFI was established at ORC the responsibilities for the required work alter depending upon which part of the hospital the work is being undertaken within.
- Within the PFI new build and the Identified Estate Sodexo are responsible for all PPMs. Within the Retained Estate this remains the responsibility of the Trust however the Trust have contracted Sodexo, outside of the PFI, to undertake PPMs within the Retained Estate.

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- The PFI new build was all constructed post 2000 and can therefore be considered to be asbestos free. Much of the Identified and Retained Estate, however, do still contain asbestos and the appropriate checks are still required. In both of these parts of the hospital currently all asbestos checks are undertaken by Sodexo's Asbestos Manager. The required work is assessed by the assigned supervisor and where necessary referred to Sodexo's Asbestos Manager for advice on any asbestos present. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the ORC site Asbestos Manager is to be undertaken.

12.4.1.3 Wythenshawe

- Sodexo are also engaged at Wythenshawe which is in a more traditional role of an estates department. Whilst they undertake all of the PPMs they do so for the Trust and therefore the Trust retains the responsibility for them.
- Sodexo's assigned supervisor will assess the required work. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the WTWA site Asbestos Manager is to be undertaken.
- Maintenance of a number of buildings at Wythenshawe is not included within the Sodexo contract but is split using the in-house estates team and the estates team at Trafford. Examples of these are International House and the Child and Adolescent Mental Health Service (CAMHS) Stratus House. In these circumstances the works will be controlled and managed by the Estates Manager responsible for that site. This will also include the assessment of asbestos utilising the checking for asbestos information process flow chart etc.

12.4.1.4 Trafford

- All of the PPMs at Trafford are undertaken by the in-house estates department.
- The assigned supervisor will assess the required work. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the WTWA site Asbestos Manager is to be undertaken.

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12.4.1.5 Withington

- The facilities at Withington are almost entirely post 2000 construction and can therefore be considered asbestos free. There is a small in-house estates department who carry out the required PPMs.
- As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the WTWA site Asbestos Manager is to be undertaken.
- The same team are also responsible for providing maintenance of the buildings below following the same process.
 - Gorton Medical Records R&D M12 5DX
 - Gorton Medical Records Unit B M18 8DB
 - Chapel Road Clinic, 70 Chapel Rd, Cheshire, Sale M33 7EG
 - Meadway Health Centre, Meadway, Sale M33 4PS
 - Woodsend Cres Rd, Urmston, Manchester M41 8AD Opal House
 - International House, Ledson Rd, Roundthorn Industrial Estate, Wythenshawe, Manchester M23 9LP
 - Stratus House, Southmoor Rd, Wythenshawe, Manchester M23 9XD
 - Opal House, Hospital Rd, Wythenshawe, Manchester M23 9JD

12.4.1.6 Altrincham

- The entire hospital at Altrincham was built post 2000 and can therefore be considered asbestos free.

12.4.2 Repairs and Maintenance

Non urgent repairs are report via the relevant site help desk or via intranet. It will be up to those completing and organising the work to carry out a risk assessment of how the repair is to be undertaken.

Generally, the work is controlled in the same way as it is for PPMs. A job ticket is raised through the CAFM system and issued to the most appropriate individual. It is again the Supervisors responsibility to provide details of any risks present. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the Trust's site Asbestos Manager(s) is to be undertaken.

However, there are occasions where this type of work would be passed to the P&ED team to complete. In these circumstances the work would be completed as per the process for P&ED. The decision to pass the work to the P&ED Team would be based upon the value of the work required and also the current work load of the Estates department.

12.4.3 Emergency Repairs

By their nature Emergency Repairs are unplanned and usually require an urgent response. They are raised through the Help Desk where the individual

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reporting it will provide as much information as possible about the incident to enable the correct response to be formulated.

The Help Desk operator would relay this information to the Supervisors who would select the most appropriate individual for the work and issue the job to them. The details of the work would be recorded on the CAFM system but this would most likely be for record purposes only.

All of the above will be recorded on the relevant site CAFM System. The current CAFM systems are used at MFT:

- NMGH - Concerto
- ORC – Maximo
- Wythenshawe – Maximo
- Trafford - Concerto
- Withington – Concerto
- Altrincham – Concerto
- Off Campus (where applicable e.g. MFT maintenance) - Concerto

Prior to any of the above works taking place asbestos information for the area of work will need to be checked prior to the job being issued. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the Trust's site Asbestos Manager(s) is to be undertaken.

12.5 Soft Facilities

Whilst Hard Facilities deals with the structure of the buildings, Soft Facilities deals with the daily usage of them. Therefore, the likelihood of their works either disturbing or coming into contact with asbestos will be greatly reduced.

The risk from asbestos may not be part of Soft Facilities daily considerations but it never-the-less needs to form part of their management regime. Please refer to section 4 (w) Roles and Responsibilities for additional information.

All works are generally undertaken by internal staff and only on the rare occasion would external contractors be utilised. Any repairs that are required would be undertaken through Hard Facilities as described above.

In circumstances where external contractor is used, they will be made aware by their supervising manager of any asbestos that is present within the work area. The supervising manager will need to follow the checking for asbestos information process flowchart should and where necessary consultation with the Trust's site Asbestos Manager(s) is to be undertaken.

Should there be a possibility of their work bringing them into contact with asbestos they would also have to have appropriate Asbestos Awareness Training as detailed within this plan.

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12.6 Other Services

There will be other services within E&F and throughout the Trust whose work may disturb the fabric of the building, these will include (but not limited to) Fire Safety Team and IM&T.

12.6.1 Fire Safety Works

The work which sits under the Fire Safety Team will generally be a combination of fire stopping and/or cabling. Details of how these works are controlled on the respective sites are included below.

12.6.1.1 Fire Stopping - ORC

On the retained estate it would be the Trust's Head of Estates who would commission and manage fire stopping works, with the Equans Life Cycle Delivery Manager taking a similar role for the identified estate. Sodexo would be responsible for any penetrations utilising their small works process and in addition would be responsible for annual surveys to check on the condition of fire stopping.

Prior to any of the above works taking place asbestos information for the area of work will need to be checked prior to the job being issued. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the Asbestos Manager/ ORC site Asbestos Manager is to be undertaken.

12.6.1.2 Fire Stopping - WTWA

At Wythenshawe fire stopping works would be managed by P&ED whilst at Trafford, WTWA Off Campus and Withington this would be managed by Operational Estates. The appointed Project Manager (P&ED) or Estates Manager (Operational Estates) would be responsible for ensuring prior to any of the above works taking place asbestos information for the area of work will need to be checked prior to the job being issued. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the WTWA site Asbestos Manager is to be undertaken.

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12.6.1.3 Fire Stopping - NMGH

At North Manchester General fire stopping works could be managed by Operational Estates or by P&ED Project Managers. The Estates or Project Manager would be responsible for ensuring prior to any of the above works taking place asbestos information for the area of work will need to be checked prior to the job being issued. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the NMGH site Asbestos Manager is to be undertaken.

12.6.1.4 Cabling

The installation of fire cabling will be managed by a variety of different departments depending on the size and scale of the installation. An overview of how these works are managed is outlined below.

At ORC these works will be managed either through P&ED or Equans (PFI Partner). At NMGH and at WTWA the works would be managed by either Operational Estates or P&ED.

The appointed Project Manager (P&ED), Life Cycle Delivery Manager (Equans) or Estates Manager (Operational Estates) would be responsible for ensuring prior to any of the above works taking place asbestos information for the area of work will need to be checked prior to the job being issued. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the Trust's Asbestos Manager/ site Asbestos Manager(s) is to be undertaken.

12.6.2 IM&T Works

Cabling requests vary within the Trust and range from small works installations to larger variation or refurbishment schemes. The information below describes the general process adopted at each site.

12.6.2.1 ORC

At ORC, IM&T's involvement is very limited with all small works cabling requests processed via Sodexo Small works. Initially a Network Cabling request will be raised on the IM&T service desk, which in turn is then forwarded to Sodexo. Sodexo then send the request to CNS (Cabling Contractor) who undertake a survey to establish the costs for the works and also to allow a risk assessment and method statement to be produced. Where this work is required within the identified or retained estate then appropriate asbestos checks are necessary **before** allowing the initial cable survey to proceed. In both of these parts of the hospital currently all asbestos checks are undertaken by Sodexo's Asbestos Manager. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the Trust's Asbestos Manager/ site Asbestos Manager is to be undertaken.

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12.6.2.2 Wythenshawe

At Wythenshawe all cabling requests are dealt with by Estates using a standard Estates Recharge Request form. This recharge system is managed by the administration team and overseen by the Estates Manager. Cabling works are generally completed by MV Electrical, who work to a generic set of RAMS utilising asbestos awareness trained staff. Appropriate asbestos checks are necessary **before** allowing the initial cable survey or any cable installation works to proceed. These checks need to be dealt with and managed by the named Estates Manager. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the Trust's Site Asbestos Manager is to be undertaken.

IM&T's only involvement in new cabling would be to look at capacity in Network Cabinets and switch ports and provide advice.

12.6.2.3 Trafford

Initially a Network Cabling request will be raised on the IM&T service desk. Those requests will then be sent to the cabling contractor (either CNS & AC Networks) from either IM&T or directly from Trafford Estates. The chosen cabling contractor will then undertake a survey to establish the costs for the works and also to allow a risk assessment and method statement to be produced. Appropriate asbestos checks are necessary **before** allowing the initial cable survey or any cable installation works to proceed. These checks need to be dealt with and managed by the Estates Manager. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the Trust's Site Asbestos Manager is to be undertaken

12.6.2.4 NMGH

Initially a Network Cabling request will be raised on the helpdesk. Dependent upon the nature of the work those requests will either be sent to IM&T (for non-intrusive existing cable works) or to Estates (where new cable runs / connections will be required). Cabling works are generally completed by AC Electrical, who work with subcontractors where additional cabling works are required. Appropriate asbestos checks are necessary **before** allowing the initial cable survey or any cable installation works to proceed. These checks need to be dealt with and managed by the named Estates Manager. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the Trust's Site Asbestos Manager is to be undertaken.

