

Asbestos Management Plan



Title:

Asbestos Management Plan

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| Policy Owner: | Head of Hard FM - Operations | | |
| Executive Lead: | Deputy Chief Executive | | |
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| | | | |

Asbestos Management Plan



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1. Introduction, Objectives and Purpose

This document must be read in conjunction with the NHS Lothian Control of Contractors Policy and current HSE Approved Code of Practice.

This Asbestos Management Plan (AMP) sets out the arrangements and procedures for the safe management of Asbestos Containing Materials (ACMs) present in the premises for which NHS Lothian is the Duty Holder as prescribed under the provisions of regulation 4 of the Control of Asbestos Regulations 2012.

This AMP has been prepared in order to comply with the legislative requirements as set out later in this document. More generally, the plan has been prepared to comply with the statutory requirements set out in the Health and Safety at Work etc. Act 1974 to protect the health, safety and welfare of all employees and all persons who enter and work on premises owned and managed by NHS Lothian; to include in particular, all employees, consultants and contractors who undertake work in its buildings and all members of the public who enter the buildings as NHS Lothian patients and visitors.

In order to ensure best practice, NHS Lothian will manage all the Asbestos Containing Materials in its buildings in accordance with the legislative requirements.

NHS Lothian recognises that all building-related work may give rise to the potential for disturbing ACMs which may be present in buildings, with the associated risks from exposure to airborne asbestos fibres with resultant long-term ill-health effects. A main objective of this plan is therefore to ensure that controls of the highest standards are in place for all reactive and planned building-related works and projects to ensure the safety, health and wellbeing of all those who undertake the works, all those who may be affected by the work activities and all who enter and use the buildings on completion of the works.

This document details the NHS Lothian arrangements to ensure that the objectives of this AMP are achieved and the responsibilities and duties of all those who are, directly or indirectly, involved in the health board's management procedures to ensure that all ACMs are safely managed at all times.

2. Scope of this Asbestos Management Plan

NHS Lothian is Scotland's second largest Health Board by budget, operating over 200 buildings with circa 500,000m² of operational clinical space – within this portfolio there are 4 major clinical sites, with the remainder comprised of smaller hospitals and dental and general practice health care sites. Approximately 26,000 staff are employed by NHS Lothian. This Asbestos Management Plan applies to the safe management of the ACMs present in all NHS Lothian properties found within the property database but excludes PFI sites, and third party models of ownership.

[Please refer to Appendix A – NHSL Site listing – sites under scope of this Asbestos Management Plan.](#)

To date, asbestos records have been transferred from legacy systems to a new database called Tersus TEAMs (NHS Lothian Asbestos Register). NHS Lothian continues to be mindful that a number of properties previously operated and managed by the board which have been disposed of over the years, contained ACMs. While NHS Lothian has no ongoing responsibility for the management of the ACMs in these buildings, the intention is to retain historical records to address any claims and liabilities which may arise.

3. Legislative Requirements

In preparing this Asbestos Management Plan NHS Lothian recognise that consideration must be given to the requirements of and compliance with the following items of legislation, regulations, approved codes of practice and guidance documents published by the Health and Safety Executive.

The Health and Safety at Work, etc. Act 1974 (HSW Act) requires employers to conduct their work in such a manner so as to minimise health and safety risks to employees and to provide information to anyone else about their workplace which might affect their health and safety. Section 3 of the Act contains general duties for persons other than employees. Section 4 contains general duties for anyone who has control over a workplace.

The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to themselves, their employees and anyone else affected by their business activities. These Regulations require employers to make appropriate arrangements to protect the health and safety of those directly involved in work activities and others as may be affected.

The Workplace (Health, Safety and Welfare) Regulations 1992 require employers to maintain workplace buildings in order to ensure the safety of all building occupants.

The Construction (Design and Management) Regulations 2015 require clients in construction, refurbishment and demolition projects to provide pre-construction information relating to the risks associated with the works to be undertaken, which would include the presence of hazardous materials such as asbestos. In addition, these regulations require that at the conclusion of projects a Health and Safety file is prepared which must include, together with all other relevant information, details of any remaining ACMs which will need ongoing management.

The Control of Asbestos Regulations 2012 requires employers to prevent exposure to asbestos or, where this is not reasonably practicable, to reduce exposure to the lowest level practicable. The Regulations place a duty on those persons who have repair or maintenance responsibilities as a result of a tenancy or contract, to manage the risk from asbestos in premises. Where there is no contract or tenancy, the person in control of the premises will be the duty holder. There is also a duty of co-operation on other parties. Duty holders are required to have an Asbestos Management Plan in place for the safe management of ACMs present in the properties for which they are responsible. This duty applies to all non-domestic premises and the common areas of domestic flat premises. All such areas are regarded as being non-domestic.

These duties are supported through an Approved Code of Practice entitled “**Managing and working with asbestos – Control of Asbestos Regulations 2012**” L143, second edition, 2013.

In addition to the above, there are Health and Safety Executive Guidance Notes which are relevant for consideration including:

The HSE Guidance Note “A comprehensive guide to Managing Asbestos in premises” HSG227 - provides guidance for those who have a duty to manage the risks from asbestos containing materials in premises, including building owners, non-domestic tenants and anyone else who has any legal responsibilities for workplaces.

The HSE Guidance Note “Asbestos: The survey guide” HSG 264 - is aimed at people carrying out asbestos surveys and the duty holders who commission these surveys. The document covers the competence and quality assurance requirements in relation to the conduct of surveys, survey planning and survey types, implementation of surveys, survey reports and the duty holders’ use of survey information.

Other relevant legislation includes:

The Environmental Protection Act 1990 - provides local authorities with the power to serve notice for the abatement of nuisances where any premises are in a state where a nuisance is caused to the tenants and others, which may also be prejudicial to health. Failure to comply with the requirements of the notice constitutes an offence under the provisions of the Act. In addition, this legislation requires that all wastes be disposed of on sites which are specifically licensed to accept the category of wastes concerned.

The Special Waste Regulations 1996 (as amended) - requires in Scotland that all hazardous wastes, which includes all asbestos wastes, be disposed of on sites which are specifically licensed to accept these materials. These regulations detail a consignment note procedure for tracking the movement of hazardous wastes.

