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Wales

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## **ASBESTOS MANAGEMENT PROCEDURE**

### **Introduction and Aim**

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

This procedure supports the Health and Safety Policy.

### **Supporting Procedures and Written Control Documents**

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

### **Scope**

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

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| <b>Equality, Health Impact Assessment</b>      | An EHIA has been completed.  |
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| 2                                    | 2018                  | 20/01/19                | 11/02/19              | Supersedes Asbestos Management Plan |
| 1                                    | April '14             | 12/08/15                | 2015                  | Asbestos Management Plan            |
|                                      |                       |                         |                       |                                     |

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## 1. Introduction

Under the Control of Asbestos Regulations (CAR) 2012, Public Health Wales has a legal duty to manage asbestos in its non-domestic premises.

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

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

## 2. Scope

This asbestos management procedure and associated guidance document will be implemented throughout all premises, or parts of premises, that the organisation owns or occupies, or for which the organisation is responsible.

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

## 3. Definitions

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

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

**ACMs** Asbestos containing materials.

## **4. Process**

The following procedure will be adopted for monitoring compliance with this procedure and guidance.

### **Regular re-inspection for ACMs**

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

### **Appointment of specialist surveying consultants**

When necessary, the organisation will require the appointed contractor to re-inspect areas of the buildings such as ceiling voids and risers, where ACMs may have a potential to release and where it is considered that there is a specific hazard. **Updating the asbestos register**

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

## **5. Training**

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

## **6. Monitoring**

The organisation will monitor the level of compliance in respect of the management of asbestos through the estates, safety and facilities compliance dashboard. This is based on the core requirements of the Control of Asbestos Regulations 2012.

## 7. Related documents and legislation

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