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12.6.2.5 Off Campus Premises

In Off-Campus premises, where the Trust is responsible for maintenance, the request for additional network points will generally be sent directly to the Cabling Contractor, Reliatech. Reliatech will then undertake a survey to establish the costs for the works which is provided to IM&T. Instructions are provided by IM&T to install the cables once a cost code has been obtained from the user. Reliatech work to a generic set of RAMS for the majority of their installations utilising asbestos awareness trained staff. Appropriate asbestos checks are necessary **before** allowing the initial cable survey or any cable installation works to proceed. These checks need to be dealt with and managed by the IM&T Manager. As part of this asbestos management plan the checking for asbestos information process flowchart should be followed and where necessary consultation with the Trust's Asbestos Manager is to be undertaken

12.6.2.6 General

For larger schemes (e.g., Property Development or Life Cycling) the cable installation would be managed by the scheme project manager in accordance with the protocols outlined previously. In those circumstances IM&T's involvement would be with regards to the provision of advice on infrastructure requirements.

Departments/Wards – no works to the fabric of the building (e.g., painting; putting up shelves/televisions; installing cables – list not exhaustive) should be procured directly by departments/wards. **ALL WORKS SHOULD GO THROUGH THE RELEVANT ESTATES & FACILITIES LOCAL SITE PROCESSES OR P&ED.**

13 Procurement and Selection of Maintenance Contractors

- 13.1 When choosing a contractor, it is important to ensure that they have appropriate training and competence to undertake the work that they are being engaged to undertake. The standards for the asbestos related training required are discussed with section 5.9 of this management plan.

There are two basic ways in which the procurement of contractors takes place within the Trust. These are described below:

13.1.1 Procurement Frameworks

The Trust use a number of national and local frameworks. These include the Shared Business Services (SBS) Framework and also the North West Collaborative Commercial Agency (NWCCA) Procurement Hub. All contractors used on capital schemes and some within estates are registered with these services.

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These frameworks provide a service to a number of NHS Trusts and assist the Trusts in the procurement of contractors. All of the companies on the SBS framework have been vetted by the Asbestos Manager. Work is in progress to develop a suite of KPIs to monitor their ongoing performance. Further development of a more formal MFT asbestos suppliers procurement process will be developed when resources allow, led by the Asbestos Lead. As an interim measure a list of preferred contractors covering both analysts/surveys and licensed asbestos removal has been developed. This list uses companies from the available frameworks in conjunction with those already in use across the Trust.

13.1.2 Direct Tendering

This would normally only apply to the Estates department. At the project managers discretion, they are able to tender the works to contractors who aren't listed on the SBS Framework or the NWCCA procurement hub.

In these circumstances it is the Manager's responsibility to ensure that the contractor and their employees have the correct accreditations and training to undertake the work that they are being engaged to undertake.

In both circumstances the contractors risk assessment and method statement must be verified by either the Site Asbestos Manager(s) or Asbestos Manager prior to works commencing.

NOTE: It is the Manager's responsibility to ensure the Trust's Standing Financial Instructions (SFI's) are followed when procuring contractors.

13.2 Asbestos Removal Contractors

13.2.1 It will occasionally be necessary for the Trust to engage the services of a specialist contractor to undertake work with asbestos.

This work will fall into one of two categories, these being either licensable work or non-licensable work.

13.2.2 Where the risk assessment shows that the control limit might be exceeded the work is deemed to be licensable. It will always be necessary to engage the services of a licensed contractor for this type of work.

Where the risk assessment shows that the control limit won't be exceeded but the work still involves an ACM it would be deemed as non-licensable. This work would not necessarily need to be undertaken by a licensed contractor, but those engaged would have to have the necessary non-licensed training. In reality a licensed contractor would normally be utilised and only in rare circumstances would an alternative contractor be used.

Irrespective of the reasoning for the work being undertaken the same principles will apply.

13.3 Current Removal Procurement Process

13.3.1 Currently across the sites there are different processes in place for contracting asbestos removal works, however all sites use contractors which have been historically used in the legacy organisations or those that are part of the SBS framework.

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13.3.2 For work at all sites the following processes are undertaken dependent upon whether the work is Estates or P&ED led;

- For Estates led projects the Site Asbestos Manager reviews the relevant asbestos information and prepares or assists in providing information to an asbestos consultant to prepare a specification for removal works.
- For P&ED led projects the Asbestos Manager and/or the Site Asbestos Manager reviews the relevant asbestos information and prepares or assists in providing information to an asbestos consultant to prepare a specification for removal works.

13.3.3 An Asbestos Removal General Technical Specification providing details of what is required from the asbestos removal contractor will be shared during the procurement process.

13.3.4 In addition to this, a specific scope of works document for the removal works will be prepared by the Asbestos Lead/ Asbestos Manager / Site Asbestos Manager(s) or by an Asbestos Consultant and sent to the company(s) who are tendering for the work. This specific document must include information regarding other health & safety hazards such as: Heights; Confined Spaces; Work in Hot Temperatures. The tendering process will include a site visit in the majority of instances.

Below summarises current process for procuring asbestos removal works:

13.3.4.1 ORC – Operational Estates / Maintenance

All asbestos removal works for maintenance are procured by Sodexo. Asbestos removal works associated with lifecycle replacements are procured by Equans.

13.3.4.2 Wythenshawe – Operational Estates / Maintenance

The Site Asbestos Manager will discuss the work and undertake site visits with a selection of LARCs to obtain quotes. The works will be procured directly by the Site Asbestos Manager.

13.3.4.3 TGH and WTWA Off Campus - Operational Estates / Maintenance

Estates Managers will discuss the work and undertake site visits with a selection of LARCs to obtain quotes in consultation with the Site Asbestos Manager. The works will be procured by the Estates Manager.

13.3.4.4 NMGH – Operational Estates / Maintenance

Estates Managers will discuss the work and undertake site visits with a selection of LARCs to obtain quotes in consultation with the Site Asbestos Manager. The works will be procured by the Estates Manager.

13.3.5 Once the tender evaluation process has been completed and the contract awarded the successful contractor will prepare their plan of work and risk assessment. These will then be submitted to the Trust so that they can be evaluated. These documents must be reviewed by the Site Asbestos Manager(s) for suitability prior to work commencing on site.

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13.3.6 If the work is licensable the successful contractor will be required to notify the works 14 days before commencing on site. Notifiable non-licensed work would only need to be notified prior to starting work, and could be done on the day works starts so long as it is done before it starts.

13.3.7 Exceptional circumstances may dictate that the works are required to commence earlier than the statutory 14-day notification period. This can only be achieved where there is demonstrable evidence that it is as a result of unforeseen circumstances and is a genuine emergency and not just the result of bad planning. To achieve this a waiver would have to be requested. The licensed contractor would still have to notify the HSE and request the waiver but the Trust would need to provide a letter that documents and justifies the reasons why a waiver is required.

13.3.8 Throughout the duration of the works, it would be normal for an analyst to be employed to undertake air monitoring both inside and outside of the enclosure.

13.3.9 Once the removal works have been completed and the appropriate certification has been issued either the site Asbestos Manager(s) or the Asbestos Manager will undertake an assessment on the suitability and completion of the work undertaken. The site Asbestos Manager(s) will update the asbestos register accordingly.

13.4 Future Removal Procurement and Removal Specification - TO BE DEVELOPED

13.4.1 A more formal process behind the way in which the Trust selects asbestos removal contractors from procurement frameworks is required. This will be developed by the Asbestos Lead.

This will include the development of more formal monitoring processes and KPIs.

14 Selection of Surveying and Analytical Contractors

14.1 Current Procurement Process

14.1.1 Currently across the sites there are different processes in place for contracting asbestos surveying and analytical works, with all sites using contractors which have been historically used in the legacy organisations or those that are part of the SBS framework.

14.1.2 Asbestos Surveying and Analytical - General Technical Specifications providing details of what is required from the asbestos company will be shared during the procurement process. This includes one for surveying, one for analytical work and one for data which will be required to be collected for the asbestos register in Concerto.

14.1.3 For surveys, the person instructing the work will prepare a survey scope of works form. For more complex projects this can be verified by either the Asbestos Manager or Site Asbestos Manager(s).

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14.1.4 For analytical works the person instructing the works should liaise with either the Asbestos Manager or Site Asbestos Manager(s) to establish the analytical requirements dependent upon the nature of the project and the location of the works.

14.1.5 Any specific job specifications or information must include information regarding other health & safety hazards such as: Heights; Confined Spaces; Work in Hot Temperatures.

14.1.6 The tendering process may include a site visit depending upon the complexity of the work.

14.1.7 Below summarises current process:

14.1.7.1 ORC – Operational Estates / Maintenance

All asbestos surveying and analytical works for maintenance are procured by Sodexo. Asbestos surveying associated with lifecycle replacements are procured by Equans.

14.1.7.2 Wythenshawe – Operational Estates / Maintenance

The Site Asbestos Manager will discuss the work requirements with Sodexo and complete the scoping document as required. One, or a selection, of the asbestos consultants on the SBS framework will be approached to quote for the work. The works will be procured directly by the Site Asbestos Manager.

14.1.7.3 TGH and WTWA Off Campus Operational Estates / Maintenance

Estates Managers will discuss the work and undertake site visits with an asbestos consultant from the SBS framework to obtain quotes in consultation with the Site Asbestos Manager. The works will be procured by the Estates Manager.

14.1.7.4 NMGH – Operational Estates / Maintenance

Estates Managers will discuss the work and undertake site visits with an asbestos consultant from the SBS framework to obtain quotes in consultation with the Site Asbestos Manager. The works will be procured by the Estates Manager.

14.2 Future Surveying and Analytical Procurement and Specifications - TO BE DEVELOPED

14.2.1 A more formal process behind the way in which the Trust selects asbestos consultants from procurement frameworks is required. This will be developed by the Asbestos Lead.

This will include the development of more formal monitoring processes and KPIs.

15 Safe Working Procedures

15.1 A suite of Standard Operating Procedures for accessing and working within the colour coded plant spaces have been developed and can be found within Appendix G. These will be further developed as required.

The procedures will be designed to provide local guidance and don't supersede any legislation or HSE guidance.

