

Northumberland, Tyne & Wear



NHS Foundation Trust

## Estates Department

Safety Guidance and Site Rules.

Shining a light on the future



# FOREWORD



**Malcolm Aiston**

*Director of Estates  
and Facilities*

The Northumberland, Tyne and Wear NHS Foundation Trust (NTW) delivers mental health, disability, substance misuse and neurological services to people across Northumberland, Tyne and Wear as well as a range of specialist services to a wider population.

Our client group represents some of the most vulnerable and challenging members of our society. When our direct labour or contractors are employed by the Trust to carry out work on the Trust sites, it is necessary for them to ensure that work activities are undertaken in a way that reduces the risk to our client group, visitors, themselves and other staff. It must be recognised that the medical condition of some of the patients makes them prone to violent and aggressive behaviour, whilst others may self-harm.

The careless or casual management of tools and equipment can lead to catastrophic circumstances; a misplaced screwdriver or discarded Stanley Knife blade can make an ideal weapon; unattended ladders may provide an opportunity for a patient to self-harm.

This booklet and accompanying DVD outline the general site rules the Estates Department employs to minimise risks associated with work activity. These rules are to be considered in conjunction with local site rules, policies, procedures, etc. These site rules must be observed at all times.

# CONTENTS

Foreword	2
Contents	3
Introduction	4
Objectives	5
Expectations	6
Induction	8
Identification	10
Access	11
Fire Safety	14
Welfare	17
General Safety Rules	27
Equipment	34
Asbestos	38

# INTRODUCTION

We want everyone to remain safe and healthy, regardless of whether they are a member of staff, a patient or visitor. As contractors, you can have a significant impact on helping us achieve this aim.

This booklet and accompanying DVD is intended for Estates contractors undertaking construction or maintenance work, any visitors to Estates who are engaged in work activities and as a guide

This booklet will supplement HSE and other statutory legislation; it is not intended to be a definitive guide. Whilst carrying out work on Trust premises you are expected to adhere to all Health and Safety legislation and codes of practice.

Contractors, Suppliers and other related parties should have their own Health & Safety information, instruction, training and policies in place which can be used in conjunction with NTW standards.

The details contained within this booklet form part of the Estates Health and Safety Policy. Please take a few minutes to read its contents to familiarise yourself with the Trusts site rules and emergency procedures.

Please note that this booklet forms part of the 'Conditions of Contract' and any breach of conditions may result in the contractor being banned from site and termination of the contract.

# OBJECTIVES

This Handbook in conjunction with other NTW & Estate Departments Health and Safety procedures is to deliver on a range of objectives, summarised as:

- Control risks arising from work activities and maintain healthy working conditions,
- Prevent accidents and cases of work related ill health,
- Provide safe plant and equipment,
- Ensure safe handling of objects and handling/use of hazardous substances,
- Provide resources to ensure compliance with health and safety legislation,
- Provide information, instruction and training to ensure competence.
- Review safety management arrangements



## EXPECTATIONS

### Courtesy

All staff and contractors must ensure that their staff behave in a courteous manner when working on Trust premises.

Bad language, unnecessarily raised voices or any behavior that could be offensive on the grounds of age, physical appearance, gender, sexuality, disability, ethnicity or religion are forbidden.

Any contractor or their staff who causes offence by his / her actions or creates an unsafe situation will be prohibited from the Trust premises and will be required to leave immediately.

Any Estates staff member who causes such offence will be subject to disciplinary proceedings.

## Standards of Dress

Dirty clothes, overalls or footwear will not be worn in public or patient areas, treatment areas, dining rooms, kitchens, etc.

The wearing of shorts and sleeveless vests is not acceptable, neither are bare chests. All Estates staff and contractors must wear Estates / Contractor Uniform with appropriate PPE and display a high standard of personal hygiene and observe the hygiene requirements in place where the work is to be carried out.

## Use of Recording Devices, Mobiles Phones and Playing Music

The use of TV's, radios, CD, MP3 and other media devices etc by Estates staff or contractors when carrying out work in wards and departments or on construction sites is prohibited.

The recording of audio or photographic images of anyone without BOTH the Estates Departments written permission and the individuals consent is strictly prohibited.