In preparing this Asbestos Management Plan, NHS Lothian are particularly aware of the need to specifically address and have arrangements in place to comply with the requirements of Regulation 4 of the Control of Asbestos Regulations 2012. The broad legal requirements of these regulations are to:

- Undertake a suitable and sufficient assessment to determine whether asbestos-containing materials are present in the buildings for which they are responsible.
- Take reasonable steps to locate materials liable to contain asbestos.
- Presume that materials contain asbestos, unless there is strong evidence to support that they do not.
- Assess the risks posed by the presence of the identified ACMs.
- Assess the likelihood of anyone being exposed to asbestos from such materials.
- Make a written record of the location and condition of the ACMs and presumed ACMs and keep it up to date.
- Ensure that any asbestos materials, or materials suspected of containing asbestos, are maintained in good condition or, where necessary, safely removed.
- Prepare a plan to manage the risk associated with the presence of the asbestos and put this into effect to ensure that information on the condition of ACMs is given to all persons likely to disturb the materials.
- To monitor the condition of ACMs and presumed ACMs which at the time of the initial survey were in an acceptable condition and not likely to release asbestos fibers.

- To review and monitor the Asbestos Management Plan and the arrangements at regular intervals.

4. The Principles of Asbestos Management

The main principles of Asbestos Management are to:

Assess: the presence of Asbestos Containing Material's (ACM's) in buildings, structures, plant and machinery, and to assess the potential for exposure to airborne asbestos fibres which can give rise to potentially fatal diseases. Provided that the ACMs, which may be present, are maintained in a safe condition and in locations where they are unlikely to be disturbed by normal use and maintenance, they do not necessarily create an unacceptable risk. The initial assessment as to the possible presence of ACMs can be established from a detailed desk top study considering, in particular, the age and type of construction. Ultimately however the assessment will in most cases necessitate the conduct of a detailed building survey.

Record: all asbestos information gathered either from the initial desk top study investigations or the detailed building surveys, should be recorded in a format which it can then be made available to persons who are likely to disturb the materials. These records should be regularly updated following periodic checks on identified ACMs to ensure that the asbestos information provided is both accurate and current.

Inform: all asbestos records should be accessible to anyone who may work or undertake maintenance or other building or engineering works in the areas where ACMs have been identified. Procedures must be in place to proactively provide details of ACMs present in any area of any building or within plant or machinery ahead of any works which has the potential to disturb the ACMs. Arrangements must be in place, through an appropriate regime of training and inductions, to ensure that every employee, contractor or agency worker is aware of the hazards associated with the presence of ACMs and the measures and procedures which they must observe to ensure that they are not exposed to elevated levels of airborne asbestos fibres, which will have the potential to cause long term ill health effects.

Monitor: all asbestos records and management procedure documents must accord to the requirements of the Control of Asbestos Regulations 2012 and the guidance detailed within the Approved Code of Practice, "Managing and Working with Asbestos" L143 (second edition) and be regularly reviewed to ensure that the records and documents are both current and compliant with legislative requirements. In addition, on-going monitoring is required to ensure that the aims of the AMP and strategy are being met so as to ensure that no one is being exposed to elevated levels of airborne asbestos fibres whilst on premises controlled by the duty holder.

5. Arrangements for Asbestos Management & Associated Employee Responsibilities

The NHS Lothian Duty structure dated 6 November 2024.

| Role | Colleague |
|--|---|
| Duty Holder | Morag Campbell - Director of Facilities & Estates Bruce Barron - Director of Capital Planning & Projects |
| Responsible Person – Hard FM | Tommy Logan - Head of Hard FM Operations |
| Responsible Person – Capital Planning | Project Specific - Capital Planning Project Manager |
| Asbestos Coordinators – Hard FM | Owen McCabe, Paul Johnstone, Archie Mason, Clive Armstrong, Glen Hampson, Steve Greenan, Connor Wilkie, Tom Watson, David George, Neil McLuckie, Steve Cunningham |
| Asbestos Coordinators – Capital Planning | Structure under creation |

Duty Holder – Role and Responsibilities

CAR2012 Regulation 4 requires duty holders to identify the location and condition of asbestos in non-domestic premises and to manage the risk to prevent harm to anyone who works on the building or to building occupants. It also explains what is required of people who have a duty to co-operate with the main duty holder to enable them to comply with the regulation. To summarise, the duty holder must ensure that risks from the presence of asbestos in the premises are managed and additional groups are to co-operate with, or provide information to, the main duty holder.

In practice, this ‘duty to manage’ requires the main duty holder to make sure that competent persons:

- assess whether the premises are liable to contain asbestos and to identify its location and condition (or, alternatively, assume asbestos is present and manage the premises accordingly);
- assess the risk from any located (or presumed) ACMs and to identify vulnerable or damaged ACMs, and arrange for their repair and/or protection or, where necessary, arrange for removal by somebody competent to do this; and
- work should only start once the duty holder is satisfied that the information in the asbestos record/register is known and understood by the workers who are doing the work on site and easily accessible for anyone who needs to inspect it.

To comply with the law the duty holder must ensure that:

- reasonable steps are taken to find materials in premises likely to contain asbestos and to check their condition – all documentary information should be checked and a thorough inspection of

premises, usually surveys, carried out and anyone who may be able to provide more information should be consulted;

- materials are presumed to contain asbestos unless there is strong evidence that they do not;
- a written record of the location and condition of asbestos and/or presumed ACMs is made and that the record is kept up to date; and
- the risk of anyone being exposed to these materials is assessed.

A written plan (this AMP) to manage that risk is then prepared and that the plan is put into effect to make sure that:

- any material known or presumed to contain asbestos is kept in a good state of repair;
- any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, is repaired and adequately protected or, if it is in a vulnerable position and cannot be adequately repaired or protected, is removed; and
- information on the location and condition of the material is given to anyone who is liable to disturb it or is otherwise potentially at risk.

This plan must be reviewed every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed and that the plan requires amendment.

There should be periodic checks to make sure that the arrangements and procedures for managing asbestos are working and that people are fully aware of what they should be doing to comply with the duty to manage.

