EPUT ASBESTOS MANAGEMENT PLAN

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PROCEDURE SUMMARY
This Management Plan has been designed with the sole purpose of managing the risk from Asbestos Containing Materials (ACMs) identified within Essex Partnership NHS Foundation Trust so that as far as reasonably practicable no one can come to any harm from ACMs on the premises. It is an integral part of Essex Partnership NHS Foundation Trust’s strategy for compliance of all current Health and Safety legislation regarding asbestos.

The Trust monitors the implementation of and compliance with this procedure in the following ways:
The Health, Safety & Security Sub-Committee (HSSC) will monitor implementation and compliance. Quarterly reports will be submitted to HSSC.

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The Director responsible for monitoring and reviewing this procedure is Executive Chief Finance Officer
1. INTRODUCTION

1.1 Your Asbestos Management Plan

This Management Plan has been designed with the sole purpose of managing the risk from Asbestos Containing Materials (ACMs) identified within Essex Partnership NHS Foundation Trust so that as far as reasonably practicable no one can come to any harm from ACMs on the premises. It is an integral part of Essex Partnership NHS Foundation Trust’s strategy for compliance of all current Health and Safety legislation regarding asbestos.

1.2 Principles of Asbestos Management

The main principles of asbestos management are to Assess, Record, Inform and Monitor.

ASSESS: Asbestos in premises does not necessarily create an unacceptable risk. Asbestos is the hazard; the risk can only be defined when this hazard is assessed within the environment in which it is found. This assessment must take into account the activities carried out near or on the asbestos for the assessment to be able to present viable recommendations. It may take the form of a desktop study, a full asbestos survey, or a combination of the two.

RECORD: All assessments and the location and condition of any known or presumed asbestos containing materials must be recorded, updated and regularly reviewed. Similarly, any changes to the condition or location of any known or suspected ACMs, any training, any controlled removal works, reinspections, etc, must all be recorded. It is imperative that all asbestos documents are kept up to date, are coherent and are accessible.

INFORM: All asbestos records gathered must be made available to all relevant people at a suitable time. All staff, contracted workers, regular building
users etc may require access to asbestos records held by this site, and so they must be made available to anyone who may require them. Additionally, a system of training seminars and question and answer sessions, should be adopted where appropriate to ensure that everyone is kept informed about asbestos and that the information they have access to is relevant, accurate and understandable.

**MONITOR:** All asbestos records, procedures, training and safe systems of works must be regularly monitored and reviewed; this is an ACoP requirement. The purpose of this ongoing monitoring is to ensure that the aims of the asbestos management strategy are being met, that all systems are efficient and workable, and that no one is being exposed to asbestos.

1.3 **Asbestos Management Plan scope**

Essex Partnership University NHS Foundation Trust consists of a range of properties found within (Annex 1) as well as a number of smaller freehold and leased properties.

This Asbestos Management Plan should be taken to cover the properties for which the Trust is the designated dutyholder ONLY and should replace any former management plans that may be in circulation for these sites. The information in this report has been based on the most recent asbestos surveys undertaken throughout the Trust and is designed to be read in conjunction with each survey report.

This Asbestos Management Plan purely for Essex Partnership University Trust and cannot be transferred. It is a working document and will be regularly updated and amended to ensure it remains valid and as accurate as possible.

Throughout this document Essex Partnership University Trust will be referred to as EPUT and should be taken to cover the NHS Trust sites only.
2. STRATEGY FOR COMPLIANCE

This Asbestos Management Plan outlines how the Trust to manage the risk from any known or suspected asbestos throughout Essex.

Current Provision

In January 2015, Manestream were commissioned to undertake a review of asbestos management provision across the SEPT (roughly equivalent to southern area of EPUT) property portfolio. The review also set out a number of recommendations to enable the Trust to move forward with their asbestos management provision over the next six months to one year.

Following on from this review an asbestos management plan was commissioned in order to ensure compliance with Regulation 4 of the Control of Asbestos Regulations 2012.

All surveys undertaken by have been carried out as in accordance with HSG 264 (The survey Guide) and the reports produced are comprehensive and include photos and marked up plans.

During the in-house surveys, the Material Assessment have been assigned to all positively identified asbestos containing materials (ACMs) within the Trust. However, the Priority Assessment data held has not been undertaken as in accordance with the HSE guidance noted HSG 227, ‘A comprehensive guide to managing asbestos in premises’. The current Priority Assessment data held overestimates the risk posed by each ACM.

More information regarding assessment algorithms can be found in Appendix 2.

In April - May 2014, an asbestos awareness course was undertaken by all Direct Labour Operatives as in accordance with the Control of Asbestos Regulations 2012 and its associated ACOP L143, Work with materials containing asbestos. This was complimented by an asbestos management course undertaken in February 2014 by those who plan and manage works within the Estates Department. A further programme of asbestos management courses following the creation of EPUT and all estates staff have recently under their annual asbestos awareness course.

2.1 Future Provision

Within the next six months to one year the Trust aims to have the following aspects of its provision for asbestos management completed:

1. Programme reinspections of all properties where the reinspection is due.

2. Programme Management asbestos surveys for all properties where there is no asbestos information available.

3. Re-assess Priority Assessment data and Risk band parameters.
4. Remedial works to be undertaken for all high risk ACMs to be undertaken as soon as possible, medium risk ACM’s in the next three – six months and low risk ACMs in the next six months to one year.

5. Programme of asbestos refresher training to be undertaken for all Direct Labour Operatives.

6. Programme of asbestos management training to be undertaken by all those who plan and manage works which may affect or be affected by ACMs (to include representatives from the Estates, Project Office, IT, Purchasing and Facilities Departments).

7. Further develop the site induction procedure for third party contractors to include all relevant asbestos information to the planned works.