# INDUCTION

All NTW Estates staff will attend an induction at the start of their employment. Those attending NTW premises to undertake work relating to Estates, including; contractors, sub-contractors, others or visitors to a Trust site must be given a formal induction by the Trust Estates Supervising Officer / Ward or Departmental Manager before any work commences, explaining the following:

- The layout of the site/building, providing drawings if necessary,
- Introduce the contractor, visitor or others to ward/ department staff (where necessary) and the arrangements in the work area,
- Requirements for a Risk Assessment exchange between all parties, if this has not already taken place.
- Fire precautions and procedures, health and safety and local rules,
- Location of known or suspected asbestos,
- Safe arrangements for the use, handling, storage and transport of plant, equipment, and substances,
- Procedures for First Aid,
- Procedures for accident reporting,
- Discuss and list any of the contractors, visitor or other person's special induction requirements including permits-to-work, isolation and access requirements, etc.



This list is a guide only and may be added to, depending upon the nature of the work activity and risks involved.

Estates staff, contractors and visitors must ensure all tools, equipment and possessions are accounted for when on the Trust's sites and especially when inside Trust premises where patients are present. Special arrangements may be applicable before entry is permitted into secure units and wards. CCTV operates in some buildings and site areas. If you have missing tools or equipment please inform the relevant Trust staff in the area immediately

If you have any concerns about the health and safety of your work, or observe breaches of health and safety by others, please report it to a member of the Estates team.



**YOU NEED  
A SAFETY  
INDUCTION  
TO ENTER  
THIS SITE**

# IDENTIFICATION

Each contractor and / or visitor must 'sign-in' by completing the register immediately upon arriving on site and 'signing out' immediately before leaving the site. For contractors expecting to be on-site for less than 3 days, this must be



done each and every time they arrive or leave the site. For contractors engaged on longer projects a 'Contractor Pass' may be issued for a specific time period. Details of the location of the register will be provided at induction.

All employees of contractors and estates visitors are to wear means of identification while on the Trust premises. Identification lapel badges will be issued upon induction by the Estates Supervising Officer or at the point of signing in to the 'Contractor / Visitor Register'. Identification badges will be worn at all times. This is in addition to any identification badge that their own employer requires them to wear whilst at work.

Estates staff are required to wear, or have on their person, means of identification issued to them by the Trust. This may be essential for access to some wards, departments or other Trust sites.

# ACCESS

## **Access to Plant Rooms, Boiler Houses, Switch-Rooms etc.**

Access to many areas of the Trust is restricted. Contractors must comply with all prohibition, warning and mandatory signs. A permit-to-work is required for many activities.

Contractors should restrict themselves to their work area as discussed with the Estates Supervising Officer.

If the areas below are not part of the allocated work area then only authorised access is allowed, (this list is not exhaustive).

- Boiler Houses and Boiler Rooms
- Confined Spaces including service ducts
- Electric Cupboards, switch-rooms and sub stations
- Gas installations of any type
- Generator Rooms Plant Rooms
- Roofs and Roof Spaces
- Roofs Stores and storage rooms
- Water Treatment Plant Rooms
- Workshops

# ACCESS

## Maintaining Security

All plant rooms, boiler houses, etc. are locked and require a key or card for access.

The security of these areas must be maintained at all times. Keys will normally only be issued on a daily basis by the Estates Supervising Officer and must be returned as instructed. Failure to return keys may result in a fine being levied against the contractor. If keys are lost, or not returned by the contractor, the Trust may have to replace a lock or suite of locks in order to maintain security; the cost of this work will be at the contractor's expense.

## Working on a Ward

If you're required to work on a ward, you must first report to the reception desk. If the ward is a medium secure ward you will be given a locker key, where you must store your mobile phone and keys, you will also be required to go through the tool check-in procedure, and submit to a metal detector scan.





## Out-of-Hours Working

If a contractor is requested to attend site outside of normal working hours then, in these circumstances, contractors will be required to follow the procedures set out by the Estates Supervising Officer or the 'On-Call' Estates Officer.

For work in Community premises, access can be normally gained through the duty staff, located at that location.