Duty holder should ensure that the management plan is made available at all the individual premises, so if there are separate site managers/building managers responsible for different aspects of premises on the same site, they must each make the information available to those in their respective premises. Duty holder should:

- tell employees what the management plan arrangements are;
- provide the emergency services with information on the location and condition of any known ACMs when attending; and
- provide copies of the management plan for employee representatives and trade union safety representatives.

The duty holder's legal responsibilities cannot be delegated, but duty holders can nominate others to do all or part of the work to assist in complying with the duties. Anyone or any organisation who is nominated to do some work as a result of CAR2012 Regulation 4 must know what it is they have to do and be able to do it safely. They should be competent to do this work. Where the duty holder has nominated a person or organisation to assist in complying with their responsibilities, they must make sure that those on the premises are aware who has been nominated and the tasks they have been given.

Anyone who is not a duty holder but has information on or is in control of the premises, must help the duty holder, as far as necessary, to comply with the duty but this does not extend to paying for or sharing the costs of any actions the duty holder takes to manage these risks.

In accordance with the Safety Representatives and Safety Committees Regulations 1977, safety representatives should be consulted on matters affecting the employees they represent. This means they should be consulted about the arrangements and, with reasonable notice being given, see any records made in connection with the assessment. Similarly, employees not represented by trade union representatives should be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

If unsure how to implement the management plan themselves, the duty holder should seek competent specialist advice from an asbestos surveyor, a laboratory or a licensed contractor, or local Asbestos Coordinator as appropriate. The duty holder must satisfy themselves that any person or organisation nominated to assist them in complying with the duty to manage:

- can demonstrate suitable competence and training;
- can demonstrate independence, impartiality and integrity;
- has an adequate management system in place; and
- carries out any survey commissioned to locate ACMs, in accordance with recommended guidance.

Where the duty holder appoints a third party to carry out a survey, they must assess if the surveyor is likely to have adequate experience and training by checking that they are accredited by a recognised accreditation body, which is the United Kingdom Accreditation Service (UKAS).

Responsible Person – Role and Responsibilities

The Duty Holder within NHS Lothian delegates the following duties to the Responsible Person :

Identify Asbestos Presence

- Determine if asbestos-containing materials (ACMs) are present in the building.
- Conduct a professional asbestos survey if necessary.

Assess Risks

- Evaluate the condition of the ACMs and the likelihood of disturbance.
- Consider the potential exposure to building occupants and workers.

Prepare and Implement a Management Plan

- Create an asbestos management procedure that includes:
- The location and condition of ACMs.
- Procedures for monitoring and controlling the risks.

- Ensure the plan is accessible and up-to-date.

Inform Relevant People

- Communicate the location and condition of asbestos to:
- Workers and contractors.
- Anyone who may come into contact with ACMs.

Monitor and Review

- Regularly inspect ACMs to ensure their condition hasn't deteriorated.
- Update the asbestos management plan as needed.

Ensure Safe Work Practices

- Ensure any work on or near ACMs is carried out by trained and licensed professionals.
- Follow Health and Safety Executive (HSE) guidelines for asbestos-related work.

Comply with Regulations

- Maintain records of all asbestos-related activities and surveys.
- Ensure legal compliance with CAR 2012, including risk assessments and control measures.

Asbestos Coordinator – Role and Responsibilities

The Responsible Person role delegates the following responsibilities through the Asbestos Coordinator role. Their responsibilities typically include:

Asbestos Management Plans: Developing and maintaining a comprehensive asbestos management plan, ensuring that all asbestos-containing materials (ACMs) in NHS facilities are identified, monitored, and safely managed.

Risk Assessments: Conducting regular risk assessments of buildings to identify and evaluate the presence and condition of ACMs.

Compliance and Legislation: Ensuring compliance with UK asbestos regulations, such as the Control of Asbestos Regulations 2012, to protect staff, patients, and visitors.

Record Keeping: Maintaining accurate records of all asbestos surveys, removal, and management activities, which are essential for audits and safety protocols.

Training and Awareness: Providing training and information to NHS staff and contractors about asbestos risks and safe work practices.

Asbestos Removal Projects: Coordinating and overseeing asbestos removal or encapsulation projects, ensuring they are conducted safely by licensed contractors.

Incident Management: Responding to asbestos-related incidents or exposure risks promptly and taking necessary action to mitigate harm.

Asbestos coordinators work to minimize asbestos exposure in healthcare environments, protecting both staff and patients. Their role is essential to NHS safety and compliance with health and safety laws.

Asbestos Management – The Supply Chain

NHS Lothian has in place a structure of consultants and suppliers to inspect, monitor, remedy and control our Asbestos works.

REMEDIATION (removal, encapsulation, repair)

Rhodar
7/9 North Saint Street
Edinburgh
EH2 1AW

Office: 0131 524 9572

CONSULTANCY (advice, surveys, material sampling), Air Monitoring

TERSUS Asbestos Consultancy
HQ – 1st Floor
Rainham House,
Manor Way,
Rainham, Essex
RM13 8RH

Contact: Ed Gilbert
Mobile: 07943 823 096
Office: 03300 241 444

Email: Edward.gilbert@tersusgroup.co.uk

6. The Arrangements for Establishing the Location and Condition of Known or Presumed ACMs in the Properties Owned, Managed and Maintained by NHS Lothian

NHS Lothian have records of having undertaken asbestos surveys for their properties since at least 2009, which has since been transferred onto the NHS Lothian electronic database (Tersus TEAMS). This combined with any new survey reports, will subsequently be made available to NHS Lothian personnel, enabling them to check that the materials were not inadvertently disturbed during reactive and planned maintenance work.

The asbestos management survey information has been periodically updated following annual condition monitoring re-inspections undertaken on sites with significant ACMs present defined by the allocation of medium or high material risk assessment scores.

A listing of current re-inspections is included within the table within Appendix B – Listing of Asbestos Re-inspections.

Prior to 2010, asbestos surveys were only undertaken in Sites which had been constructed prior to 1985, when Regulations were introduced in the UK prohibiting the use of the most hazardous types of asbestos products and asbestos fibre types. From 2010 forward, following the introduction of new survey guidance, “Asbestos – the survey guide”, published by the Health and Safety Executive, any new asbestos survey programme had then to include all sites constructed before 2000 and the re-survey of the existing surveys which had been found to contain ACMs for which the associated risks, based on the material assessment scores, had been categorised as low, medium, high or very high.