8. Further develop the list of approved contractors to include details such as training, licences etc.

9. Investigate various asbestos database options available and/or various options of having asbestos information available in a read-only format to other departments (e.g. IT Department).
3. **ASBESTOS RECORDS**

**Current Asbestos Records**  
The following summarises what asbestos information is held by the EPUT. These records can be obtained through the Asbestos Coordinator.

**3.1 Asbestos Management Plan**

The Control of Asbestos Regulations 2012 requires all duty holders as a part of their ongoing asbestos management to have a written Asbestos Management Plan (*this document*). This document details what steps should be taken to effectively manage all items of asbestos; it is specifically written for all Trust owned or controlled premises and cannot be transferred. It will also detail all assessments made of ACMs, and will give recommendations, priorities and deadlines for action.

The Asbestos Management Plan will be available for reference and use to all those who plan, supervise or carry out maintenance works or special projects on any part of the Trust. In addition it will also be made available for staff and contractors upon request.

**3.2 Asbestos Registers**

Information regarding the location and condition of asbestos within the Trust has been recorded in the Asbestos Registers held; they are available via Hard copy, electronic PDF or Internet via Manestream web portal.

This Asbestos Management Plan should be read in conjunction with the Asbestos Registers.

**3.3 Asbestos Desk Top Study & Review**

A comprehensive review of asbestos management provision throughout was undertaken the aim of this study was to clarify and assess current asbestos management provision throughout all the Trust’s owned or controlled premises. From this study further steps and improvements were identified to enable the Trust to move forward with their asbestos management provision.

The Asbestos management plan will be held in hard copy format within the Estates Departments at Pride House and Clough Road.

**3.4 Further Asbestos Records**

The following summarises what information should be collated and maintained by the Trust

**3.4.1 Training Records**

These records should be collated as training is undertaken/ received. They should detail the training given to each employee and be signed or verified by the employee themselves. Any training certificates received should be held within individual personnel files as a full record of who has received what training and when.
Contractors and non-employees will be given a site induction and records of this will be kept accordingly along with copies of site induction material.

These records should be treated as confidential to each member of staff and be kept in a controlled location. Each employee will, however, have access to their own records upon request.

Records of training, site inductions and training certificates received will be held by the Trust’s training department.

### 3.4.2 Reinspections

Regulation 4(9) of the Control of Asbestos Regulations 2012 states that:

‘(9) The measures to be specified in the plan for managing the risk shall include adequate measures for -

(a) monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos……’

Any ACMs identified or suspected will be inspected (reinspected) at periodic intervals to check that it has not deteriorated or been damaged in any way. A record of this reinspection will be kept. Following a reinspection the Asbestos Register will be updated.

**Records of Reinspections undertaken will be held by the Asbestos Coordinator.**

### 3.4.3 Laboratory Reports

All reports received from independent laboratories will also be held within the Estates Departments at Pride House - reports such as any Airborne Fibre Monitoring Reports (this would include clearance and background testing) or any Bulk Sampling Certificates, etc, will be stored in a central file.

These records can be accessed through the Asbestos Coordinator.

### 3.4.4 Asbestos Remediation

All details of asbestos removal or remedial works undertaken within the Trust will be recorded. The Asbestos Records will be updated when new information becomes available at the end of every project.

Records of asbestos removal and remediation can be obtained through the Estates Departments at Pride House and Clough Road.

### 3.4.5 List of Approved Contractors

This is a central list of approved, licensed contractors which should be drawn up over time and managed by the Asbestos Coordinator. This list should incorporate general maintenance companies (e.g. lighting, heating engineers) as well as asbestos removal contractors.
The list should also contain information regarding the licence details, insurance, Health and Safety Policy, and training records and other relevant information about each contractor, all of which should be checked prior to a contract being awarded. Although it is envisaged that all asbestos works will be arranged through the Asbestos Coordinator, a list should be kept to ensure continuity and high standards are maintained. Guidance from an asbestos consultancy may be needed/used here.

This list will be held within the Estates Department at Pride House and Clough Road.

3.4.6 Records of Exposure/Incidents

These records will be collated if necessary to detail the exact nature and known extent of any exposure to asbestos that has occurred in any part of the Trust or to a Trust employee: contractors, including asbestos removal contractors will be expected to control the records of their own staff unless previously arranged.

Within the Trust, the 'Trust Incident Report' form will be used to record exposure to asbestos/any asbestos incidents. These forms are held centrally with the Health and Safety Department. All incidents will be reported back to the Asbestos Coordinator.

Whilst every step has been taken to ensure exposure to asbestos does not occur, it is vital good record keeping is maintained. These records should be treated as confidential to each member of staff and be kept in a controlled location. Each employee should, however, have access to their own records upon request.

These records will be held by the Health and Safety Department. A copy will also be held by the Asbestos Coordinator.

3.4.7 Updating Information

It is imperative that all asbestos records are regularly updated with any new information that becomes available. Asbestos Records should to be updated covering:

- Any remedial or removal works on known asbestos containing materials.
- Any reinspections undertaken.
- Any training or site inductions carried out.
- Any accidental disturbance of any known or suspected ACMs.
- Any further asbestos information that becomes available, such as additional surveys or samples.
- Any assessments carried out prior to a task being undertaken.
- Any changes made to the contact details for the Asbestos Coordinator.
- Any changes to the organisational structure of the Trust which may affect asbestos management facilities.
- Any new procedures adopted.
4. ASSESSMENT OF ASBESTOS

4.1 Initial Assessment

Within the Trust an assessment has been undertaken in the form of a Management survey of properties within the Trust property portfolio. Please refer to the individual Asbestos Registers for the limitations and scope of these surveys.

The Asbestos Management Plan gives a summary of the positively identified items of asbestos within each building and details the recommended management strategy.

There are two types of assessment that may be carried out on a known or suspected ACM; the Material Assessment and the Priority Assessment. When combined, these assessments indicate the overall Risk Assessment. A full explanation of these two parameters can be found within Appendix 2, Assessment Algorithms.