15.2 Although these procedures have been produced for Trust staff, they are equally applicable for contractors. However, these would have to be incorporated within the contractor's own risk assessments and method statement for any planned work.

15.3 On an ongoing basis the procedures will be reviewed and altered accordingly by the Asbestos Lead. It is also likely that these will be added to where the need arises.

16 Emergency Procedures

In the event of unexpected discovery disturbance of known or presumed ACM's, work must immediately cease until competent advice is sought on how to proceed. Information is provided below on action to be taken immediately.

16.1 Suspect ACM Not disturbed

In the event of a suspected ACM being identified, but not disturbed work should stop immediately and the procedure identified in the Appendix (Emergency Procedures) should be followed.

16.2 Suspect or Known ACM's Damaged / Disturbed

If anyone suspects that an ACM has been disturbed the following action should be taken **immediately**:

- Stop all works immediately
- Evacuate the IMMEDIATE area, without causing alarm, cordon or lock off the area until a full assessment has been completed. (a dynamic assessment of risk to surrounding areas will need to be carried out if the surrounding areas lead straight into a public populated area)
- Report to Estates Management and the Site Asbestos Manager, this is done via the Help Desk during normal working hours and to Security or those providing security services (e.g. Sodexo) outside of these.
- Consult the Asbestos Register for that area to identify if asbestos is or could be present
- Ensure a full assessment of the situation is carried out by a competent person (no other persons must be permitted into the area until allowed to do so by a competent person in Asbestos)
- Record, if possible, the names of all persons potentially affected, including task being carried out at the time

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- Incident must be recorded on the Trust Incident Reporting System (this must be done also for incidents involving contractors) investigation to be carried out as per Trust Incident and Investigation Policy (the investigation should be done in conjunction with the Project Manager; Relevant Site Asbestos Manager/Appointed Person(s) Asbestos; Independent Advisor; any other relevant parties).
- If identified as RIDDOR Reportable by the Asbestos Lead the information must be provided to the Corporate Health & Safety Team, who will inform the Health and Safety Executive.

16.3 In situations where emergency access is required to an asbestos controlled area or one where no information exists then the safe working procedures (see Appendix G) for red plant rooms should be followed.

17 Asbestos Training

17.1 As described within Regulation 10 of the Control of Asbestos Regulation 2012 there are three distinct categories of training that are available. The most suitable for an individual is wholly dependent upon the work that they undertake and, in some instances, where they undertake it. In addition to this there are also requirements to ensure an assessment is carried out to establish any other specific training requirements. Further details for this are included within section 5.9.2

17.2 The three categories of training described within Regulation 10 are:

17.2.1 Asbestos Awareness

Asbestos awareness training is required by all contractor employees whose work could foreseeably disturb the fabric of a building. This also includes those who supervise or influence the work.

17.2.2 Non-licensed Training

In addition to the 'asbestos awareness', those employees whose work will knowingly disturb ACMs, and which is defined as non-licensable work or notifiable non-licensed work (NNLW), should receive additional task-specific information, instruction and training.

17.2.3 Licensed Training

Those employees carrying out work defined as 'licensable work' should receive additional task-specific information, instruction and training. **(Please note this training will not be applicable for Trust staff as they will not undertake work which would be deemed as licensable.)**

17.3 Training Compliance

17.3.1 It is a requirement for the Trust to ensure that the companies and individuals they employ have received suitable training for the role or task that they are undertaking. In the case of asbestos training this can be quite onerous in so far as each training certificate needs to be verified against the requirements detailed within the Control of Asbestos Regulation 2012.

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17.3.2 Currently there are two training associations that undertake audits of their members against the requirements of CAR 2012. These are the United Kingdom Asbestos Training Association (UKATA www.ukata.org.uk) and the Independent Asbestos Training Providers (IATP www.iatp.org.uk). Each of these organisations requires their members to have successfully completed an audit of their training package. This audit essentially does the work for the Trust in so far as it checks the presentation for compliance against the Regulations.

17.3.3 With the rise in electronic media there are many training organisations that have developed e-learning packages for asbestos training. This includes members of both UKATA and IATP. Whilst these packages are supposed to provide the same level of detail as a classroom-based course by the nature of the delivery it never can.

17.3.4 As with all training there are requirements for this to be refreshed on an on-going basis. Without some form of evidence, the Trust will have no way of establishing that this has happened.

The following procedures are therefore to be adopted.

17.3.5 Any individual whose role may include a need to disturb the fabric of a building whilst employed by the Trust must have had and provide evidence of asbestos awareness training from a member of either UKATA or IATP. If the course taken for this was e-learning, regardless of the training provider, this will not be acceptable. Exceptions to this will be where on-line training has been provided using a virtual classroom type situation. This type of training still allows for interaction with the trainer and should not be confused with e-learning which is where the candidates access information on-line without 'face to face' access to the trainer (albeit virtual access).

17.3.6 For MFT employees, asbestos awareness training will either be conducted by the in-house Asbestos Team or will be provided by UKATA or IATP training providers. Where possible this may also be extended to MFTs embedded contractors.

17.3.7 Any contractors who believe their employees don't require asbestos awareness training will be required to provide the Trust with details as to why they believe this to be the case. Unless the Trust are satisfied with this information the contractor will still be required to attend this training

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17.3.8 Below is an example of the types of work that will definitely require this type of training.

- demolition workers;
- construction workers;
- general maintenance staff;
- electricians;
- plumbers;
- gas fitters;
- painters and decorators;
- joiners;
- shop fitters;
- plasterers;
- roofers;
- heating and ventilation engineers;
- telecommunication engineers;
- computer and data installers;
- fire and burglar alarm installers;
- architects, building surveyors and other such professionals.

This is not an exhaustive list as there are many other roles where this training will be required. An example of a role that wouldn't need this training would be the photocopier engineer. Their role is to service a stand-alone piece of equipment that is sufficiently modern not to have ever contained asbestos.

17.3.9 The evidence that would need to be provided would consist of a training certificate that identified the individual and the training that they received.

17.3.10 At the twelve-month anniversary of the original training course the Trust would then require certificated evidence that the individual had received refresher training. At this point an e-learning course would be acceptable from a UKATA or IATP member provided that the original training certification had been compliant with the above requirements.

17.3.11 Based upon training needs analysis there will be some job roles where only having received asbestos awareness training would be insufficient. Individuals that, through their role, may undertake work classified as non-licensable with asbestos containing materials will have to have had job specific non-licensed training. Generic non-licensed training is not acceptable as there is a wide range of work that is classified as non-licensed. Details of some of this type of work can be found with the HSE publication HSG 210: Asbestos Essentials.

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17.3.12 This non-licensed training would again have to have been delivered by a UKATA or IATP member. This would again need to be refreshed every twelve months. E-learning will **never** be acceptable for this type of training.

17.3.13 Those who are involved with the asbestos industry such as surveyors, analysts and removal operatives are not required to have awareness training. They will have to have other industry training such as BOHS 'P' modules for surveyors and analysts and licensed training from UKATA, IATP, Asbestos Removal Contractors Association (ARCA) or Asbestos Control and Abatement Division (ACAD) or similar.

17.4 Training Needs Analysis (TNA) and Training Register

17.4.1 The Trust has developed a training needs analysis that details all the training which is required in relation to asbestos, this is included within Appendix E. Using the TNA against each employee it is then determined as to whether the training is applicable to their job role.

17.4.2 A Training Register in the form of a spread sheet has been developed by the Asbestos Lead which will hold all of this data. The location for this training register is currently within the Central Asbestos channel on Teams. This is accessible by all Asbestos Managers at the Trust.

17.4.3 Specifically, with regards to asbestos it details the training for the following:

- Asbestos Awareness
- Introduction to Asbestos
- Colour coding of plant rooms and associated requirements
- Asbestos Safe Working Procedures
- Use of RPE and maintenance/storage requirements
- Asbestos Register Training
- Asbestos Survey Scope of Works and Report checking Training
- Asbestos Dynamic Risk Assessment
- Asbestos Management Overview
- D413 Asbestos Management Practicalities and Awareness
- BOHS P405: Management of Asbestos in Buildings
- D407/P407: Managing Asbestos in Premises
- Training relevant for analysts and surveyors e.g., BOHS P402/P403/P404
- Training relevant for asbestos removal contractors

17.4.4 The Training Register will detail when the initial training was undertaken and when, if at all, it is to be repeated or refreshed. The Training Register will be kept up to date for sites with the assistance of the Site Asbestos Managers. Additional training identified as required will be added to the Training Needs Analysis by the Asbestos Lead.

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17.4.4.1 Trust Staff

Asbestos Awareness training will be given to most Trust employees who work within Estates & Facilities, as detailed within Appendix E Training Needs Analysis. Each new employee will be provided with this training as soon as it is practical to do so but no less than within the first six months of their employment.

This training must satisfy the requirements laid down within the Control of Asbestos Regulations 2012, specifically regulation 10 and be presented by a competent person.

The Trust restricts their employees from working with asbestos containing materials. These works would be contracted out to a contractor with adequate training and experience.

Asbestos training needs to be refreshed on at least an annual basis. The method for managing this is identified on the Training Needs Analysis matrix.

Again, through the training matrix, a number of Trust management within Estates and Facilities have undertaken the British Occupational Hygiene Society (BOHS) P405 Management of Asbestos in Buildings. This training will provide a practical knowledge and skills to be able to manage asbestos in buildings and to provide a basic knowledge of asbestos removal procedures.

Once the P405 has been achieved a limited number of the managers will then undertake the BOHS P407/D407 Managing Asbestos in Premises. The purpose of this training is to provide a practical knowledge and the skills to be able to manage asbestos in premises and to provide a basic knowledge of asbestos management plans, policies and procedures, their implementation and checks on effectiveness. This training will be mandatory for all Asbestos Managers at the Trust.

17.4.4.2 Contractors (including PFI)

It is proposed, the Trust Asbestos Lead and Site Asbestos Managers, in conjunction with Operational Estates & Facilities; P&ED and PFI Partners, will also record and retain training records for all contractors which undertake works on the Trust buildings which have the potential to disturb ACMs. The records must be supplied in advance of the works commencing. This Trustwide register will enable managers to easily check current training status of contractors they are bringing onto site, who may work across the different hospital sites.