Upon uploading surveys to Tersus TEAMS, a review of the data was conducted. Areas that were not previously surveyed, either accidentally missed or due to lack of opportunity for access are of the highest priority for inspection now and a schedule had been created for the surveying of those areas.

The new survey programme will involve the allocation of appropriate control and management actions for the identified ACMs which will be actioned through a remediation works programme. The NHS Lothian asbestos management database will be updated following the completion of these works.

NHS Lothian appoints asbestos surveyors for its survey programme when accredited through UKAS. ISO / IEC 17020 for bodies undertaking inspections and ISO/IEC 17025 for good laboratory practice.

Condition monitoring re-inspections will be undertaken on an annual basis by a UKAS accredited surveying company such as TERSAs, during which, any necessary adjustments will be made to the material and priority risk assessment scores and the management and control actions reviewed.

In the event of a material change in the HSE guidance relating to the conduct of asbestos surveys, consideration will be given to the need for any new asbestos surveys. The intention with the new surveys is to ensure that the data held is comprehensive, of high quality and is easily accessible.

All surveys undertaken can now be accessed via NHS Lothian electronic database – Tersus TEAMS.

7. Reports & Electronic Databases

All NHS Lothian asbestos survey data and reports are in pdf format and are to be held on an electronic asbestos management database provided by and managed by the NHS Lothian contractor. This system, referred to as Tersus TEAMS, holds all the data recorded during surveying processes, and, where available, the material, priority and total risk assessment scores together with photographs of the ACMs in situ, and detailed plans to precisely locate the ACMs within each building. Where gaps are identified, this should be brought to the attention of the surveyors for surveying.

The pdf survey reports include information relating to the buildings or areas of buildings surveyed, a summary of the findings with tabulated information for the ACMs confirmed by analysis or which are presumed and for the materials which have been confirmed by analysis as not containing asbestos. The survey reports shall also include the information required to calculate the material and priority risk assessment scores, a photograph of the ACM in situ, its unique sample number and the recommended management or control action, all of which shall then be summarised in the asbestos

register for the building. The pdf report shall also include the building plans and the analysis certificates, all as specifically required to comply with the guidance provided by the HSE in HSG264, "Asbestos: the survey guide".

In addition to the survey data and reports referred to above, Tersus TEAMs shall also include records and information relating to asbestos removal and remediation works undertaken in NHS Lothian site properties. This information shall include information relating to the performance of the contractors engaged to undertake work that is notifiable to the Health and Safety Executive under the provisions of the Control of Asbestos Regulations 2012.

On receipt, the asbestos survey reports will be reviewed by the relevant Estates Officer to ensure that all areas of the buildings concerned have been included in the survey. In order to comply with guidance for duty holders included in HSG264, "Asbestos: the survey guide". The survey reports will subsequently be reviewed by the relevant Asbestos Co-ordinator to ensure that the allocated risk assessment scores are accurate and appropriate for the situations in which the ACMs have been identified.

Where recommendations are made in the survey reports for asbestos remediation or removal works, these are subject to a review by the relevant asbestos co-ordinator together with the Responsible Person / Duty Holder for Asbestos Management, to agree on the actions to be taken for carrying out the recommendations.

Access to Tersus TEAMs is provided to any NHS Lothian employees who require it. Access to the system is achieved via the homepage of the asbestos management contractor. Authorised users are provided with a unique username and password which are obtainable from the asbestos management contractor.

Within selected sites, NHS Lothian Estates are currently rolling out QR codes to ensure access to the database is more straightforward, access through this route is only available if the user has a valid login simply by pointing camera of mobile device and accessing through the link.

Requests for logins to access the NHSL Asbestos register should be requested through the local Asbestos Coordinator.

Logins are usually issued within 5 working days.

8. Training for Employees and Contractors

Regulation 10 of CAR 2012 requires employers to ensure that anyone liable to disturb asbestos during their work, or who supervises such employees, receives the correct level of information, instruction and training to enable them to carry out their work safely and competently and without risk to themselves or others. The training needs to be appropriate for the work and the roles undertaken by individuals.

In recognition of the above requirements, NHS Lothian are committed to provide asbestos awareness training to all employees who have any potential for coming into contact with ACMs during their normal work and for those who have a management or oversight role for those who may come into contact with ACMs.

The main groups of employees to whom this training will be provided are detailed in the table in this section.

Asbestos awareness training will conform to the requirements set out in regulation 10 of CAR 2012 and the associated Approved Code of Practice, “Managing and working with Asbestos” L143 2013. In addition, this training will include specific reference to the asbestos management procedures as set out in this AMP, relevant to those who will receive the training, including the NHS Lothian Asbestos Emergency Procedures. This training will be delivered by a training organisation approved by the United Kingdom Asbestos Training Association (UKATA).

Those who have direct asbestos management responsibilities or who may be required to provide asbestos management advice, will undertake the British Occupational Hygiene Society Proficiency Module P405 training in Asbestos Management.

The UKATA approved half day Duty to Manage extension to Asbestos Awareness training includes information on the fundamentals of asbestos management, the course will cover a brief overview of regulation 4 of CAR2012, surveying, survey reports, the management plan and categories of asbestos work.

The UKATA Asbestos Project Manager course is suitable for persons who are responsible for delivering and overseeing asbestos removal projects and where persons are required to understand the legislative requirements for asbestos surveying and asbestos removal procedures, including the procurement and the on-site management of asbestos contractors (both licensed and non-licensed).

To ensure that relevant Senior Managers and Directors of NHS Lothian are aware of their legal responsibilities relating to the management of asbestos, consideration will be given to providing a two-hour asbestos management briefing.

All contractors who are engaged by NHS Lothian to undertake maintenance or other building related works will be expected to confirm that they have received a minimum of asbestos awareness training delivered by an approved training provider and to meet the requirements of UKATA.