During survey works both the Material Assessments have been recorded. The Trust are however to re-evaluate the Priority Assessment data held as they have not been undertaken in accordance with the HSE guidance document HSG 227 (A comprehensive guide to managing asbestos in premises). The current Priority Assessment data held overestimates the risk posed by each ACM.

4.2 Special Assessment

4.2.1 PLANNED WORKS: Any planned maintenance activities, refurbishment, demolition works or works which may impact upon known or suspected asbestos will not take place until a task assessment has been carried out by a competent person as in accordance with Regulation 4 of the Control of Asbestos Regulations 2012.

This task assessment need not be time consuming or costly, but could be as simple as checking the asbestos records against the proposed scope of works. The aim of this assessment is to establish whether or not asbestos will affect works and workers, and what steps need to be taken to make works safe.

Within the Trust, all Direct Labour Operatives (DLO’s) will be responsible for checking the scope of work against the Asbestos Registers prior to commencing works on site. More information is given in Section 7, Safe Systems of Work.

Where works are completed by third party contractors the Asbestos Coordinator or whoever has ordered the works (project managers and supervisors) will be responsible for ensuring that they are fully site inducted and have access to all relevant asbestos information upon arrival to site and prior to commencing works.

All staff that may be affected by asbestos must follow established safe working practices and procedures as in order to minimise the risk of exposure and the release of asbestos fibres in the air. Employees must report immediately to their
supervisor (or direct to the Asbestos Coordinator) any defect in any safety measure, device or facilities or any item of personal protective equipment.

Employees and contractors should be made aware that areas listed as ‘No Access’ on any Asbestos Register must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.

4.2.2 UNPLANNED INCIDENTS: An assessment will also be needed following any accidental disturbance of material known or suspected of containing asbestos. All staff should be made aware that any incident, no matter how small, must be reported to the Asbestos Coordinator as soon as possible. Any necessary safety measures can then be taken.

More detail as to what to do if known or suspected asbestos is disturbed is given in Section 11, The Emergency Procedure.

4.3 Ongoing Assessment

Ongoing assessment of known or suspected ACMs within the Trust will take the form of periodic reinspection surveys as in accordance with the Control of Asbestos Regulations 2012. It is imperative that both known and presumed asbestos containing materials are effectively monitored and that all asbestos information is as up to date and accurate as possible.

Similarly, any management procedures, permit-to-work systems, etc, will be audited and regularly assessed to ensure that they are achieving the goal of effective asbestos management. If any procedures are proved to be inadequate or any accidental or unknown disturbance of asbestos materials has occurred then the necessary action can be taken.

4.3.1 REINSPECTION: All items that have been positively identified will require a regular, ongoing, reinspection typically between six and 12 months from the date of the last inspection/survey.

The purpose of undertaking the reinspection is to ensure that Material and Priority Assessments are still current. i.e. that the material has not deteriorated in any way and that the use of the building has not changed. Any change to either criterion will result in the overall Risk Assessment being invalid and therefore a new assessment will be required. This should in turn be recorded.

Within the Trust reinspection surveys will be undertaken by an appointed asbestos consultancy.

Reinspections are a requirement of ACOP (‘The management of asbestos in non-domestic premises’, L127) and should be undertaken by adequately trained personnel.

4.3.2 MONITOR AND REVIEW: This Asbestos Management Plan should be regularly reviewed to ensure that all information is correct and that the plan achieves its objectives. This is a requirement of the ACOP L143, Work with materials containing asbestos.
More information regarding how to monitor and review this Asbestos Management Plan is given in Section 8.
5. **ASBESTOS TRAINING**

5.1 **Training and feedback**

Different training will be needed for different building users; the purpose of induction and training is to provide all relevant personnel with the skills and knowledge necessary to understand the hazards and risks involved when working in or near an area where asbestos has been identified.

Training will be provided for all relevant Trust employees. Site inductions will be undertaken for all third party contractors.

This training should be provided prior to any persons commencing work to enable persons to work safely. The Asbestos Coordinator should be involved in training, a certificate of attendance should be provided and records kept of who has received training and when.

It is recommended that any training should incorporate general asbestos awareness that is not only site specific but will also incorporate general asbestos knowledge and advice that can be used across Trust owned properties.

All training provided must be recorded.

Within the Trust it is envisaged that there are three main user groups who require regular training and the opportunity for feedback;

1. **DIRECT LABOUR OPERATIVES**: Any staff directly employed by the Trust whose work may affect or be affected by the presence of asbestos containing materials.

2. **THIRD PARTY CONTRACTORS**: Any contractors who may only work on their premises on a one-off basis where their work may affect or be affected by ACMs present.

3. **THOSE WHO PLAN AND MANAGE WORK**: Anyone who is involved in planning, ordering or supervising works which may affect or be affected by ACMs. This includes the Estates, Project Office, Facilities, Purchasing and IT Departments.

5.2 **Direct Labour Operatives**

As in accordance with the ACOP L143, *Work with materials containing asbestos*, employees whose work could foreseeably expose them to asbestos should be provided with compulsory asbestos awareness training.

This would include those who carry out routine maintenance, or regularly access voids or risers, or regularly disturb the fabric of the building.

Training should cover the following topics in appropriate detail, by means of both written and oral presentation, and by demonstration as necessary:
1. The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;

2. The types, uses and likely occurrence of asbestos and ACMs in buildings and plant;

3. The general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace; and

4. How to avoid the risks from asbestos, for example building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACMs are not present.

It may also be useful to incorporate information such as site specific procedures, where the asbestos records are kept, assessing works against the asbestos records and roles and responsibilities into this training. This would aid DLO’s understanding as to asbestos management throughout the Trust.