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18 Asbestos Governance Forums

18.1 The governance diagram in the Appendix F shows the route to Executive Board.

18.1.1 Site Asbestos Groups are established, and will report up to the Compliance Risk & Governance Team through the provision of minutes and will provide assurances that the Trust is complying with its legal obligations in relation to asbestos. Items must be escalated through local escalation processes and brought to the committee as exceptions, along with risk register assessments with a score or emerging score of 10 or above.

Risks register assessments with a score of 15 or above will be escalated to the EFGMB via Sites EFMB (or equivalent) reports, and to the Group Risk Oversight Committee.

18.1.2 Asbestos Management Group was established upon the commencement of the employment of the Asbestos Lead, Asbestos Manager and Site Asbestos Managers. All Asbestos Managers will provide positional reports which detail their performance against asbestos KPIs and provide details of any exceptions or items requiring escalation.

18.1.3 Technical Estates Boards have been established where multidisciplinary aspects of estates management come together to discuss current work and issues, future planning and items for escalation. Site Asbestos Managers attend the relevant site level meetings and the Asbestos Lead attends the Trustwide meetings. Support is provided by senior estates managers and significant items will be escalated to EFGMB.

19 Monitor, Audit and Review

19.1 Quality assurance is an essential component within any management system.

19.2 Asbestos Management Policy and Plan

19.2.1 The Asbestos Policy and Management Plan will be reviewed by the Asbestos Lead annually, as a minimum, to ensure its effectiveness and the asbestos management plan, systems and procedures will be regularly audited.

19.2.2 This review will involve auditing different aspects of the Management Plan, including but not limited to Asbestos Contractor Performance; Asbestos Training Register, and will require the assistance of the Asbestos Manager and Site Asbestos Manager(s).

19.2.3 Details of the audits which will be carried out will be further developed by the Asbestos Lead, who will produce an annual report of all audits undertaken. Any issues raised through the audit process will be used to update the Asbestos Management Risk Register Assessment and associated Site Asbestos Management Risk Register Assessments. Actions from the asbestos audit will be held on a shared platform (MS Teams), and these audit actions will form part of the Asbestos Management Action Plan.

19.2.4 This action plan will be reviewed quarterly by the Asbestos Lead; Asbestos Manager and Site Asbestos Managers along with the Independent Advisor(s).

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19.2.5 In addition, the asbestos management plan will be reviewed by the Asbestos Lead whenever there are any changes to relevant legislation and guidance issued by the HSE. A review would also be undertaken following any significant Trust managerial changes or incidents which may cast doubt on the effectiveness of the plan etc.

19.2.6 This information will be reviewed and monitored by the Estates Technical Board.

20 Equality Impact Assessment

Equality Impact Assessment Please record the decision whether the policy, service change or other key decision was assessed as relevant to the equality duty to: Eliminate discrimination and eliminate harassment Advance equality of opportunity Advance good relations and attitudes between people			
Not relevant	x	Relevant	
No significant issues related to protected characteristics identified as raising a concern.		Not relevant.	
Please enter the EqIA registration Number:		2024-318	

21 Document consultation, Approval and Ratification Process

21.1 Consultation and Communication with Stakeholders

The main stakeholders of this policy are the Trust (Estates & Facilities; Fire Safety Team; IM&T); PFI Partners; PFI Service Providers (Sodexo); Equans. Consultation and communication has been carried out through:

- Sites Asbestos Groups
- Asbestos Management Group
- Technical Boards
- Virtual meetings with Directors and senior managers of main stakeholders
- Email and MS Teams correspondence with main stakeholders

21.2 Approval and Ratification Process

Members of the Asbestos Management Group and Trust-wide Technical Board will review and approve the policy. The Trust's Estates & Facilities Management Board will ratify the policy. The policy will be shared with the Trust's Operational Health, Safety and Wellbeing Committee.

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22 Document Dissemination and Implementation

22.1 Dissemination

When ratified the Policy will be circulated to the following:

- Clinical Governance Managers of all Trust Hospitals and Services, via the Operational Health, Safety and Wellbeing Committee
- Trust Estates & Facilities Teams circulated to Site Directors of Estates & Facilities and Site Estates & Facilities Compliance Managers for dissemination throughout their teams and sites.
- PFI Partner Organisations and Service Providers via CCMO formal dissemination process.
- Other main stakeholders such as IM&T shared via email to IM&T Manager to disseminate within IM&T Team.

In addition to the above, the policy will also be shared via Technical Boards and the Asbestos Management Group, and via shared platform MS Teams.

22.2 Implementation

Training and support will be provided on the properties and procedures within this policy to colleagues of Trust, PFI Service Providers and other main stakeholders by the Asbestos Lead / Asbestos Manager / Site Asbestos Manager(s) as applicable.

22.3 The implementation and compliance of the Asbestos Policy and Management Plan across MFT will be reviewed as part of the annual Independent Advisor asbestos management audit.

The Asbestos Lead will be responsible for monitoring compliance with the Asbestos Policy and Management Plan in conjunction with the Trust Independent Advisor (Asbestos).

The Asbestos Policy and Management Plan will be monitored for compliance annually and reported to the Compliance Risk & Governance Team.

The following will be monitored for compliance:

- Asbestos Responsible Persons in post
- Number, signage and locked off areas for Red, Amber, Blue, Green Plant Areas
- Use of Survey scope of works forms
- Use of Request for Information process for planned and reactive maintenance
- Asbestos Training Compliance as per TNA
- Recording of Asbestos Training
- Use of Asbestos Register

Any shortfalls identified will have an action plan put in place to address which will have timescales included for re-audit / monitoring.

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22.4 Standards and Key Performance Indicators ‘KPIs’

The policy will be made available on the Trust Intranet, Estates & Facilities document management platform, and members of the Asbestos Management Groups and Technical Boards.

The Asbestos Policy and Management Plan will be reviewed every 12 months or sooner if significant changes are required.

23 References and Bibliography

23.1 Legislation and Guidance External Documents

The following list is current legislation and guidance that is relevant to the management of asbestos. It is not an exhaustive list and is here as a reference guide.

- SI Health and Safety at Work etc Act 1974 (ISBN 0 10 543774 3)
- L11 A Guide to the Health and Safety at Work Act 1974 (ISBN 0 7176 0441 1)
- SI 2012/632 The Control of Asbestos Regulations 2012
- L143 Managing and Working with Asbestos: The Control of Asbestos Regulations 2012 Approved Code of Practice (ISBN 978 0 7176 6618 8)

23.1.1 The following guidance notes are relevant for asbestos removal work:

- HSG 248 Asbestos: The analysts’ guide for sampling, analysis and clearance procedures (ISBN 978 0 7176 6707 9)
- HSG 247 Asbestos: The licensed contractors guide ISBN 9780717628742
- HSG 264 Asbestos: The Survey Guide ISBN 9780717665020
- HSG 227 A Comprehensive Guide to Managing Asbestos in Premises ISBN 97807176238156
- HSG 210 Asbestos Essentially: A task manual for building, maintenance and allied trades of non-licensed asbestos work (ISBN 9780717665037)
- HSG 53 Respiratory protective equipment at work ISBN 9780717629046

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23.1.2 The following additional Guidance should be noted:

- ISO/IEC17025:2017 General requirements for the competence of testing and calibration laboratories
- ISO/IEC17020:2012 Conformity assessment -- Requirements for the operation of various types of bodies performing inspection
- Health and Safety - Chemicals (Hazard Information and Packaging for Supply) (Amendment) Regulations 2005
- The Environmental Permitting Regulations 2007
- The Construction (Design & Management Regulations) 2015
- The Management of Health and Safety at Work Regulations 1999