# FIRE SAFETY

Fires in hospitals have the potential to become catastrophic events, It is therefore essential that all Estates staff and contractors (they, and their employees) are to ensure that they:

- Understand the fire arrangements in place at the place of work and comply with Hot Work Permits.
- Are familiar with the sounds to be expected from the fire alarm system and their meaning,
- Know the fire evacuation routes and assembly point,
- Are familiar with the position of 'break-glass' call points and fire extinguishers.
- Report any concerns or problems, including discharged fire extinguishers

On hearing the fire alarm sounding, the site procedure is

- Evacuate the building by the nearest exit as indicated by the 'Fire Exit' signs, closing doors as you leave
- All staff and contractors should make their way to the Fire Evacuation Assembly Point and inform the person-in-charge of whether all persons in their group have been accounted for.
- If appropriate and safe to do so, inform the hospital switchboard of the fire situation (333).

Fire fighting equipment is provided throughout the Trust but should only be used,

- by those trained in its use,
- if the fire is very small,
- if someone else knows you are there,
- if by doing so, you do not place yourself in any danger.
- Use after the alarm has been raised and ensuring that the Fire brigade have been called.

## **NEVER**

- Start a fire
- Smoke on site, or near flammable materials
- Tamper with fire safety systems or equipment
- Block escape routes
- Store flammable goods without permission
- Leave fire doors wedged open
- Allow the build up of waste materials

# FIRE SAFETY



Water – used for Class A fires, ie solids only, such as wood, paper and fabrics.



CO2 – is ideal for fires involving electrical apparatus and Class B liquid fires.



Dry powder – is a multi-purpose fire extinguisher that can be used on Classes A, B and C fires.



Foam – This fire extinguisher is more versatile than water. It can be used for both Class A and B fires.



Fire blankets – are particularly useful for smothering fat pan fires or for wrapping around a person whose clothing is on fire.



# WELFARE

## First Aid / Accidents

First Aid boxes exist in a number of locations on site including most wards and departments. First Aid treatment can usually be obtained from trained department staff. The arrangements for first aid are given at induction.



All accidents / incidents, including those which fall outside the scope of RIDDOR, must be recorded via an IR1 form held in Estates Admin Office and Ward Receptions. Any dangerous accident / incident / occurrence as defined in RIDDOR should be immediately reported to the Estates Supervising Officer.

This is in addition to any arrangements the contractor (as an employer) may have.

PAGE A	Northumberland, Tyne and Wear NHS Foundation Trust	NHS	Ref No	
Safeguard Computer Ref	<input type="text"/>			
<u>Please complete pages A, B and C for all incidents</u>				IR1 Form



# WELFARE

## Use of Vehicles

Parking on site is only allowed in the official car parks except contractors work vehicles for which special arrangements need to be made with the Estates Supervising Officer. Parking is at the risk of the vehicle owner. On some sites parking charges may apply unless a parking permit is obtained. Vehicles incorrectly parked will receive a penalty ticket.



Parking bays with an electric charging point are available at all main sites. Parking is never allowed on pavements or grass verges or anywhere which could obstruct access by the emergency services.

Attention is drawn to the risks associated with reversing large vehicles (other than a motor car) where a second person may be required to guide the reversing vehicle.



**WARNING**  
**Vehicles and**  
**plant reversing**



**All vehicles**  
**reversing must**  
**be done**  
**under supervision**

# WELFARE

## Smoking

It is against Trust policy for Estates staff, contractors and others to smoke in any of the Trust's buildings / work vehicles.



## Alcohol and Illegal Drugs

Due to the inherent dangers associated with Estates related work, the consumption of alcohol during working hours (including lunch breaks) is not permitted. Any member of the Estates Department or contractor's staff who appears to be under the influence of alcohol will be excluded from the Trust premises and may be subject to disciplinary proceedings.

Similarly, anyone under (or who appears to be under) the influence of drugs / substance abuse etc., whatever the cause, will also be excluded from the Trust premises.

## Hygiene and Comfort Facilities

The Trust provides hygiene and welfare facilities for its staff.

For Contractors, the Trust may, by prior agreement supply hand washing facilities, including soap, paper towels, and toilet facilities but this depends on the work and its location and duration. The Contract Specification or the Estates Supervising Officer will advise.

## Telephones

The telephones in the hospitals are used for internal and external calls. Contractors must not make external business or private calls without authorisation. If such permission is given by the Estates Supervising Officer then these may be charged for.