In addition, it is important to inform DLO’s that should anyone themselves disturb known or suspected ACMs they must go to their supervisor and/or the Asbestos Coordinator who will advise what course of action to take. It is imperative that all incidents - no matter how minor - are reported as soon as possible.

Regular ‘Q & A’ sessions, further in-depth training for line managers, etc, and regular updates should also be available, as necessary, to help the exchange of information regarding asbestos.

An Asbestos Awareness training course was undertaken by all DLO’s in February 2007. As in accordance with the ACOP L143, refresher training should be undertaken at least annually or sooner where works methods change, the type of equipment used to control exposure changes or the type of work changes significantly. The Trust should ensure that refresher training is undertaken.

5.3 Third Party Contractors

Contractors who are brought in on a third party basis should be provided with all relevant asbestos information and informed of their responsibilities with regards to asbestos. This information should be provided prior to commencing works on site.

It is important to note that whoever is job managing the third party contractors (e.g. Estates Department, Project Office, Facilities Department, Purchasing Department or IT Department) is responsible for ensuring that all relevant information is provided to them prior to commencing works.

The information provided should cover:

1. A brief summary of the location of any known or suspected ACMs which may affect, or are local to, the planned works.

2. The types of activities which are prohibited, areas which are controlled access, etc.
3. What to do should they suspect ACMs have been accidentally disturbed.

In addition, it is also important to emphasise that any damage to an ACM - no matter how minor - MUST be reported to the Trust as soon as possible.

Details of the site induction should be recorded as should the names of those inducted along with a signature to verify that they have fully understood the information provided and will work within Safe Systems of Work put in place by the Trust.

Persons who have direct involvement in emergency procedures, such as the Fire Brigade, etc, will also be included here, but they will be best served by a copy of the Asbestos Register being made available to them, and liaising with them as to what further information they need.

All training and site inductions provided must be recorded.

5.4 Those who plan and manage work

All those who order, plan or supervise works will also require asbestos training, as well as any other persons in a similar role, or anyone whose work may disturb, or cause to be disturbed, asbestos (to include Estates, Facilities, Project Office, Purchasing and IT departments).

This training may, for example, be in the form of a 15 minute information session run by line managers or by the Asbestos Coordinator or it may be a full Asbestos Awareness Seminar as appropriate to the department normal working duties. Training must be provided prior to any work on or near asbestos, and should cover:

1. A brief introduction explaining what asbestos is, and the hazards associated with it, etc.
2. A brief summary of the information held by the Trust and how to gain access to it.
3. A brief summary of products likely to contain asbestos and where they are likely to be found.
4. The types of activities which are prohibited, areas which are controlled access, etc.
5. The main legislative requirements, in particular Regulation 4, of the Control of Asbestos Regulations 2006.
6. How to continue the everyday running of the sites and patient care should any planned asbestos works take place.

All training provided must be recorded.
5.5 Future training

The Trust will proactively seek to identify any persons who need to receive asbestos training in the future; for example the IT department or any other people where it is deemed that asbestos training would be beneficial to them. They will be incorporated into the appropriate level of asbestos training as soon as can be accommodated.

This may include people such as Building Managers; anyone who has particularly requested more information regarding asbestos; or anyone else deemed in a position that will benefit from asbestos training. It is possible that these sessions can be ‘open-invite’ to a certain extent, and will be done in a short presentation, and maybe a question and answer session.

Additionally, as in accordance with ACoP, L143, refresher asbestos awareness training should be undertaken by all Direct Labour Operatives at least annually to ensure that up to date and accurate asbestos knowledge best compliments the management strategies put in place.

In time the Trust should explore the possibility of key members of the Estates Department undertaking the BOHS P405 exam, *Management of Asbestos in Buildings*. The Trust Estates Compliance Officer is also arranging Duty to Manage asbestos training with Estates Managers.
6. INFORMING ABOUT ASBESTOS

It is imperative that accurate, up-to-date asbestos information is passed to the relevant people before they start working in or near an area which is known or presumed to contain asbestos. All contractors, employees and regular building users will be incorporated into a systematic programme designed to filter information down to where it is needed.

This section covers how asbestos information will be disseminated, training and feedback; these different aspects should be controlled in consultation with the Asbestos Coordinator, but some initial guidance and training may be needed from an asbestos consultancy.

How information should be disseminated

6.1 ASBESTOS RECORDS:

Information regarding the asbestos records within the Trust has been recorded in the Asbestos Registers held; they are available via Hard copy, electronic PDF or Internet.

High level summary is attached within the annex attached

The asbestos records will be made available to any staff upon request, in particular anyone who can order contracted works and those who may disturb asbestos bearing materials during the course of their work. Employees within the Project Office, IT Departments and other departments who can engage third party contractors will be responsible for checking the asbestos records and disseminating information to third party contractors which they bring in.

6.2 TRAINING:

Relevant Trust employees will be given an appropriate level of training and help to understand their responsibilities and any information regarding asbestos. This training will need to be organised in consultation with the Asbestos Coordinator, but it is envisaged that some initial training may be required from an asbestos consultancy or certified body.

As well as asbestos training, all staff will be continually updated as to the Trust's management strategy and any changes to their working practices. All training will be an on-going process and should be organised in consultation with the Asbestos Coordinator. Section 5 has further details on asbestos training.

6.3 CONTRACTED THIRD PARTIES:

A system will be put in place that will enable third party contractors to access the asbestos records upon arrival to site so that they are aware of the nature and extent of any asbestos present prior to their works starting. This is particularly relevant for those undertaking demolition, refurbishment or reordering works, works which may disturb the fabric of the building or works which will access previously inaccessible areas.
The disturbance of ACMs should be avoided if information is communicated effectively, however the name and contact number of the Asbestos Coordinator should be supplied.

