
































AT A GLANCE - Asbestos Policy

ICON	NUM	INFO
SCOPE		
	2.1	This policy is applicable to all areas and activities that can release Asbestos fibres which could cause harm to health.
	2.2	Asbestos, a category 1 human carcinogen, is subject to specific sets of regulations, These regulations cover work with asbestos, prohibitions on the importation, supply and use of asbestos and licensing of asbestos-removal activities. There is a duty on the owners and occupiers of non-domestic premises and domestic premises where applicable, who have maintenance and repair responsibilities, to assess and manage the risks from the presence of asbestos.
RESPONSIBILITY		
	3	Executive Team Dutyholder Asbestos Appointed Person RNLI Managers
ASBESTOS REGISTER		
	5.1.1	All properties will have an Asbestos Register which must be reviewed and amended where applicable annually. The Asbestos Register will be available to any volunteer, employee or contractor who could carry out any; <ul style="list-style-type: none"> • maintenance work, • process that could disturb the fabric of the building and release asbestos fibre.
	5.1.2	The asbestos register will be annually reviewed and updated in line with physical alterations of the RNLI's extensive property portfolio along with re-inspections of ACMs, asbestos removal, encapsulation and environmental cleaning works being carried out.
ASBESTOS MANAGEMENT PLAN		
	5.2.1	There will be an Asbestos Management plan produced to inform the roles and responsibilities of personnel within the organisation. The management plan should set out how the risks identified from asbestos will be managed, in line with the good practice established in HSG264 (Asbestos Survey Guide) and CAR 2012 (UK).
	5.2.2	The plan will include information: <ul style="list-style-type: none"> • identifying the person(s) responsible for managing the asbestos risk • a copy of the asbestos record or register and how to access it if it is kept electronically • Instructions that any work on the fabric of the building, plant,

		work equipment and Lifeboats, cannot start without the relevant parts of the records or register being checked.
SURVEYS		
	5.3.1	An asbestos survey must be carried out at each of the RNLI's properties that were constructed prior to the year 2000. There should be an asbestos management survey, or if major refurbishment or demolition is required, an asbestos refurbishment and demolition survey available on site
RISK ASSESSMENT		
	5.4.1	A risk assessment will be carried out: <ul style="list-style-type: none"> • After a survey has been completed on a building, lifeboat or work equipment • Before any planned maintenance is carried out on a building, lifeboats and work equipment • Before any reactive repairs are carried out in a building, lifeboats and work equipment
	5.4.2	Before any planned maintenance takes place, risk assessments will be undertaken by the relevant manager commissioning the work. In addition, the contractor(s) carrying out the work(s) is responsible to carry out a risk assessment before commencing any work.
CALCULATING AN OVERALL RISK ASSESSMENT RATING		
	5.6.1	An overall risk assessment rating is calculated by adding the priority assessment score to the material assessment score. It is this overall score which is used to prioritise any necessary management and/or remedial works.
	5.7.2	All areas identified as containing ACMs where the overall risk is 9 or above will have access restricted until the ACM(s) is encapsulated or removed to ensure all personnel, residents, in-house contractors, subcontractors and visitors, as well as third parties, are not exposed to the ACM(s).
MATERIAL CONDITION REVIEW AND RE-INSPECTION		
	5.8.1	Once identified, by survey, the condition of all ACM's left in situ must be regularly monitored as set out in the above table.
	5.8.2	Re-inspections should be carried out by a competent person who has extensive building or work equipment knowledge.
EMERGENCY PROCEDURES		
	5.9.1	Where suspected asbestos is unexpectedly found or disturbed, the emergency procedures in the AMP are to be followed.
	5.9.2	The organisation should have an emergency plan in place for any situation which could release asbestos fibres which could lead to harm, Examples;

		<ul style="list-style-type: none"> • fire in buildings • flood damage • fly tipping
TRAINING		
	5.10.1	The RNLI will provide information and instruction, by providing asbestos awareness training for all RNLI volunteers and employees that are liable to be exposed to asbestos, or who supervise those volunteers or employees. This may be done by an approved UKATA trainer or in-house trainer.
	5.10.2	The RNLI expects any contractor or sub-contractor who works on RNLI assets to provide information and instruction by providing asbestos awareness training for all its employees. Those who are to work with or remove asbestos, or who supervise those employees removing asbestos should be trained to a specific standard e.g. UKATA as a minimum standard where work with asbestos is to be carried out.
ASBESTOS ACTION PLAN		
	5.11.1	<p>The organisation as part of its AMP will produce a localised Action Plan including:</p> <ul style="list-style-type: none"> • precise strategy for achieving targets set out in the management plan for surveying their assets • local procedures for information sharing, ensuring that all volunteers, employees, contractors and residents are aware of asbestos information which affects them, in particular with regard to responsive repairs • a training plan for all volunteers, employees and additional training for any managers where applicable • how the planned maintenance programme will support the requirement to have an asbestos survey carried out before commencing works • details on how the recommendations of the AAC will be reviewed and the appropriate actions to be taken.
	5.11.2	The action plan should be reviewed regularly to check whether all requirements are being met, at least 6-monthly. All action plans will be refreshed at the point of review of the AMP.
REVIEWING AND UPDATING THE MANAGEMENT PLAN		
	5.12.1	<p>The AMP will be reviewed every year or more frequently where there has been a change in legislation, or if arrangements within the plan are no longer considered to be adequate, in order to assess:</p> <ul style="list-style-type: none"> • Effectiveness of the management plan • Overall progress made against the action plans • Suitability and maintenance of communication, instruction, training of volunteers, employees and contractors • Suitability and success of monitoring mechanisms • Any updates as a result of legislation changes or incidents.

	5.12.2	Records of the review will be kept within the RNLI's asbestos register.
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	Documents / action to be checked / undertaken by a Line Manager
	Documents / action to be checked / undertaken by an Volunteer / Employee
	Documents / action to be checked / undertaken by a Contractor
	Action applicable to all parties
	Question answered in another RNLI document
	Stop / Must not happen
	Occupational Health Action / Requirement
	Links to a SHE related item in another RNLI document