The training requirements referred to above is summarised in the table below:

| Category of Training | Employee Groups | Course duration | Refreshers |
|--|--|-----------------|---|
| Asbestos Awareness training to CAR 2012 and UKATA requirements | Persons in charge at NHS Lothian premises | ½ day | Annual 2-hour refreshers |
| | Estates Sector Managers | | |
| | Estates operators | | |
| | Assurance Managers Estates & Facilities | | |
| | Corporate Health & Safety Team | | |
| | Asbestos co-ordinator | | |
| | Contractors | | |
| | Help desk officers | | |
| | Project managers | | |
| | Project engineers | | |
| | Any other supervisors and trades personnel/ anyone else likely to accidentally disturb asbestos. | | |
| UKATA half day extension to Asbestos Awareness – Duty to Manage | Asbestos Co-ordinators | ½ day | Annual ½ day refreshers (including asbestos awareness) |
| | Assurance Managers Estates & Facilities | | |
| UKATA Asbestos Project Manager | Project Managers | 1 day | Annual one day refresher (including asbestos awareness) |

| | | | |
|--------------------------------------|--|-----------|--|
| BOHS P405 Asbestos Management | NHS Lothian Responsible Person for Asbestos Management | 4 days | Annual one day refresher |
| | | | |
| | | | |
| Duty to Manage | Asbestos co-ordinators | 3 days | Annual refresher: asbestos awareness |
| Asbestos briefing | Appropriate Senior Managers and Directors including Chief Executive, Director of Estates & Facilities and Director of Capital Planning & Projects. | Two hours | Annual refresher, duration as per TNA Recommendation only |
| Asbestos toolbox talk | Operational Soft FM staff – anyone else likely to spot damaged ACMs. | Two hours | Annual refresher, duration as per TNA |
| Emergency Procedures Training | Appropriate Persons in Charge at each building, asbestos co-ordinators or maintenance supervisors | Two Hours | Annual refresher as per TNA |
| Tersus TEAMs training | Managers and supervisors of contractors and staff with access to Register | 2 hours | As per TNA |
| | Helpdesk officers | | |

9. Operational Procedures

For information, NHS Lothian adopts the operational procedures defined by the Health and Safety Executive – Managing Asbestos Approved Codes of Practice. Aligned with our use of appointed UKATA consultants and supply chain, and following the guidance defined in the listing below and further expanded within the HSE website - [Asbestos - HSE](#).

| | | | |
|---------------------------------|---------------------------------------|---|--|
| A0 – Introduction to Asbestos | A11 – Remove debris | A23 – Remove Asbestos – flooring | A34 – Remove pins/nails – Asbestos board |
| A1 – Drilling holes in Asbestos | A12 – Clean Asbestos | A24 – Remove flexible Asbestos | A35 – Replace Asbestos cement |
| A2 – Removing single boards | A13 – Repair Asbestos cement | A25 – Remove compressed gaskets | A36 – Remove Asbestos cement – AC panel |
| A3 – Remove a door | A14 / 15 – Remove Asbestos cement - 1 | A26 – Drilling / boring texture coating | A37 – Remove Asbestos – mastic sealant |
| A4 – Remove board less <1m | A16 – Paint Asbestos cement | A27 – Insert / remove screws / textured coating | A38 – Asbestos waste fly tipping |
| A5 – Clean lights | A17 – Remove Asbestos paper | A28 – Remove textured coat | |
| A6 - Repair to AIB board | A18 – Remove Asbestos Friction | A29 – Clear debris – collapsed wall | |
| A7–Paint Asbestos | A19 – Remove Asbestos blanket | A30 – Remove Asbestos – Arc shield | |
| A8 – Enclosing Asbestos | A20 – Laying cables | A31 – Remove single Asbestos – gas / electric | |
| A9 – Drilling holes in AIB | A21 – Remove Asbestos Bituminous | A32 – Replace Asbestos – Domestic appliance | |
| A10–Clean debris– Gutters/roof | A22 – Remove metal clad | A33 Replace Asbestos – Fusebox | |

| | | | |
|---|---|----------------------------------|---|
| EM0 – Risk Assessment and plan of works | EM4 – Class H Vacuum | EM8 – Personal decontamination | I143 – Managing & working with Asbestos |
| EM1 – What to do if you discover Asbestos | EM5 – Wetting Asbestos | EM9 – Disposal of Asbestos Waste | |
| EM2 – Information, instruction and training | EM6 – PPE | EM10 – Statement of cleanliness | |
| EM3 – Building mini enclosures | EM7 – Using damp rags to clean Asbestos | | |