6.4 ASBESTOS DATABASE

In time it is envisaged that the Trust will set up and maintain an asbestos data via the 3i compliance module currently being developed. 3i will be the primary way in which asbestos information is passed to those who carry out routine maintenance on a day to day basis, and those who access the sites for project or ‘one-off’ works.

In this way other departments who are able to engage third party contractors (such as the IT department and Project Office) will have access to all available asbestos records prior to ordering in works in a quick and easy format.

The Asbestos Co-ordinator will be responsible for ensuring that the Asbestos Database is kept up to date.
7. SAFE SYSTEMS OF WORK

A safe system of work is a procedure or adopted policy which should always be followed to ensure that the relevant precautions are taken and that no-one is exposed to asbestos during the course of their work.

Prior to any work being undertaken which may be affected by the presence of asbestos in any part of the Trust an assessment and an appropriate safe system of work should be documented and put in place. In this section two main processes are described:

1. A Safe System of Work procedure for works involving Direct Labour Operatives who work within the Trust on a day to day basis or who carry out regular programmed works.

2. A Safe System of Work procedure for works involving third party contractors who complete work within the Trust as a one-off or for a defined period of time.

7.1 Every day maintenance works

Works which are carried out by Estates Maintenance staff, everyday tasks and tasks which are carried out by the Trust’s own staff have been grouped here – with the exception of works completed by the IT department. All IT related project works, even where carried out by in-house staff, should be grouped under ‘Project or One-off works’ (see page 18 for more details).

It is essential that when an order for works is raised asbestos records are checked by the estates staff and Contractors and/or their Supervisor to see if the planned works will affect, or be affected by, the presence of known or suspected asbestos (see Section 4 for further details on task assessments). If Estates staff find that planned works will be affected or are in areas beyond the scope of the survey, then they should contact their Supervisor who will seek further guidance from the Asbestos Coordinator.

Those involved in the task should then be informed of the assessment findings and advised if their working practices need to be changed or restricted. It is just as important to inform all concerned if no asbestos is present.

For every-day maintenance works, once this task assessment has been carried out and a safe system of work defined, then provided the environment remains the same, it will be valid for all such activities. Some guidance may be needed to assess certain maintenance activities, but essentially every task should be checked to ensure that no-one is accidentally disturbing known or suspected asbestos containing materials whilst carry out a task.

All persons must cooperate with the process of identification, assessment and control of asbestos, and participate in training and induction programmes.

Employees and contractors should be made aware that areas listed as ‘No Access’ on any Asbestos Register must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.
EVERY DAY AND MAINTENANCE WORKS: This flow chart summarises the steps that must be undertaken to ensure that day to day works within the Trust are carried out in a safe way.

1. **Details of work on works docket**
   - Estates Operative and/or Supervisor to check all available Asbestos Records

2. **Will planned works be affected by known or suspected asbestos?**
   - Yes: Contact Asbestos Coordinator or deputy
     - Is it possible to amend scope of works to avoid asbestos?
       - Yes: Asbestos Coordinator or deputy to organise necessary remedial works on asbestos
       - No: Asbestos Coordinator or deputy to organise necessary remedial works on asbestos
   - No: Unknown

3. **Contact Asbestos Coordinator or deputy**
   - Unknown: Contact Asbestos Coordinator or deputy
     - Asbestos Coordinator to arrange for further investigation to assess the situation (e.g. further sampling)

4. **Asbestos Coordinator to action update all relevant asbestos records**
   - Record all decisions made

5. **DLO to carry out planned task in safe and controlled manner**
7.2 Project or One-off works

This group consists of project driven tasks (including asbestos removal works) and any one-off works. IT related project works are also covered in order to ensure that the proper checks for asbestos are carried out prior to works – mainly cable laying. In general IT works are contracted out but are based in site.

Within the Trust all large project or refurbishment works go through the Project Office Department who in turn will be responsible for checking the asbestos records and relaying the information to those who need it.

For special activities, such as refurbishment projects, a project-specific assessment must be undertaken once the scope of works has been established. In consultation with the Asbestos Coordinator, all asbestos records must be checked and an assessment made of how any known or presumed asbestos may affect the planned works.

This assessment should then be recorded and the information passed on to those who need it. In the case of third party contractors, this will best be done when the order for works is placed, or for larger projects, when work is put out to tender.

The Estates Department is responsible for smaller one-off works and so will be responsible for checking the asbestos records and relaying the information to third party contractors prior to them commencing works. A record of this assessment must also be recorded.

Where contractors are brought in by other departments (such as the IT Department, Projects Office or Facilities Department) it is the responsibility of whoever orders in the contractors to ensure that all the relevant asbestos checks are made and that this information is passed on to the contractors.

All contractors should be required to provide copies of their policies in relation to the general provisions of the Health and Safety at Work Act 1974 and asbestos management. They should in turn be given access to all relevant Asbestos Records.

All contractors should also provide evidence of competency (for example, an appropriate examination certificate, licenses, training, etc) in working with identified asbestos, to a standard equal to or greater than that required by the Trust. They should also demonstrate general competence and an understanding of the relevant codes and standards and will be required to carry out work in accordance with regulatory requirements and codes of practice for asbestos work.

All persons must co-operate with the process of identification, assessment and control of asbestos, and participate in training and induction programmes.

Employees and contractors should be made aware that areas listed as ‘No Access’ on any Asbestos Register must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.
PROJECT OR ONE-OFF WORKS: This flow chart summarises the steps that must be undertaken to ensure that one-off or project works within the Trust are carried out in a safe way.