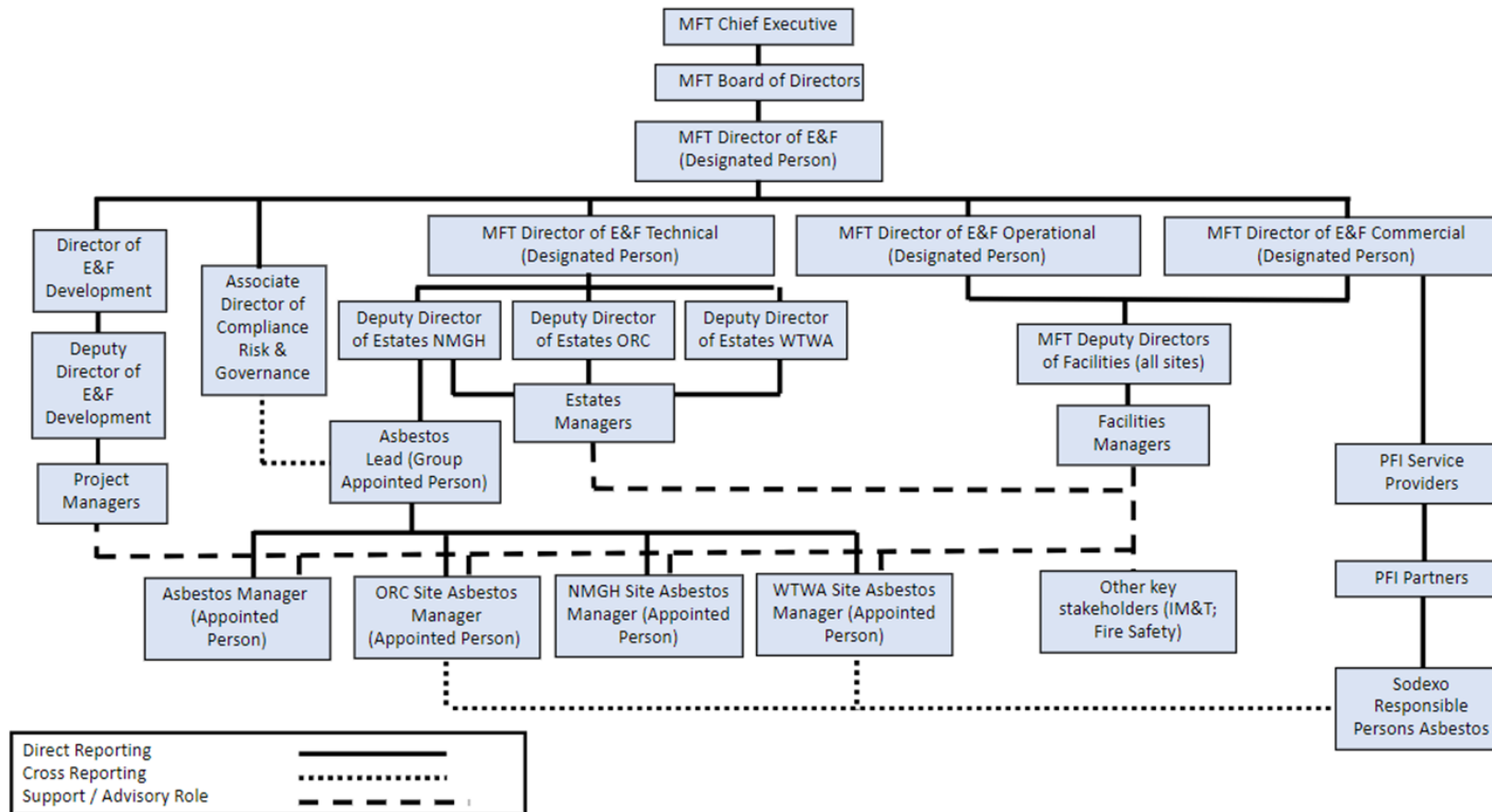
23.2 Associated Trust Documents

The following Manchester University Hospitals NHS Foundation Trust policies / relevant local site policies must be referred to in each site-specific management plan.

- Trust Health and Safety Management Arrangements Policy
- Personal Protective Equipment. Policy
- Control of Contractors Policy.
- Incident Reporting and Investigations Policy
- Waste Management Policy
- Energy & Sustainability Policy
- Risk Management Strategy and Policy

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24 APPENDIX A – Roles & Responsibilities Structure Diagram Overview



25 APPENDIX B – Current MFT Asbestos Register

As previously detailed the Trust currently have three separate systems in use across their building portfolio. The current arrangements for each of these is detailed below. More specific training on how to use each system will be arranged for users upon request.

Trafford General Hospital and WTWA Off Campus

The register which has previously been used here is Nextgen (<https://web.lucion.co.uk/>)

To be provided with access to the system each user is given a unique username and password. These are generated by Lucion and are available only through the request of the Trust.

Each user profile has their permission set the correct level of access to the system. The dashboard shows all the sites that are covered by this register.

Once a site is selected a list of buildings is provided below. This first menu provides the floor level and block number of each building. Each of these entries has a  at the start of the line, once clicked this expands the selection to provide further information. This expanded menu gives the rooms references available for that floor level and by clicking the  again will give a list of the information available for that room. Where there is only one room within the first selection the system will jump straight to the survey information for the room.

Where asbestos is present Lucion risk rate the material either R1, R2 or R3. R1 being the highest risk.

In March 2021 Lucion withdrew access to the TGH register without any advance warning. Interim arrangements were out in place using a hard copy of the survey reports plus electronic copies of survey reports were obtained from Lucion. This electronic information is currently held as separate management survey reports within the Concerto CAFM system.

Oxford Road Campus

The register used here was BHI! (<https://bhi.rpsgroup.com/BHI/Account/Login>)

The data held within this system has been deemed inaccurate and therefore additional asbestos surveying or checks by the Site Asbestos Manager will be required.

Wythenshawe

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The register previously used here is ELocate (<https://www.elocate.co.uk/Login.aspx>)

To be provided with access to the system each user is given a unique username and password. These are generated by Element and are available only through the request of the Trust.

Each user profile has their permission set the correct level of access to the system. The dashboard will show all the sites that are covered by this system, however, as the Trust only use this at Wythenshawe this is the only site present. To access the information Wythenshawe needs to be highlighted and the continue arrow clicked.

When the second screen loads this provides users with access to all the buildings that are covered by this register at Wythenshawe. To access all the information the user needs to check the box 'show all non-live items'.

The drop-down menu at the top of the side bar reveals all the buildings. Once a building is selected this then opens up the floors in that building. These can then be opened up further to show the individual rooms.

To show the information in the register the users can either select the check box next to the floor or to be more specific the room. Then click the button just below the selection menu for the room. This should now display the information to the right of the sidebar. To get the detail of the samples now shown the one of interest needs to be highlighted and the 'view selected register item' at the top clicked. This now opens another window with the further information displayed.

In 2024 Element withdrew access to ELocate as they were upgrading to a new system. As the Trust were procuring their own register access was not extended by Element. The existing information was provided in spreadsheet format and is now available on Teams.

North Manchester General Hospital

The register used here is Concerto (<https://mft.concerto.co.uk/>)

This system is managed by the Trust and access is controlled via the Estates Digital Team.

Access accounts can be created by emailing digital.estates@mft.nhs.uk approval for requests made will be authorised by the Asbestos Team. Each user is given a unique username and password.

Each user profile has their permission set the correct level of access to the system.

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Access onto Acute Hospitals Asbestos Register(s)

Training on the use of the current registers must be arranged by the current Site Asbestos Appointed Persons, and may be provided by the Asbestos Register Company.

Training on the use of the future Trustwide asbestos register (Concerto) will be arranged by the Asbestos Lead and Asbestos Manager/Site Asbestos Manager(s). Training may be provided by the Asbestos Register Company.

Access onto Off-Campus Properties Asbestos Register(s)

Access will be arranged and agreed between the Off-Campus Compliance Manager in conjunction with the 3rd Party Landlord and the Asbestos Manager.

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26 APPENDIX C – Current Building Portfolio List

A full list of current buildings is available to main stakeholders via an excel document in the following location:

MS Teams: Central Asbestos; Asbestos Management Plan; Files – Building List.

If you require access to this list and are not a member of the MS Team, please contact:

Asbestos Lead Joanna.Parker@mft.nhs.uk

Or

Asbestos Manager

Paul.Lyons2@mft.nhs.uk

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27 APPENDIX D – Asbestos Survey Scope of Works Form and Survey Report Checklist

Asbestos Survey Scoping Document

Name of Project/ Project Code:			
Hospital Site and Building Name and Block Number:			
Construction Age of Building	Pre 1985 ☐	1985 - 2000 ☐	Post 2000 ☐
Site Contact Name and Telephone Number:			
Operational Status	Operational ☐	Vacant ☐	
Date Survey Requested:			
Location of survey work: (Room References)			
Survey Type Required:	Management ☐	Refurbishment ☐	Demolition ☐
Full description of proposed work for which survey is required: If <u>necessary</u> attach a fully developed scope of works.	<i>Be aware that if the scope of work changes an additional survey may well be required.</i>		
Are inspections required in any of the following areas and provide details.			
Ceilings and ceiling voids >3m	☐		
Live Electrics	☐		
Operational Plant & Machinery	☐		
Gas Installations, i.e Boilers etc	☐		
Lift Shafts	☐		
Confined Spaces Ducts/Voids/ <u>Undercrofts</u>	☐		
Biological/Chemical Hazard Zones	☐		
Poor Lighting	☐		
Areas of Storage	☐		
Any other pertinent information that the surveyors will need to know?			
Level of reinstatement required. (<u>all</u> areas to be left in a safe condition free from any hazards ie trips, slips, falls or sharp edges)	<i>Temporary i.e. tape and card Or full i.e. with assistance of 3rd party (operational clinical areas)</i>		
Drawings for the area to be surveyed need to be attached/provided.	Yes ☐	No ☐	
Date to which pending building works are due to start:			
Signed: _____ Name of Originator: _____	Dated: _____		

Survey Report Review Pro-forma

Name of Project/ Project Code:	
Hospital Site, Building Name and Block Number:	
Has the correct survey been undertaken; Management/Refurbishment/Demolition	
Has the full scope of works been included within the report? Are there comments for each item of work?	
Check all rooms and areas have been accessed which will be worked in (<i>this will include any service supply runs etc</i>).	
Were the caveats or disclaimers included within the report agreed beforehand?	
Are the diagrams and plans clear and accurate (<i>they must show the extent of any asbestos found and not just sample points</i>). Have the Trust's room references been used?	
Have samples been taken? If no samples, is this reasonable?	
Are the presumed samples within the report justified?	
Does the report include any obvious discrepancies and inconsistencies?	
Signed: _____ Name of Reviewer: _____	Dated: _____

28 APPENDIX E – Training Needs Analysis

Training Needs Analysis (TNA)

Training subject:	Asbestos
Organisations	All Hospitals All Stakeholders
Division, Directorate Department:	Estates & Facilities
Training need and priority:	Based on legislation and independent audit
E&F Managers	Responsible for arranging the recording of staff competencies on OLM/Learning Hub and training attendance in readiness of enforcing authority inspection.
Date of completion:	July 2024

The training listed below is provided for guidance to enable managers and staff to undertake training need risk assessments. Refer to Table 1 and 2 to assist in determining your TNA. Note: Recording of staff competencies must be placed on OLM/learning hub and E&F MS Teams so managers can demonstrate training and refresher training is being provided in order to provide a safer working environment for patients, public and staff along with compliance with the Health and Safety at Work etc. Act 1974.