Appendix A NHS Lothian Property Estate



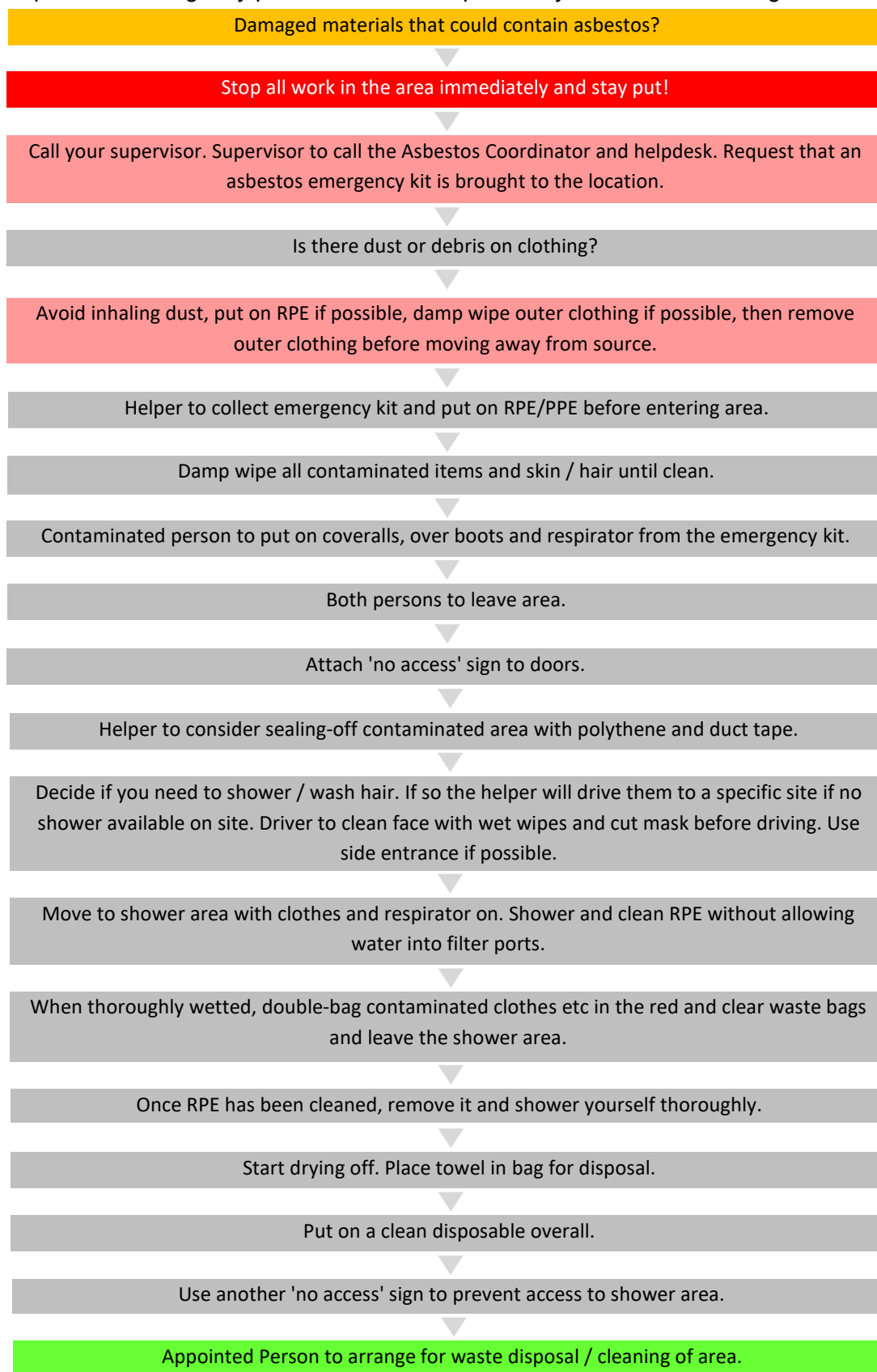
Microsoft Excel
97-2003 Worksheet

Appendix B NHS Lothian Asbestos Re-inspections

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| S216H - Western General Hospital, Out Patients Building (4F), Crewe Rd S, | S201H - Astley Ainslie Hospital- Scientific Block, 142 Grange Loan, |
| S217H - REH Andrew Duncan Clinic (ADC), Morningside Place, Edinburgh | S372C - Allander House, 141 Leith Walk, Edinburgh, EH6 8NP |
| S258C - Spittal Street Clinic, 22-24 Spittal Street, Edinburgh, EH3 9DU | S201H - Astley Ainslie Hospital- St Roques, 151 Grange Loan, Edinburgh, |
| S308H - St John Hospital, Howden Road West, Livingston | S201H - Astley Ainslie Hospital- Doctors Bungalow, 140 Grange Loan, |
| S001B - Esk Centre, Riverside Practice, ladywell Way, Musselburgh, East | S201H - Astley Ainslie Hospital- Cunningham Unit, 145 Grange Loan, |
| S308H - St John's Hospital- Boiler House, Howden Road West, Livingston, | S243H-A1 - Ballenden House, 28-32 Howden Street, EH8 9HL |
| S309H, Inchkeith House, 137 -139 Leith Walk, Edinburgh | S201H - Astley Ainslie Hospital- Charles Bell Pavilion, 137 Grange Loan, |
| S057B - The Long House Surgery, 73 East Trinity Road, Edinburgh | S201H - Astley Ainslie Hospital- Canaan Park, 150 Grange Loan, Edinburgh, |
| S062B-Links Medical Centre, 4 Hermitage Place, Leith, Edinburgh EH6 8BW | S313B - Dedridge Health Centre, Nigel Rise, Livingston,West Lothain, EH54 |
| S105B-The Harbours Medical Centre, Cockenzie & Port Seton Health Centre, Avenue Road Cockenzie, Prestonpans, East Lothian , EH32 0JO | S302B - Blackridge Health Centre,Fleming Place, Blackridge, West Lothian, EH48 3SS |
| S209H - Liberton Hospital (Lanfine wards), 113 Lasswade Road, Edinburgh | S217H - Royal Edinburgh Hospital-Church Centre/Hive, Morningside Place, |
| S217H - Royal Edinburgh Hospital- Cullen Rivers Offices, Morningside Place, | S217H - Royal Edinburgh Hospital - Union Offices, Morningside Place, |
| S217H - Royal Edinburgh Hospital-Verandh club, Morningside Place, | S217H - Royal Edinburgh Hospital- Carnethy House, Morningside Place, |
| S308H - St John's Hospital- Laundry, Howden Road West, Livingston | S217H - Royal Edinburgh Hospital- CAAMS Unit, Morningside Place, |
| S321B - Craigmillar Medical Centre,106 Niddrie Mains Road, Edinburgh | S309B - Carmondean Health Centre, Carmondean Centre, Livingstone, West |
| S305B - Howden Health Centre, St Johns Hospital, Howden West, | S304B-Craigshill Health Centre, The Mall, Craigshill, Livingston, EH54 5DY |
| S104B - North Berwick Health Centre, 54 St Baldred's Road, North Berwick, | S232H-1A-Cambridge Street Day Hospital, 5/7 Cambridge Street, Edinburgh |
| S126C - Craigroyston Health Centre, 1b Pennywell Road, Edinburgh, EH4 | S301B - East Craigs Medical Centre, 10 Bughlin Market, Edinburgh |
| S035B - Danderhall Medical Practice, The Robertson Medical Centre, 85 | S639W - Comley Bank Centre, 13 Crewe Road South, Edinburgh, EH4 2LD |
| S306B - Stoneyburn Health Centre, 73 Main Street, Stoneyburn, | S390C - Newtongrange Clinic, 75 St David's, Newtongrange,Dalkeith |
| S310B - Whitburn Health Centre, 1 Weavers Lane, Whitburn, West Lothian, | S002B - Leith Surgery, 2 Duke Street, Leith , Edinburgh |
| S217H - Royal Edinburgh Hospital- Greenhouse, Morningside Place, | S061B - Mill Lane Surgery, 4 Mill Lane , Edinburgh |
| S215C - Duncan Street Dental Centre, 14-16 Duncan Street, Edinburgh | S126C - Craigroyston Health Centre, 1b Pennywell Road, Edinburgh, EH4 |
| S132B - Tranent Health Centre, Loch Road, Tranent, East Lothian ,EH33 2JX | S201B - Sighthill Health Centre, 380 Calder Road,Edinburgh, EH11 4AU |
| S028A - 25 Hutton Place, Child Health ,25 Hutton Place, Edinburgh | S203B-Bonnyrigg Health Centre, 35-37 High Street, Bonnyrigg, EH19 2DA |
| S217H - Royal Edinburgh Hospital-Boiler House, Morningside Place, | S639W - Comley Bank Centre, 13 Crewe Road South, Edinburgh, EH4 2LD |
| Breast Screening Centre, Ardmillan House, 42 Ardmillan Terrace, | S217H - Royal Edinburgh Hospital- CAAMS Unit, Morningside Place, |
| S217H - Royal Edinburgh Hospital-Generator/Medical Records, Morningside | S217H - Royal Edinburgh Hospital-Pentland, Morningside Place, Edinburgh, |
| S217H - Royal Edinburgh Hospital-Pentland, Morningside Place, Edinburgh, | S217H-Royal Edinburgh Hospital, Morningside Place, Edinburgh, EH10 5HF |
| S108H-Edington Cottage Hospital, 54 St Baldred's Road, North Berwick, | S639W - Comley Bank Centre, 13 Crewe Road South, Edinburgh, EH4 2LD |
| S116H - Western General Hospital- Clinical Skills Assessment ((3T 3W)) | S203B-Bonnyrigg Health Centre, 35-37 High Street, Bonnyrigg, EH19 2DA |
| S116H - Western General Hospital- Turners house (4z), Crewe Road South , | S310B - Whitburn Health Centre, 1 Weavers Lane, Whitburn, West Lothian, |
| S116H - Western General Hospital- Bramwell Dott Building (3N), Crewe | S102H - Belhaven Hospital, Beveridge Row, Dunbar, |
| S116H - Western General Hospital- Main block (inc ward 15) (4H) Crewe | S257C - Whinpark Medical Practice, 6 Saughton Road, Edinburgh, EH11 3RA |
| S116H - Western General Hospital -Microbiology (5A) Crewe Road South , | Breast Screening Centre, Ardmillan House, 42 Ardmillan Terrace, |
| S116H - Western General Hospital -Old CJD unit (3K), Crewe Road South , | S217H - Royal Edinburgh Hospital- Carnethy House, Morningside Place, |
| S116H - Western General Hospital- Doctors residence (4x) Crewe Road | S217H - Royal Edinburgh Hospital- CAAMS Unit, Morningside Place, |