1. Identify scope of works
2. Project Office/ IT Department to check all available Asbestos Records
3. Will planned works be affected by known or suspected asbestos?
   - Yes: Contact Asbestos Coordinator or deputy
   - No: Contact Asbestos Coordinator or deputy
4. Is it possible to amend scope of works to avoid asbestos?
   - Yes: Asbestos Coordinator to action update all relevant asbestos records
   - No: Asbestos Coordinator or deputy to organise necessary remedial works on asbestos
5. Asbestos Coordinator to contact third party contractor to carry out works with due care and attention
6. Record all decisions made
8. HOW TO MONITOR AND REVIEW THIS PLAN

The key objective of the Management Plan is to reduce the risk of exposure. If it can be demonstrated that the risk from asbestos containing materials within the Trust is under control, this Management Plan will be fulfilling its intended purpose.

This Asbestos Management Plan will be reviewed at periodic intervals of every 6-12 months to ensure that it remains effective. This may not mean that any changes are necessary, but rather that all current provisions are appraised, checked and audited and that any changes which may make them more efficient are discussed and implemented where necessary.

The Trust will carry out the following to ensure this remains a valid document and that the risks from asbestos are being adequately assessed:

- **Ensure that all recommended actions within this document are undertaken within the given timescale.** Any action points should be resolved and the outcome recorded.

- **Regularly update the Asbestos Register and all other Asbestos Records as soon as new information becomes available as surveys are completed.** This should be undertaken by the Asbestos Coordinator, so that complete and accurate asbestos records can be maintained and controlled at all times.

- **Update this Management Plan at a suitable interval.** In accordance with the Control of Asbestos Regulations 2006 this is necessary in six months time.

- **Ensure this plan is referred to in all relevant Trust in-house procedures and Safe Systems of Work documents.** All other literature relevant to health and safety within the Trust should refer to the asbestos records where relevant.

- **Record lessons learned from previous incidents/exposures to asbestos.** Should any incidents occur, then they should be documented and the relevant procedures examined so that any necessary changes can be incorporated to prevent the same happening again.

- **Ensure changes to the structure of the Trust are adopted and updated in the plan.** This plan must remain relevant and applicable to all site functions, and be updated to incorporate any new procedures.
9. ROLES AND RESPONSIBILITIES

Overview of Roles and Responsibilities

Where duties have been outlined, this should be used as an initial guide for discussion/definition of roles within the Trust. All responsibilities can be delegated, unless otherwise stated, but it should remain the responsibility of the designated person to ensure they are completed satisfactorily.

9.1 EPUT:

It is envisaged that most of these roles and responsibilities will be best fulfilled or overseen by the named Asbestos Coordinator for the Trust:

1. Maintain an Asbestos Register through a systematic auditing and recording process.

2. Ensure an assessment of the hazards and risks from asbestos bearing materials is undertaken, and recommended appropriate control measures defined.

3. Coordinate the implementation of recommended remedial works on a priority basis as determined in Section 10, The Action Plan.

4. Keep staff and managers informed about asbestos remedial works, hazards and control measures that are relevant to their work, department and staff.

5. Further develop and maintain the register of approved contractors.

6. Directly manage asbestos remedial works and/or further survey, etc, where day to day maintenance activities are affected by the presence of asbestos, i.e. task-driven remedial works.

7. Coordinate the monitoring of the work environment during asbestos works.

8. Identify persons requiring specific information and instruction in asbestos work and coordinate appropriate training.

9. Oversee any remedial or asbestos works in liaison with line managers and Health and Safety Representatives and ensure that all works are carried out in accordance with the regulatory requirements and codes of practice for asbestos works.

10. Maintain all records in accordance with the regulatory requirements and codes of practice for asbestos work.

11. Ensure all work carried out on asbestos bearing materials complies with current regulations and best practice.

12. Ensure that where duties cannot or will not be fulfilled by the Asbestos Coordinator they are designated to an alternative person who is made aware of their new responsibilities.
9.2 DIRECT LABOUR OPERATIVES:

1. Receive training on ACMs.

2. Responsibility for undertaking a task assessment prior to commencing works to assess whether works will be affected by known or suspected ACMs or are in areas beyond the scope of the surveys.

3. Provide the Asbestos Coordinator with any relevant asbestos information so that the Asbestos Registers can be kept up to date.

4. Inform their Supervisor or the Asbestos Coordinator if they find any damaged asbestos or if they know that the condition of any ACM has changed in any way.

5. Fully cooperate with the Asbestos Coordinator in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.

6. Ensure satisfied with asbestos records held, how to use them and understand the information held within them. If unsure or have any queries then these must be raised with the Asbestos Coordinator.

7. Direct any questions or queries regarding asbestos to the Asbestos Coordinator.

9.3 FACILITIES / IT / PROJECT OFFICE / PURCHASING:

1. Receive training on ACMs.

2. Responsibility for undertaking a task assessment prior to engaging third party contractors to undertake works.

3. Responsibility for ensuring that all relevant asbestos information is provided to all third party contractors and for ensuring that they are fully site inducted.

4. Provide the Asbestos Coordinator with any relevant asbestos information so that the Asbestos Registers can be kept up to date.

5. Inform the Asbestos Coordinator if they find any damaged asbestos or if they know that the condition of any ACM has changed in any way.

6. Fully cooperate with the Asbestos Coordinator in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.

7. Ensure satisfied with asbestos records held, how to use them and understand the information held within them. If unsure or have any queries then these must be raised with the Asbestos Coordinator.

8. Direct any questions or queries regarding asbestos to the Asbestos Coordinator.
10. ACTION PLAN

Essex Partnership University Trust

The following steps should be undertaken in the long and short term to achieve the goal of effective asbestos management across the Trust:

10.1 Short Term

The following steps are recommended for the next three months.

Action:

1. Re-evaluate Priority Assessments so that they are in-line with the HSE guidance noted HSG 227, *A comprehensive guide to managing asbestos in premises*.

2. Reassess Risk Band parameters so that they take into account the full Risk Assessment.

3. Programme asbestos management surveys where required throughout the property portfolio.

4. Programme remedial works for all high risk ACMs as soon as possible.

5. All provisions regarding asbestos should be communicated to the appropriate people so that everyone is included, informed and has the chance to ask questions and give feedback.