Fire, Ambulance and Police can usually be called directly, either by obtaining an outside line (usually by prefix 9), or through the hospital switchboard operator by dialling 0.

On some sites a 'direct access' telephone number 333 is used to call the fire services. Check the displayed FIRE ACTION NOTICES which will confirm the action required and the telephone number to use.

# WELFARE

## Infection Control

Northumberland, Tyne & Wear NHS Trust request all staff conducting works within the Trust comply with recognised standards of practice in Infection, Prevention and Control.

Always speak to the nurse in charge of the ward before you start work in any clinical areas. They will advise you of any areas you can't access or any extra precautions you may have to take.

## Practice good basic hygiene

Cover wounds or skin lesions with a water proof dressing.

Wash hands with soap and water between tasks.

Only use alcohol gel if your hands look clean. Great care should be taken that gels are NOT left lying around in clinical areas – specific guidance should be obtained from the department your visiting, regarding restrictions

Wash hands, or use hand rub if available when entering and leaving patient areas.

Gloves and other protective equipment are supplied to protect you.

## Sharps Injuries

If in the course of your duties you encounter a 'sharp', e.g. blade or needle, secure area, alert nearest clinical or estates department to facilitate removal – under no circumstances should you handle them without adequate training or equipment.

### **If during the course of your work you receive an injury from a sharp e.g. a needle:-**

Bleed it – straight away.

Wash it under running water.

Apply a dressing.

Report it to a Trust Manager.

Go to the nearest Accident and Emergency department, do this as early as possible and within 24 hours.

Within the hours of 9.00a.m. – 5.00p.m. Monday to Friday, Occupational Health Services are also available.

Ensure relevant Accident and reporting documentation is completed as soon as is practical.

Designated toilet facilities in the premises are available and will be specifically identified by the Estates department during your site induction. Hands should be washed before and after using the toilet.

Also, on entering certain areas you will find alcohol gel dispensers, which should be used. If there are no hand dispensers available small personal bottles of alcohol gel are available from the Estates Reception.

# WELFARE

## Personal Protective Equipment

Contractors must observe the Trust's rules with regard to wearing PPE in specific areas e.g. plant rooms, walk in ducts etc.

Contractors must also wear all PPE specified in their own risk and COSHH assessments.



Safety Glasses



Safety Shoes



Hearing Protection



Respirator



Full Face Shield



Gloves



Welding Shirts/Arm Bands



Harness



Apron/Chaps



## Noise, Vibration, Fume and Other Forms of Nuisance

Many of the Trust's patients are very sensitive to noise, vibration, dust and other forms of nuisance, therefore activities need to be planned, in conjunction with the department staff and the Estates Supervising Officer to ensure that their activities cause minimal nuisance.

Work activity which causes dust, vibration, heat or fume in the same room/area as a fire alarm smoke/heat detector may cause an unwanted fire alarm activation. In such instances a Hot Works Permit is required.

Contractors should ensure that their employees and the Trust users, staff and the public are not exposed to any fume or dusts. All operations which cause substantial concentrations of dust, (e.g. disc cutting, chasing of walls, grinding, etc), in any amounts in a concentration specified in COSHH, must be controlled at source with dust suppression tools / methods or local exhaust ventilation (LEV). Substances with occupational exposure limits are listed in the HSE publication 'Occupational exposure limits'.

All arrangements must be to the satisfaction of the Estates Supervising Officer.





# GENERAL SAFETY RULES

## Estates Practice Guidance Notes and Operational Procedures

The Trust and the Estates Department have produced extensive estates related practice guidance notes and procedures, which cover most aspects of work activity and in some cases are site specific. Many of the activities referred to in this manual are covered in more detail in these policies and practice guidance notes and they are available to contractors and their staff. Estates staff and contractors should familiarise themselves with the contents of this manual and refer to it as necessary. The Trust's Health and Safety Policy is available to contractors for viewing via the Estates Supervising Officer.