| S116H - Western General Hospital - Infectious Diseases (6N) RIDU, Crewe | S217H - Royal Edinburgh Hospital - Union Offices, Morningside Place, |
| S116H - Western General Hospital - Wards 1 + 9 Kidney Dialysis (5S), Crewe | S201H - Astley Ainslie Hospital- West Pavilion |
| S116H - Western General Hospital - Wellbeing hub (Patient Library) Crewe | S303C - Boghall Clinic, Elizabeth Drive, Boghall, Bathgate, West Lothain, |
| S308H-N2 - St John's Hospital- OPD 1, Howden Road West, Livingston, EH54 | S217H - Royal Edinburgh Hospital-Pentland, Morningside Place, Edinburgh, |
| S217H - Royal Edinburgh Hospital-Laundry Building, Morningside Place, | S217H - Royal Edinburgh Hospital-Boiler House, Morningside Place, |
| S217H - REH MacKinnon House, Morningside Place, Edinburgh | S217H - Royal Edinburgh Hospital- Cullen Rivers Offices, Morningside Place, |
| S217H - Royal Edinburgh Hospital- Sewing Room. Morningside Place, | All ACM's removed - S217H - Royal Edinburgh Hospital- Gatehouse / |
| S217H - Royal Edinburgh Hospital-Engineer Workshops, Morningside Place, | S311B - East Calder Health Centre, 147 Main Street, East Calder, West |
| S308H - St John's Hospital - Residence Block 5, Howden Road West, | S309B - Carmondean Health Centre, Carmondean Centre, Livingstone, West |
| S207B-1A-Bruntsfield Medical Centre (Practice) 11 Forbes Road, Edinburgh, | S201H - Astley Ainslie Hospital – Clinical Psychology & Headway House, 147 |
| S113C - Newton Port Clinic, Newton Port, Haddington, East Lothain, EH41 | S308H-St John's Hospital, Howden Road West, Livingston, EH54 6PP |
| S206B - Penicuik Medical Practice, 37 Imrie Place, Penicuik, EH26 8LF | S116H - Western General Hospital -Boilerhouse (1D) Crewe Road South , |
| S131B - Prestonpans Health Centre, Preston Road, Prestopans, EH32 9QS | S217H - Royal Edinburgh Hospital-Laundry Building, Morningside Place, |
| S308H-WD - St John's Hospital- Estates, Howden Road West, Livingston, | S102B - Stockbridge Health Centre, 1 India Place, Edinburgh, EH3 6EH |
| S201H - Astley Ainslie Hospital- Blackford pavillion (ic kitchens), 141 Grange | S116H - Western General Hospital- Main block (inc ward 15) (4H) Crewe |
| S308H - St John's Hospital - Residence Block 4, Howden Road West, | S116H-4A - Western General Hospital - Alexander Donald Building (4A) |
| S116H - Western General Hospital- Medical Physics (5Q) Crewe Road South | S201H - Astley Ainslie Hospital- St Roques, 151 Grange Loan, Edinburgh, |
| S308H - St John's Hospital - Residence Block 1, Howden Road West, | TEMPS1070 - Boroughloch Medical Practice (Edinburgh Challenging |
| S308H - St John's Hospital - Residence Block 3, Howden Road West, | S201H - Astley Ainslie Hospital- Balfour Pavillion, 136 Grange Loan, |
| S116H - Western General Hospital -Estates Building (6P), Crewe Road South | S201H - Astley Ainslie Hospital-Millbank Pavilion, Grange Loan, Edinburgh |
| S116H - Western General Hospital- D Block (3V) Crewe Road South , | S116H - Western General Hospital- D Block (3T) Crewe Road South , |
| HS001/S033A - Woodburn House, 54 Cannan Lane, Edinburgh | S105B-The Harbours Medical Centre, Cockenzie & Port Seton Health Centre, |
| S116H - Western General Hospital- Conference centre (5v) Crewe Road | S201H - Astley Ainslie Hospital- Scientific Block, 142 Grange Loan, |
| S203B-Bonnyrigg Health Centre, 35-37 High Street, Bonnyrigg, EH19 2DA | S201H - Astley Ainslie Hospital- Adminstrative building, 149 Grange Loan, |
| S312B-Winchburgh Health Centre, Niddry Road, Winchburgh, EH52 6RX | S201H - Astley Ainslie Hospital- Occupational Therapy Unit, 152 Grange |
| S201H - Astley Ainslie Hospital - Gate Lodge, 133 Grange Lo, Edinburgh | S201H - Astley Ainslie Hospital - Gate Lodge, 133 Grange Lo, Edinburgh |
| S201H - Astley Ainslie Hospital - Morelands, Grange Loan, Edinburgh EH9 | (VACANT) S217H - Royal Edinburgh Hospital- Jardine Clinic, Morningside |
| S257C - Whinpark Medical Practice, 6 Saughton Road, Edinburgh, EH11 3RA | S316H - Princess Alexandra Eye Pavilion, 45 Chalmers Street, Edinburgh, |
| X035A-ATOS Origin- SEMA, Building (old) 56 Cannan Lane, Edinburgh, EH10 | S201H - Astley Ainslie Hospital-Woodlands House |
| S201H - Astley Ainslie Hospital- Patients Personal Laundry, 138 Grange | S116H - Western General Hospital -Wellbeing hub (Patient Library) Crewe |
| S201H - Astley Ainslie Hospital- School Building, 144 Grange Loan, | S116H - Western General Hospital- Old theatre block (3Q, etc) Crewe Road |
| S201H - Astley Ainslie Hospital-Woodlands House | S311H Bathgate House, 15-17 North Bridge Street, Bathgate, west Lothain |
| S201H - Astley Ainslie Hospital- West Pavillion | X035A-ATOS Origin- SEMA, Building (old) 56 Cannan Lane, Edinburgh, EH10 |
| S201H - Astley Ainslie Hospital- Occupational Therapy Unit, 152 Grange | S366C - Willowgrove House, 1-6 Willowgrove, Livingston, Lothain, EH54 5LU |
| S366C - Willowgrove House, 1-6 Willowgrove, Livingston, Lothain, EH54 5LU | S116H - Western General Hospital- clinical neurosciences (3c etc) Crewe |
| S310C - Linlithgow Health Centre, 288 High Street, Linlithgow, West Lothian | S217H - Royal Edinburgh Hospital-Verandh club, Morningside Place, |
| S333S - Camus Tigh - Care Home, Kirkhill Road, Broxburn | S217H - Royal Edinburgh Hospital-Engineer Workshops, Morningside Place, |
| S217H - Royal Edinburgh Hospital-Church Centre/Hive, Morningside Place, Edinburgh, EH10 5HF | S217H - Royal Edinburgh Hospital-Generator/Medical Records, Morningside Place, Edinburgh, EH10 5HF |
| S306B - Stoneyburn Health Centre, 73 Main Street, Stoneyburn, Bathgate,West Lothian, EH47 8BY | |