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DIRECTLY EMPLOYED / PFI PARTNERS

Training Course Title	Managers, Staff and Organisation	Approx. Length of course	Overall Lead	Refresher due - Maximum Frequency	Legislative/ Statutory & National Guidance Requirements	Provider *Accredited	Mode of delivery of training
Asbestos Awareness <i>(Interchangeable with refresher training once completed)</i>	Project Managers; Estates Managers; Trade Staff; Site Compliance Managers; Site Responsible Person (inc PFI & I.T)	½ day	Site Directors	1yr	CAR / HSWA	UKATA, IATP or similar. Asbestos Manager for internal staff.	Classroom
Refresher Asbestos Awareness	Project Managers; Estates Managers; Trade Staff; Site Compliance Managers; Site Responsible Person (inc PFI & I.T)	1-2hrs	Site Directors	1yr	CAR / HSWA	Asbestos Manager or similar suitably qualified individual	Classroom / Virtual
Asbestos Light	Soft FM managers and operational staff; domestics, housekeeping, porters, security etc. (inc PFI)	1 hr	Relevant Asbestos Manager	1yr	CAR / HSWA	Asbestos Manager or similar suitably qualified individual	Classroom / Virtual

Training Course Title	Managers, Staff and Organisation	Approx. Length of course	Overall Lead	Refresher due - Maximum Frequency	Legislative/ Statutory & National Guidance Requirements	Provider *Accredited	Mode of delivery of training
Colour coding of plant rooms and associated requirements	Project Managers; Estates Managers; Trade Staff; Site Compliance Managers; Site Responsible Person (inc PFI & I.T)	1hrs	Relevant Asbestos Manager	1yr	CAR / HSWA	Asbestos Manager or similar suitably qualified individual	Classroom / Virtual
Use of RPE and maintenance/storage requirements	Estates Managers; Trade Staff; Site Compliance Managers; Site Responsible Person (inc PFI & I.T) Where RA / Work requirements specify the need	1-2hrs	Relevant Asbestos Manager	1yr	CAR / HSWA	RPE provider or Asbestos Manager	Classroom
Asbestos Register Training (this may also include how asbestos register information is shown on the CAFM system)	Project Managers; Estates Managers; Operatives; Site Compliance Managers; Site Responsible Person (inc PFI & I.T)	1-2hrs	Relevant Asbestos Manager	2yr	CAR / HSWA	Asbestos Manager or similar suitably qualified individual	Classroom / Virtual

Training Course Title	Managers, Staff and Organisation	Approx. Length of course	Overall Lead	Refresher due - Maximum Frequency	Legislative/ Statutory & National Guidance Requirements	Provider *Accredited	Mode of delivery of training
Asbestos Survey Scope of Works and Report Checking Process	Project Managers; Estates Managers; Trade Staff (inc PFI & I.T)	1hr	Relevant Asbestos Manager	2yr	CAR / HSWA	Asbestos Manager	Classroom / Virtual
Asbestos Dynamic Risk Assessment	Project Managers; Estates Managers; Trade Staff (inc PFI & I.T)	1hr	Relevant Asbestos Manager	1yr	CAR / HSWA	Asbestos Manager	Classroom / Virtual
Asbestos Management (Overview)	Directors; SOMs & Deputies; Compliance Managers (inc PFI & I.T)	2 hours	Trust Asbestos Lead	1yr	CAR / HSWA	In-house training delivered by IA / Asbestos Lead or Asbestos Manager	Classroom
D413 Asbestos Management, Practicalities and Awareness	Project Managers; Estates Managers; (inc PFI & I.T) Optional for Site Compliance Managers; Site Responsible Person	1-2 days	Trust Asbestos Lead	N/A	CAR / HSWA	NOCN	On-Line

Training Course Title	Managers, Staff and Organisation	Approx. Length of course	Overall Lead	Refresher due - Maximum Frequency	Legislative/ Statutory & National Guidance Requirements	Provider *Accredited	Mode of delivery of training
BOHS P405 or equivalent	Site Responsible Persons for Asbestos/Asbestos Lead, Optional for Estates Managers, Officers (includes PFI)	4 days	Site Directors/ Asbestos Lead	N/A	CAR / HSWA	BOHS or similar	Classroom / Virtual
BOHS D407 or P407 Or NOCN D417	Site Responsible Persons for Asbestos / Asbestos Lead, Managers, Officers	3 days	Site Directors / Asbestos Lead	N/A	CAR / HSWA	BOHS NOCN D417	BOHS no longer available NOCN On-Line
Certificate of Competence in Asbestos (CoCA)	Asbestos Lead	n/a	Director E&F	N/A	CAR / HSWA	BOHS	n/a (this qualification is only available following demonstration of 3 years professional experience). BOHS P401-5 or W504 along with a written assignment and professional discussion required before award of CoCA



Training Course Title	Managers, Staff and Organisation	Approx. Length of course	Overall Lead	Refresher due - Maximum Frequency	Legislative/ Statutory & National Guidance Requirements	Provider *Accredited	Mode of delivery of training
General H&S Awareness	All Staff	45 mins	Site Directors	3 yrs	MFT H&S Policy	MFT H&S Team	E-learning

EXTERNAL CONTRACTORS

Training Course Title	Managers, Staff and Organisation	Approx. Length of course	Overall Lead	Refresher due - Maximum Frequency	Legislative/ Statutory & National Guidance Requirements	Provider *Accredited	Mode of delivery of training
Asbestos Register Training	External Contractors / Project Manager (all other persons who may need to view the register)	TBC	Relevant Asbestos Manager		CAR / HSWA	Asbestos Manager or similar suitably qualified individual	Virtual
Asbestos Awareness	External Contractors (those who may come in contact with ACMs during their normal work)	½ day	Contractor Company	1yr	CAR / HSWA	UKATA, IATP or similar	Classroom
Refresher Asbestos Awareness	External Contractors (those who may come in contact with ACMs during their normal work)	1-2hrs	Contractor Company	1yr	CAR / HSWA	UKATA, IATP or suitably qualified individual	e-learning or classroom
BOHS P402 or equivalent	Surveyors	2 days	Surveying Company		CAR / HSWA	BOHS or similar	Classroom
BOHS P403 plus BOHS P404 or equivalent	Asbestos Analyst	4 days	Asbestos Company		CAR / HSWA	BOHS or similar	Classroom

Training Course Title	Managers, Staff and Organisation	Approx. Length of course	Overall Lead	Refresher due - Maximum Frequency	Legislative/ Statutory & National Guidance Requirements	Provider *Accredited	Mode of delivery of training
Operative Training Course	Asbestos Removal Contractor Operatives	3 days	Removal Company		CAR / HSWA	ACAD, ARCA or similar	Classroom
Supervisor Training Course	Asbestos Removal Contractor Supervisors	2 days	Removal Company		CAR / HSWA	ACAD, ARCA or similar	Classroom

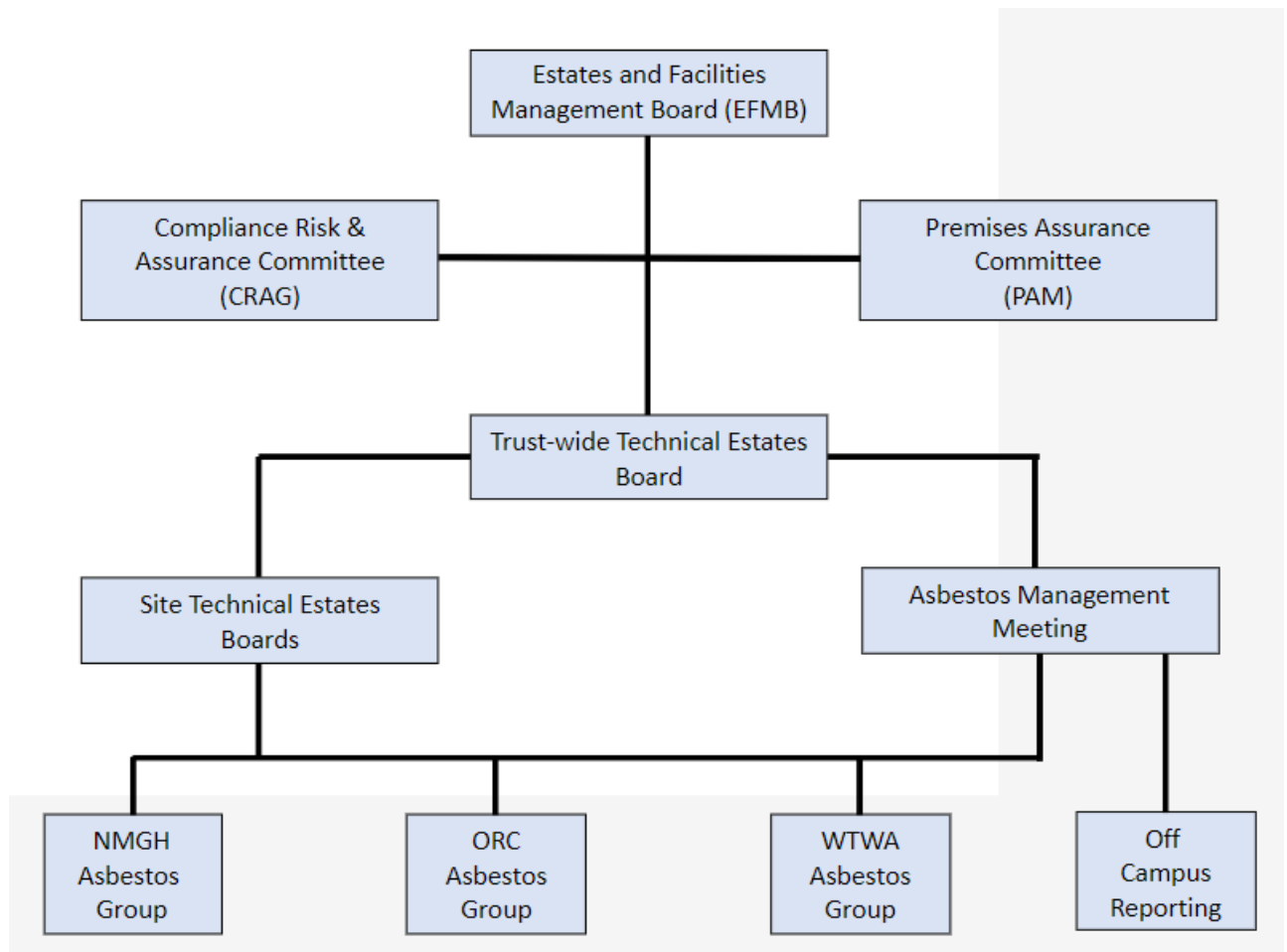
Appendix 1: Consider Table 1 and Table 2 below and complete the above TNA. Evaluate need and priorities through the following risk descriptors.

- a) “If managers and staff are not appropriately trained this could impact on:
- a. The health and safety of patients, public and staff”.
 - b. Organisations involved may not be compliant with legislation and national guidance.