6. All works that may affect, or be affected by known or suspected ACMs should be centrally controlled and arranged in consultation with the Asbestos Coordinator or a designated representative.

7. All personnel whose work may bring them into contact with any known or suspected ACMs must be informed prior to the works starting. They should also be informed of any precautions (control measures) necessary to enable them to work safely, and that the Asbestos Coordinator must be informed should there be any change in the condition of the materials.

8. It is recommended that where third party contracted workers may come into contact with known or suspected ACMs that they are informed at the tendering/placement of the order stage to ensure no further delays.

9. Records of all asbestos records, decisions made, remedial works and updates must be made readily available to employees, building users, Health and Safety representatives, the fire brigade etc.

10. Ensure all changes to any Asbestos Records, such as immediate remedial works, any accidental damage, are recorded and all information is kept up to date.
11. Identify persons who will require asbestos training, as discussed in Section 6, develop a training strategy and implement training sessions. Include details of training given in the Asbestos Records and update accordingly.

12. Begin to develop and regularly assess safe systems of work applicable to all every day activities carried out within any part of the Trust. Ensure all relevant information is passed on to those who need it.

13. Begin to develop and regularly assess safe systems of work for one off or project works carried out within any part of the Trust. Ensure all relevant information is passed on to those who need it prior to works starting.

10.2 Medium Term

The following steps are recommended for the next three to six months:

Action:

1. Programme Reinspection surveys where required throughout the property portfolio.

2. Programme remedial works for all medium risk ACM’s.

3. Identify key members of the IT, Facilities, Project Office and Purchasing Departments to undertake asbestos awareness and asbestos management training.

10.3 Long Term

The overall aim must be to ensure that all ACMs within the Trust’s occupied buildings, through a programme of comprehensive and systematic remedial or removal works, are effectively managed and that the risk to health is reduced to the lowest level practicable. The following steps are recommended for the next 6-12 months and beyond:

Action:

1. Programme remedial works for all low risk ACMs (Risk Assessment score of 8-12) and very low risk ACMs (Risk Assessment score of 0-7).

2. Update all Asbestos Registers and relevant asbestos records as far as possible with any new information gained.

3. Investigate various database options or the possibility of holding asbestos information as a read-only copy on the 3i compliance Module.

4. Review this Management Plan in 6 months time to ensure procedures and systems laid out are workable and are being undertaken.

5. Arrange regular reinspection of all ACMs within the Trust’s occupied buildings every 12 months to continue as a rolling programme.
6. Ensure that annual refresher training is undertaken by all Direct Labour Operatives and others who have received asbestos awareness or asbestos management training.

7. Ensure adequate resources are made available for asbestos management within the Trust plan.

ASSESS ➔ RECORD ➔ INFORM ➔ MONITOR
11. THE EMERGENCY PROCEDURE

Asbestos has been identified within some Trust properties. Information as to the extent and location of identified ACMs can be found in the relevant Asbestos Register.

If anyone suspects that an asbestos containing material has been disturbed then the following steps should be taken IMMEDIATELY.

**Evacuate immediate vicinity**
Without causing alarm, the area should be cordoned off and preferably locked.

**Contact the Asbestos Coordinator**
All incidents - no matter how small - must be reported and recorded as soon as possible.

**Check the Asbestos Register**
This will tell you whether or not any asbestos items are known to exist in the area in question, and what they are.

**Assess the situation**
A competent person should establish the extent and nature of any damage, possible contamination and suggested remedial actions.

**Emergency Contact Numbers**
On Call Estates Manager North – [redacted]
South – [redacted]
Annex 1 - Asbestos High Level summary