Appendix C Emergency Procedures

Example of an emergency procedure – for adaptation by local estates management:



By following this procedure, it will enable a person to be rescued from an emergency situation much quicker than a LARC could arrive on site but it will involve extra training and the provision of asbestos emergency kits on sites.

Appendix C Terms, Definitions & References

| Term | Description |
|---|---|
| ACMs | Asbestos containing materials |
| AMP | Asbestos Management Plan |
| Capital Project Work | Major work activities involving construction, expansion, renovation, or replacement of existing facilities and equipment normally in excess of £30k |
| CDMS | Controlled electronic document management system. |
| Clearance Indicator Level | An area is deemed acceptable for occupation if this level is not exceeded. The level is expressed as 0.01 f/cm ³ or f/ml. |
| Control Limit | A concentration of asbestos in the atmosphere of 0.1 fibres per cubic centimetre (f/cm ³) (can also be expressed as fibres per millilitres f/ml) of air averaged over a continuous period of 4 hours. |
| DH | Duty Holder |
| Tersus TEAMs | The asbestos management contractor's online asbestos risk management system. |
| HSE | Health and Safety Executive. |
| LARC | Licensed Asbestos Removal Contractor |
| Material Score (Material Assessment Algorithm) | A numerical value given to the material deeming its friability. |
| NAD | No Asbestos Detected (in sample) |
| NL | Non-Licensed work |
| NNLW | Notifiable Non-Licensed Work. |
| PDH | Principle Duty Holder |
| Priority Assessment | A numerical value which considers the likelihood of disturbance and potential scope of exposure, which is dependent upon occupancy and work activities in the area. This assessment is generally not used for determining remediation activities. |
| RP | Responsible Person. |
| Site Minor Works | Low value, low complexity work activities (nominally below £30,000 in value) involving renovation, or replacement of facilities and equipment. |
| Register | Record system which holds the list of known asbestos locations (on Register) |
| Site Asbestos Survey Report | A single set of reports holding the up-to-date asbestos survey information for the Site |

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|------------|------------------------------|
| SOP | Standard Operating Procedure |
| TNA | Training Needs Analysis |

References

| Reference | Title |
|-----------------|---|
| CAR 2021 | Control of Asbestos Regulations 2021 |
| CDM 2015 | The Construction (Design and Management) Regulations 2015 |
| L143 | Managing and working with asbestos |
| HSG247 | Asbestos: The licensed contractors' guide |
| HSG248 | Asbestos: The analyst guide for sampling, analysis and clearance procedures |
| HSG264 | Asbestos: The survey guide |
| HSG210 | Asbestos essentials |
| HSG227 | A comprehensive guide to managing asbestos in premises |

Please also see the HSE website for detailed up to date guidance and definitions:
<https://www.hse.gov.uk/asbestos/>