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Table 1		Table 2					
Factors That Need to Be Considered in producing a TNA:		Job / Roles within the Service Based on Factors listed in Table 1	Responsibilities Included within Safety Plan? Y/N or N/A				
			ORC	Wyth	Traff	Alti	With
1. National Guidance, Approved Codes of Practice, Health Technical Memorandum (HTM), BS EN Standards and similar.		Duty Holder (e.g. Board, CEO, Duty Holder)	There will be no separate Site Asbestos Safety/Management Plans. All relevant roles/responsibilities included in the Asbestos Policy/Management Plan.				
2. Employer, Policy, Plan, Procedure and Protocol responsibilities		Designated Person (HTM 00 & Policy)					
3. PFI Duty Holder Matrix		Deputy Designated Person					
4. Risk assessment and incident investigation findings		Senior Operational Manager (HTM 00 & Policy)					
5. Tasks and activities performed		External Independant Adviser (HTM 00 & Policy)					
6. Patient / Patient safety and service considerations		Asbestos Lead					
7. Analysis of reported incidents		Asbestos Manager					
8. Existing knowledge base and skills of staff		Site Asbestos Manager(s)					
9. Train the trainer as a way to roll out training and refresher training							

29 APPENDIX F – Governance Framework Diagram Asbestos



- *NOTE: Sites may set up local Working Groups to support Committees and Groups included in the above diagram.

30 APPENDIX G – Safe Working Procedures

Trust staff are not permitted to undertake work which falls within the requirements to use a Licensed Asbestos Removal Contractor. This includes the removal of asbestos insulation, asbestos coatings or asbestos insulating board. In order to manage the risks in relation to asbestos containing materials various working procedures have been developed. Each procedure forms a safe working method and must be adhered to. The procedures are regularly reviewed and may be added to if other situations arise. The Trust is currently reviewing their asbestos registers for all buildings and the results of which will be used during the regular review of these procedures.

These procedures are in accordance with the HSE Publication “Asbestos Essentials, Non-Licensed Tasks”.

Number	Procedure Title
12.1	Guidance for Wearing of PPE whilst Working in Plant Rooms and Similar Risk Assessed Areas
12.2	Access/Work within Red Plant Rooms
12.3	Access/Work within Amber Plant Rooms
12.4	Access/Work within Blue Plant Rooms
12.5	Access/Work within Green Plant Rooms
12.6	Checking for Asbestos Information Procedure

30.1 Asbestos Procedure No. 1 - Guidance for Wearing of PPE Whilst Working in Plant Rooms and Similar Risk Assessed Areas.

This Guidance Sheet describes the type of Personal Protective Equipment (PPE) you will need to wear when entering and carrying out tasks within restricted plant rooms or other areas where the risk assessment identifies an asbestos exposure risk and a need for PPE.

It is important that you follow the guidance in order to provide you with adequate protection and minimise the number of fibres, which get into the air. Prior to any works being undertaken a risk assessment must have taken place that may include air monitoring during simulation of the planned work activity.

Training

- All those involved with undertaking an activity covered by any of the Asbestos Procedures must have received adequate training. The training must be specific for the task to be undertaken and where necessary cover the donning and doffing of PPE. This would also include the correct use of RPE, decontamination and the disposal of PPE.

Overalls

- Ensure overalls (Type 5/6, Category 3) are worn; wearing one size too big prevents ripping at the seams.
- If the cuffs are loose, seal with tape.
- Wear legs of the overalls over footwear – do not tuck into boots as dust can get in the top.
- Wear the hood over the straps of the respirator.
- Remove overalls by turning inside out.
- Dispose of used overalls into the asbestos red waste bag, then into a clear disposal bag.

Footwear

- Disposable over-shoes should be worn unless ladders are to be used or working at height is involved; in this case, safety Wellingtons or washable footwear must be worn.
- Safety Wellingtons: Cleaning of boots should be carried out with wet cloths or medi-wipes. The cloths and wipes must be disposed of, firstly
- Into red waste bag, then into a clear bag.

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Respiratory Protective Equipment – Powered Hoods

- Powered hoods with P3 filtration are available from the Estates Office and are to be used when gaining access.
- The powered hoods are stored as a complete set, in plastic boxes within the Estates Supervisors Office. Location to be determined at site level.
- When taking the box containing the hood from the Estates Supervisors Office (location to be determine at site level), the contents must be examined and the checklist for the specific hood signed by the individual who will be wearing that hood. This should be done in the presence of a supervisor or the Asbestos Manager.
- Should the visual check indicate that any part of the powered hood system is damaged it must not be used and should be returned to the Supervisor for repair. The Supervisor must be informed as to what part of the system is damaged.
- However, if any part of the system hasn't been adequately cleaned by the previous user it must be cleaned prior to use. When the system is returned to the Supervisor they must be informed about the cleaning issue so that this can be investigated.
- As these systems are not specifically assigned to an individual the history of the equipment will not always be known. It is therefore good practise to change both the pre and main filters before use, especially where the pre-filter is discoloured and showing signs of use.
- When the fan unit is powered up it performs a self-diagnostic check. At this point if any of the warning lights remain on the unit must not be used and again returned to the Supervisor with an explanation of what the problem is so that it can be rectified.
- Assuming that all of the pre-use checks are satisfactory the system can then be used. The storage hood for the hood section comes with a flow meter built into it. Should the user wish, for peace of mind, the air flow of the fan unit can be checked. The self-diagnostic of the fan unit should have already established that the correct air flow has been achieved and therefore this check wouldn't be necessary.
- The powered hood must be worn in accordance with the training received in order to allow the area to be entered.
- The powered hoods must be the last piece of equipment or PPE to be removed. Once all other items have been cleaned and all waste placed inside a red asbestos bag the hoods can then be removed and powered down.

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- Prior to being returned into the storage boxes the entire hood and fan unit must be cleaned. The wipes used must again be disposed of as asbestos waste.
- Only when thoroughly cleaned can the powered hood be returned to the storage box.
- The storage boxes can then be returned to the Supervisors Office and the return section of the checklist will be completed by the Supervisor.
- There are spare batteries for each fan unit that are left on charge. When the system is returned to the Supervisor Office these should be swapped over so that a fully charged battery is left installed in the unit ready for use.

Waste Disposal

- All disposables must be placed inside the red waste bag.
- All cloths and wipes must also be placed inside the red waste bag, then into the clear bag.
- As long as dirty rags are not soaked during cleaning, no special precautions need to be taken for disposal of water.
- The bagged waste should be placed into the asbestos skip on site.
- If an asbestos skip is not present on site, the bagged waste should be left within the plant room ready for collection by an approved licensed contractor.
- The Asbestos Manager should be informed when waste has been left inside a plant room so that waste collection can be arranged at the earliest opportunity.

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30.2 Asbestos Procedure No. 2 – Work Within Red Plant Rooms

Definition

A red plant room (or an area identified as red) is one where high-risk asbestos containing materials and contamination are present in a fibrous friable condition. The contamination is such that any work activity including inspection activities and also basic access into the room/area have the potential to disturb asbestos fibres.

Associated Hazard

Possible exposure to asbestos containing materials.

Safe Working Procedures

1. Entry into Areas

- 1.1 No entry into plant rooms, under any circumstances, unless authorised by the Asbestos Manager and following suitable training.

2. Authorised Entry

- 2.1 For staff entering a restricted Red plant room/area for access and inspection purposes only, there will be a requirement to wear RPE/PPE as detailed below. Prior to access being permitted for the inspection there must be a written risk assessment which will include air monitoring that simulated the activity.
- 2.2 In some circumstances work may be permitted to be carried out but this would be subject to an individual assessment by the Asbestos Manager prior to being authorised.
- 2.3 All staff entering a restricted Red plant room/area must wear the following personal protective equipment (PPE)
 - Disposable hooded suit (Type 5/6, Category 3)
 - Disposable over-shoes or washable footwear
 - Disposable gloves
 - Powered Hood with FFP3 filtration
 - When working on ladders or at heights, safety Wellingtons must be worn
 - Warning sign to be attached to door to restrict entry unless wearing PPE
- 2.4 Under no circumstances will staff work on asbestos materials without further assessment and instruction from the Asbestos Manager.

3. Disposal of Personal Protective Equipment

- 3.1 All disposable clothing e.g. suit, over-shoes and gloves must be removed inside-out before leaving the area and place firstly into the red asbestos waste bag provided, then into a clear bag.

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- 3.2 The powered hood must be thoroughly cleaned with medi-wipes or baby wipes and then removed immediately outside of the area. The disposable filter/s should be removed and then disposed of in the asbestos waste bag. All used wipes must be disposed of in the red waste bag, then into a clear bag, as above. This process should be done when all other PPE has been removed and disposed of.
- 3.3 All asbestos waste must be placed inside a red asbestos waste bag, then a clear bag and sealed. Once sealed, asbestos waste bags may be removed from the plant room and disposed of within a designated lockable asbestos waste skip. On sites where there are no asbestos waste skips the bagged waste should be left inside the plant room to be collected by an approved contractor.
- 3.4 The Asbestos Manager should be informed when waste has been left inside a plant room so that waste collection can be arranged at the earliest opportunity.

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30.3 Asbestos Procedure No. 3 – Work Within Amber Plant Rooms

Definition

Within an Amber plant room (or an area identified as Amber) high risk asbestos containing materials are present in a condition, which is considered safe if left undisturbed. Assessments identify no elevated risk of exposure to asbestos fibres when purely accessing amber areas, providing no other work is being carried out on the asbestos materials present.

There is no requirement to wear RPE/PPE when purely accessing amber areas

Associated Hazard

Possible exposure to asbestos containing materials.

Safe Working Procedures

1. Entry into Areas

- 1.1 No entry into plant rooms, under any circumstances, unless authorised by the Asbestos Manager or following suitable training.

2. Authorised Entry

- 2.1 For staff entering a restricted Amber plant room/area for access and inspection purposes only, no special requirements will be required.
- 2.2 For all disturbance works related to asbestos, any staff entering a restricted Amber plant room/area must wear the following personal protective equipment (PPE):-
 - Disposable hooded suit (Type 5/6, Category 3)
 - Disposable over-shoes or washable footwear
 - Disposable gloves
 - Powered hood with FFP3 filtration
 - When working on ladders or at heights, safety Wellingtons must be worn
 - Warning sign to be attached to door to restrict entry unless wearing PPE
- 2.3 Under no circumstances will MFT staff work on asbestos materials within amber plant rooms. This work must only be undertaken by specialist asbestos contractors.