## Permits to Work

Permits to work will be required from the Estates Supervising Officer or another Trust representative before starting any work regarding the following,

- Hot Working (with fire risk activities)
- Isolation of LV Electrical Systems (including Generators)
- Isolation of Main Natural Gas Supply
- Isolation of Main Water Services
- Working at Heights, including roofs
- Confined Spaces
- Excavation

# GENERAL SAFETY RULES

## **Risk Assessment**

Prior to undertaking work on Trust premises, the contractor must undertake a risk assessment and produce a method statement of the proposed work activity. This must be a careful examination of your activity to find out what harm could be caused to you, your colleagues, our patients, or other people working at or visiting the Trust.

The aim is to make sure that no one gets hurt or becomes ill. You are legally required to assess the risks in the work you do.

The important things you need to decide are whether a hazard is significant, and whether your precautions are adequate to ensure the risk is suitably controlled.

Remember to take account of your location and surroundings as well as the actual job you're doing.

Where a Principal Contractor is appointed they are required to ensure that suitable and sufficient health and safety documentation is provided by subcontractors.

You must share your risk assessment and method statement with those in the Trust including your supervising officer and where appropriate other Trust staff for approval.

## Hot Working or Fire Risk Activities

All Estates staff and contractors involved in fire risk activities should ensure they have a 'permit-to-work' and take measures to minimise the risk wherever possible by removing any combustible materials and providing adequate fire fighting equipment. When undertaking any fire risk activity all such work should cease at least half an hour prior to the end of the working day or work period. An employee must be designated to thoroughly check the site before leaving. Work can only be undertaken if a hot-work permit is in place and the full requirements of the permit have been adhered to.

## Isolations & Disruptions

It's important that you give the Estates Department at least two working day's notice of any isolations or disruptions to service.

Never isolate without authorisation, and never isolate without ascertaining the use of a specific piece of equipment. Remember, you are working in a hospital and the wrong procedure could compromise someone's life safety equipment.



# GENERAL SAFETY RULES

## Working at Heights & Roof Work

Falls account for more deaths and serious injuries in construction than anything else. All roof work is dangerous and it is essential that you identify the risks before the work starts and that the necessary equipment, appropriate precautions and systems of work are provided and implemented.

Staff and Contractors must ensure that all work at height is risk assessed and that it complies with the requirements of the Work at Height Regulations 2005 and that only access equipment appropriate for the task is used taking into account the activity, the tools being used, the duration of the task and the environment



The Supervising Officer will identify the specific requirements for access and site specific risk assessments and method statements that are necessary before work commences. Particular attention must be given to stop the unauthorised access onto the scaffold, for example by removing all ladders at ground level, whenever it is left unattended.

## Entry to Confined Spaces

Staff and Contractors' employees must not enter any tank, pit chamber, pipe, duct, funnel or similar confined space where there may be a build up of hazardous fumes or lack of oxygen without a written permit from the Estates Department.



If such permission is granted a suitable and sufficient risk assessment and method statement must be submitted prior to the work commencing.

## Excavations

Before work commences, the contractor must consult the Estates Department to authorise the work and advise on the existence of electrical, IT, telephone cables, drains, gas, water mains, etc. that may be affected.

There will also be the risk of undocumented services, tree roots or other items and contractors risk assessments and method statement should adequately address this risk.

All trenches and excavations must be adequately shored and falls of material prevented by "battering back" with cushions or other effective means. All excavations must be adequately fenced and when considered necessary, red lamps or flashings must be used during the hours of darkness to highlight the excavation.



# GENERAL SAFETY RULES

## COSHH

There are a large range of hazardous substances, including chemicals, stored and used at the Trust. Contractors and staff should be aware of this and ensure the work area is safe.

All Contractors must ensure that COSHH (Control of Substances Hazardous to Health) assessments are available and followed for all substances hazardous to health being used or produced as a by-product of the work activity. A COSHH register should be made available by the Supervising Estates Officer.

Chemicals should always be used from their original containers or packs which will carry a black symbol on an orange background. Chemicals or substances de-canted into unmarked containers are not permitted on site.





## Waste Management

Estates activities routinely generate waste materials. In order to reduce the hazards associated with waste staff and contractors must keep their workspace and adjoining areas free from a build up of waste which must not be left unattended. Skips used by contractors must be sited at least 6m away from buildings in case a fire is started, skips should also be lockable and kept locked when not attended.