**EPUT properties**

<table>
<thead>
<tr>
<th>EPUT Site Name</th>
<th>Asbestos</th>
<th>Inspection date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Saints House</td>
<td>No Asbestos Present</td>
<td>01/20/2008</td>
</tr>
<tr>
<td>Basildon Mental Health Unit</td>
<td>Asbestos Present</td>
<td>29/10/2019</td>
</tr>
<tr>
<td>Brentwood Resource Centre</td>
<td>No Asbestos Present - Post 2001</td>
<td>N/A</td>
</tr>
<tr>
<td>Chelmsford &amp; Essex Centre</td>
<td>Asbestos Present</td>
<td>18/11/2019</td>
</tr>
<tr>
<td>Cherry Trees</td>
<td>No Asbestos Present</td>
<td>27/10/2008</td>
</tr>
<tr>
<td>Clough Road</td>
<td>No Asbestos Present</td>
<td>01/10/2008</td>
</tr>
<tr>
<td>Coach House Halstead</td>
<td>No Asbestos Present</td>
<td>01/10/2008</td>
</tr>
<tr>
<td>Crystal Centre</td>
<td>No Asbestos Present - Post 2001</td>
<td>N/A</td>
</tr>
<tr>
<td>Derwent Centre</td>
<td>Asbestos Present</td>
<td>30/07/2019</td>
</tr>
<tr>
<td>Grays Hall</td>
<td>No Asbestos Present</td>
<td>13/01/2015</td>
</tr>
<tr>
<td>Harland Centre</td>
<td>No Asbestos Present</td>
<td>16/01/2015</td>
</tr>
<tr>
<td>1 Heath Close</td>
<td>No Asbestos Present</td>
<td>15/01/2015</td>
</tr>
<tr>
<td>2 Heath Close</td>
<td>No Asbestos Present</td>
<td>15/01/2015</td>
</tr>
<tr>
<td>3 Heath Close</td>
<td>No Asbestos Present</td>
<td>15/01/2015</td>
</tr>
<tr>
<td>4 Heath Close</td>
<td>No Asbestos Present</td>
<td>15/01/2015</td>
</tr>
<tr>
<td>4A Heath Close</td>
<td>No Asbestos Present</td>
<td>15/01/2015</td>
</tr>
<tr>
<td>5 Heath Close</td>
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<td>15/01/2015</td>
</tr>
<tr>
<td>Herrick House</td>
<td>Asbestos Present</td>
<td>25/06/2020</td>
</tr>
<tr>
<td>Holmer Court</td>
<td>No Asbestos Present</td>
<td>03/08/2018</td>
</tr>
<tr>
<td>Hospital Road 1 &amp; 2</td>
<td>Asbestos Present</td>
<td>28/06/2020</td>
</tr>
<tr>
<td>Independent Living Centre Bishops Stortford</td>
<td>No Asbestos Present</td>
<td>17/12/2009</td>
</tr>
<tr>
<td>Ipswich Road 439 &amp; Coach house</td>
<td>Asbestos Present</td>
<td>25/06/2020</td>
</tr>
<tr>
<td>Kings Wood Centre</td>
<td>Asbestos Present</td>
<td>14/03/2020</td>
</tr>
<tr>
<td>Knightswick Clinic</td>
<td>No Asbestos Present</td>
<td>15/01/2015</td>
</tr>
<tr>
<td>Landermere Centre</td>
<td>Asbestos Present</td>
<td>11/03/2020</td>
</tr>
<tr>
<td>Maldon Clinic</td>
<td>Asbestos Present</td>
<td>26/06/2020</td>
</tr>
<tr>
<td>St Aubyn Centre</td>
<td>No Asbestos Present - Post 2001</td>
<td>N/A</td>
</tr>
<tr>
<td>Northgate Centre</td>
<td>No Asbestos Present</td>
<td>01/10/2008</td>
</tr>
<tr>
<td>Pride House</td>
<td>No Asbestos Present</td>
<td>16/01/2015</td>
</tr>
<tr>
<td>Rivendell Flats</td>
<td>Asbestos Present</td>
<td>25/06/2020</td>
</tr>
<tr>
<td>Robin Pinto Unit 1 - Ward</td>
<td>No Asbestos Present</td>
<td>09/01/2015</td>
</tr>
<tr>
<td>Robin Pinto Unit 3 – Admission Block</td>
<td>Asbestos Present</td>
<td>04/02/2020</td>
</tr>
<tr>
<td>Robin Pinto Unit 4 - Gym</td>
<td>Asbestos Present</td>
<td>04/02/2020</td>
</tr>
<tr>
<td>Rochford Hospital - Ashingdon Ward</td>
<td>Asbestos Present</td>
<td>14/03/2020</td>
</tr>
<tr>
<td>Rochford Hospital - Beech Ward</td>
<td>No Asbestos Present</td>
<td>26/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital - Poplar Ward</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital - Catering</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital - Laurel House</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital - Lavender House</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
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<td>Rochford Hospital - Jasmine House</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital - Hawthorn Centre</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital - Beech Ward</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital - Maple Ward</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital - School Admin &amp; Link Building</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Location</td>
<td>Asbestos Status</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Rochford Hospital - Cedar Ward &amp; Pump House</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital - Willow</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital – 10A Ashingdon Road</td>
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<td>12/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital – 10B Ashingdon Road</td>
<td>No Asbestos Present</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Rochford Hospital – 10C Ashingdon Road</td>
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<td>12/01/2015</td>
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<tr>
<td>Rochford Hospital – 10D Ashingdon Road</td>
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<td>12/01/2015</td>
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<tr>
<td>Sankey House</td>
<td>Asbestos Present</td>
<td>03/02/2016</td>
</tr>
<tr>
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<td>01/11/2008</td>
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<td>Severalls Training Centre</td>
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<td>01/11/2008</td>
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<tr>
<td>The Lakes</td>
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<td>01/09/2008</td>
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<tr>
<td>The Lakes - Bungalow</td>
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<td>25/06/2020</td>
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<tr>
<td>Linden Centre</td>
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<tr>
<td>Linden Centre – Christopher Unit</td>
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<td>Linden Centre – Edward House</td>
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<tr>
<td>The Lodge</td>
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<tr>
<td>Thurrock Hospital - Kitchen</td>
<td>Asbestos Present</td>
<td>02/07/2020</td>
</tr>
<tr>
<td>Thurrock Hospital – Admin Block/Boiler room</td>
<td>Asbestos Present</td>
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<td>Thurrock Hospital – Admin HR</td>
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<td>01/07/2020</td>
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<td>Thurrock Hospital - Alistair Farquarson</td>
<td>Asbestos Present</td>
<td>01/07/2020</td>
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<td>Thurrock Hospital - Gloucester (Ashingdon Unit)</td>
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<td>N/A</td>
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<td>01/07/2020</td>
</tr>
<tr>
<td>Thurrock Hospital – Freeman Centre</td>
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<td>01/07/2020</td>
</tr>
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<td>Thurrock Hospital – Generator Room</td>
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<td>27/01/2015</td>
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<tr>
<td>Thurrock Hospital - Gifford House</td>
<td>Asbestos Present</td>
<td>01/07/2020</td>
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<tr>
<td>Thurrock Hospital - John Tallack</td>
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<td>16/01/2015</td>
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<tr>
<td>Thurrock Hospital - Jubilee Day Unit</td>
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<td>Thurrock Hospital - Meadowview</td>
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<td>02/07/2020</td>
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<tr>
<td>Thurrock Hospital - Old Mortuary Buildings (Lodge Store)</td>
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<tr>
<td>Thurrock Hospital - Thameside House + Data Room</td>
<td>Asbestos Present</td>
<td>02/07/2020</td>
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<tr>
<td>Thurrock Hospital - Wheelchair Centre</td>
<td>No Asbestos Present</td>
<td>27/01/2015</td>
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<tr>
<td>Woodlea Clinic</td>
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