3. Disposal of Personal Protective Equipment

- 3.1 All disposable clothing e.g., suit, over-shoes and gloves must be removed inside-out before leaving the area and place firstly into the red asbestos waste bag provided, then into a clear bag.
- 3.5 The powered hood must be thoroughly cleaned with medi-wipes or baby wipes and then removed immediately outside of the area. The disposable filter/s should be removed and then disposed of in the asbestos waste bag. All used wipes must be disposed of in the red waste bag, then into a clear bag, as above. This process should be done when all other PPE has been removed and disposed of.

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- 3.2 All asbestos waste must be placed inside a red asbestos waste bag, then a clear bag and sealed. Once sealed, asbestos waste bags may be removed from the plant room and disposed of within a designated lockable asbestos waste skip. On sites where there are no asbestos waste skips the bagged waste should be left inside the plant room to be collected by an approved contractor.
- 3.3 The Asbestos Manager should be informed when waste has been left inside a plant room so that waste collection can be arranged at the earliest opportunity.

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30.4 Asbestos Procedure No. 4 – Work Within Blue Plant Rooms

Definition

A Blue plant room (or an area identified as Blue) is one where only low risk asbestos containing materials are present. The area will likely be contained within a building whose original construction date is after 1985, therefore the assessment will have shown that no 'licensable' asbestos containing, materials are likely to be present.

RPE and PPE will not be required to be worn when entering this space nor when undertaking most work activities. However, where the work activity will disturb the ACMs present RPE/PPE will be required as will a fully written assessment of the work.

Activity

Any work activity liable to cause disturbance on any ACMs contained within the space.

Associated Hazard

Possible exposure to asbestos containing materials.

Safe Working Procedures

1. Entry into Areas

- 1.1 Under normal circumstances the Asbestos Manager will not be required to authorise access into these spaces. However, if planned work is going to be undertaken on any ACMs present this work, and its associated risk assessment and method statement, will need to be approved beforehand.

2. Authorised Entry

- 2.1 For staff entering a Blue plant room/area for access and inspection purposes only, no special requirements will be required. The same conditions exist for any work to be undertaken within these areas that doesn't involve the disturbance of any ACMs present.
- 2.2 For all works related to asbestos, all staff undertaking them within a Blue plant room/area must wear the following personal protective equipment (PPE):-
 - Disposable hooded suit (Type 5/6, Category 3)
 - Disposable over-shoes or washable footwear
 - Disposable gloves
 - Powered hood with FFP3 filtration
 - When working on ladders or at heights, safety Wellingtons must be worn
 - Warning sign to be attached to door to restrict entry unless wearing PPE
- 2.4 Under no circumstances will MFT staff work on asbestos materials within amber plant rooms. This work must only be undertaken by specialist asbestos contractors.

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3. Disposal of Personal Protective Equipment

- 3.1 All disposable clothing e.g., suit, over-shoes and gloves must be removed inside-out before leaving the area and place firstly into the red asbestos waste bag provided, then into a clear bag.
- 3.2 The powered hood must be thoroughly cleaned with medi-wipes or baby wipes and then removed immediately outside of the area. The disposable filter/s should be removed and then disposed of in the asbestos waste bag. All used wipes must be disposed of in the red waste bag, then into a clear bag, as above. This process should be done when all other PPE has been removed and disposed of.
- 3.3 All asbestos waste must be placed inside a red asbestos waste bag, then a clear bag and sealed. Once sealed, asbestos waste bags may be removed from the plant room and disposed of within a designated lockable asbestos waste skip. On sites where there are no asbestos waste skips the bagged waste should be left inside the plant room to be collected by an approved contractor.
- 3.4 The Asbestos Manager should be informed when waste has been left inside a plant room so that waste collection can be arranged at the earliest opportunity.

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30.5 Asbestos Procedure No. 5 – Work Within Green Plant Rooms

Definition

A Green plant room (or an area identified as Green) is one where no asbestos containing materials are present. The area will be contained within a building whose original construction date is after 2000, therefore the assessment will have shown that no asbestos containing, materials are present.

It is known that some developing countries still use asbestos within their manufacturing process. China has, since 2000, imported plant and equipment into the UK that contained ACMs. If it is suspected that any space contains any such equipment an immediate assessment of these material should be undertaken. The plant space may then be re-classified following the analysis of these materials.

Activity

There is no requirement to wear RPE/PPE when working within Green plant rooms/areas.

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30.6 Asbestos Procedure No. – Checking for Asbestos Information Procedure (for carrying out Planned and Reactive Maintenance, and Repair)

Background

Following the asbestos Independent Adviser audits carried out at ORC, Wythenshawe and Trafford in 2020, a further review of each asbestos register used across these three sites has been carried out to check the validity of asbestos information on the register.

Findings from validity of Information review

The review identified a number of areas across the sites have undergone asbestos surveys in the past, and that where asbestos containing materials (ACM) have been recorded within an area this material does exist on site.

The register however also identified issues (to varying degrees), with the information that the registers contain.

The registers for both Wythenshawe and Oxford Road are based upon data produced from surveys undertaken by RPS 10 – 15 years ago, and inaccuracies of the information the registers hold has been identified. The data within the register at Trafford, whilst only 3 – 4 years old has also been found to contain inaccuracies.

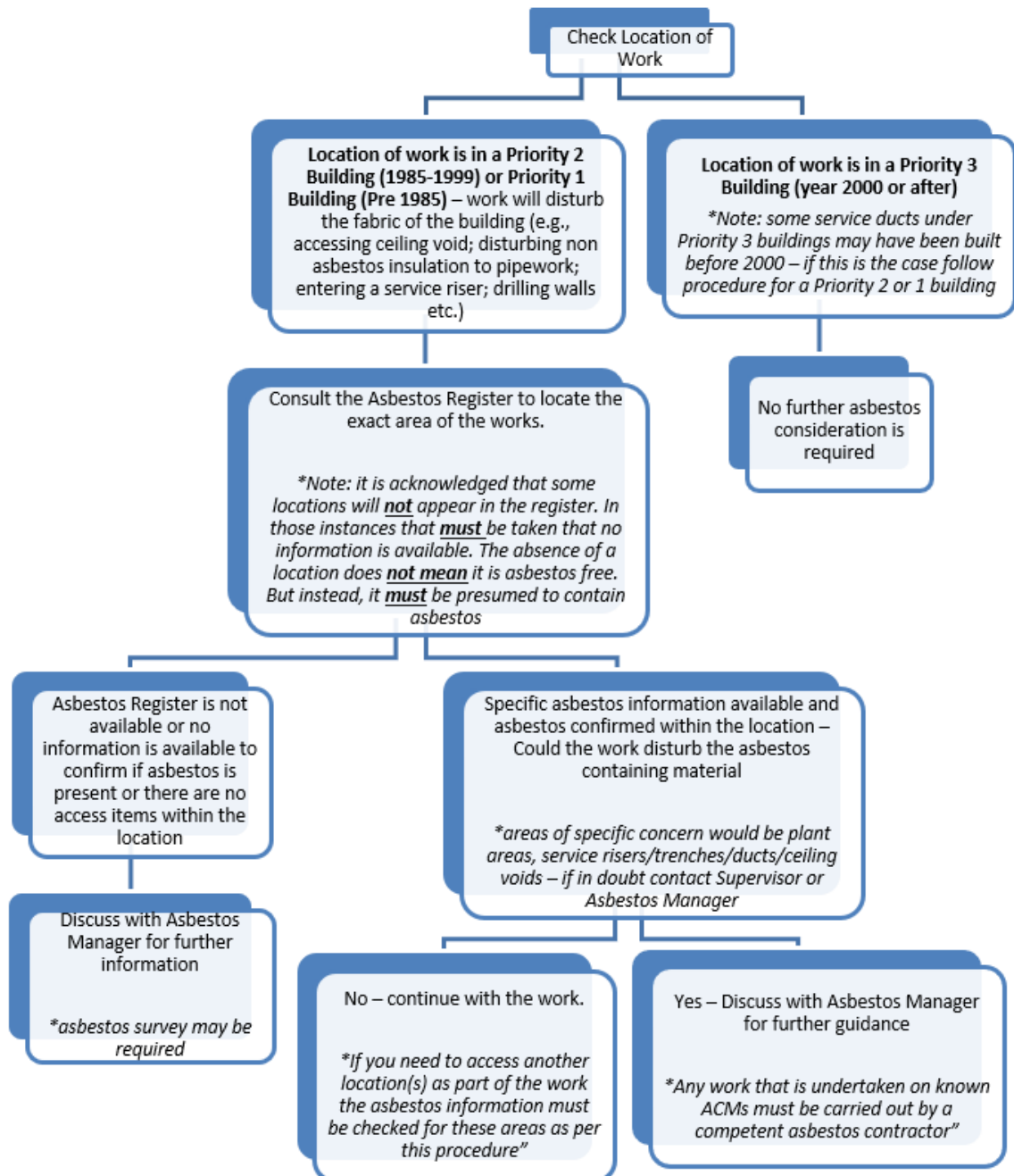
In all three registers it was identified that restrictions of access identified on the original surveys have not consistently been transferred into the register. This means there are a number of locations where room information is not recorded within the register, and therefore it is not possible to confirm if asbestos containing materials are present within the room or not.

The registers also do not consistently include warning information on specific items within rooms which were not accessed during the survey (e.g., pipe boxing; above ceiling tiles), which should be considered as containing asbestos until access is gained and an asbestos check carried out.

This has a wide implication on work that is undertaken within the Trust which could be direct or indirect. Until a new MFT Asbestos Register is populated and the sites undergo a re-survey, a procedure to carry out an assessment of the possibility for asbestos to be present needs to be carried out before work is undertaken. The process to be applied to check for asbestos information before commencing work is outlined in the flow chart below. It is essential that this process is followed to ensure an appropriate asbestos assessment can be carried out.

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Checking for Asbestos Information Process Flowchart



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