### Use of Warning Signs and Erection of Safety Barriers

Estates related activities frequently involve the opening up of service ducts, manholes, etc. or the excavation of trenches and the like. If work of this nature is to be undertaken it is essential for appropriate precautions be taken to ensure that accidental access is avoided. The use of road plates, suitable barriers and warning



signs should be employed. In addition to securing the area consideration must be given to the provision of adequate lighting (and traffic control if applicable) if areas are to be open for more than a few hours or left unattended.

### Maintaining Safe Access

Routes inside and outside of buildings must be kept free of any slip or trip hazards and remain free of obstructions which prevent safe egress of both yourself and others in the event of a fire or evacuation requirement.

# EQUIPMENT

## Hand Tools & Machinery

It is the responsibility of the Contractor to ensure that their staff have sufficient and adequate tools before arriving on site, which are relevant to their trade, and suitable for the work in hand. Tools and equipment must be in good condition and have been subjected to regular and appropriate inspection by the Contractor. All Contractors are to provide their own tools.

Unless specifically agreed with the Supervising Officer, Contractor's are strictly prohibited from using the Trust's equipment and tools, this includes access equipment such as ladders. The Contractor shall be responsible for carrying out the following checks:

- Are the right tools or machinery being used for the job?
- Are all dangerous parts guarded and guards secured and in good repair?
- Are all tools and machinery maintained in good repair and are safety devices operating correctly?
- Are all operators trained and competent?

## Electrically Powered Work Equipment

Battery operated hand tools and equipment are to be utilised where practicable. The operating voltage must not exceed 24V DC.

Mains powered portable electrical work equipment, including vacuum cleaners, used for construction work and work in other environments at the Trust must be supplied via a 110v, 1 phase (55v to earth) transformer.

Portable electrical equipment used at the Trust must be in date for test, this is to include all extension leads, transformers and splitter boxes, it should be used in accordance with the manufacturer's instructions and by competent persons.

## Lifting Equipment

All lifting equipment, which includes cranes, hoists, chain blocks, ropes, eye bolts and slings must be regularly inspected and maintained in accordance with LOLER and insurance company requirements.

When using safety equipment, always make sure that load does not exceed the SAFE WORKING LOAD (SWL) of the equipment. Also make sure that the load is properly balanced, secure and cannot become dislodged. Never misuse lifting equipment of any type, and never use improvised hooks or slings.

# EQUIPMENT

## Ladder Use

It is a requirement of the Trust that all Contractors, who use ladders on site, have received suitable and sufficient training in ladder safety. The Contractor shall ensure that only trained persons are sent to work on Trust sites. All Contractors are to provide their own access equipment. Contractors are strictly prohibited from using the Trust's access equipment.

All ladders and step ladders are to be inspected by a competent person at least annually and a Ladder Log Inspection Tag should be clearly visible with a date of the last/next inspection. Contractors will be required to remove from site any ladders not so marked.



## Scaffolding

Any scaffold (access scaffold or mobile tower scaffold) used on Trust premises must be erected and dismantled by trained and competent personnel. All access scaffold over 6ft 6ins (2 metres) must have guard rails and toe boards fitted and all platforms must be properly boarded out. Never alter any scaffold, remove boards or guard rails and never jump or climb up and down any scaffold; always use the access ladders provided.

Never work from a mobile scaffold unless it is properly secured with the wheels locked, and never remain on a mobile scaffold whilst it is being moved. Mobile scaffolds should only be used on firm level ground.

Scaffolding must display a current Scaffold Inspection Tag and will require to be inspected:

- Before it is used
- After substantial alteration,
- After any event likely to have affected its stability, for example, following strong wind conditions,
- Every 7 days.

Measures must be taken to prevent unauthorised people gaining access to scaffolds. The scaffold must be fenced to prevent anyone from climbing onto it and ladders to the ground floor must be removed and secured at the end of each working day.

# ASBESTOS

## Introduction

Some Trust buildings are known to contain asbestos.

Before you are asked to carry out any work on behalf of the Trust, you must consult the Asbestos Register. The register is a detailed document of all known asbestos in the Trust's premises. You will also be requested to sign the register to confirm that you have consulted and understood the information provided.



This approach will limit the likelihood that you will encounter asbestos while working at the Trust but will not completely remove the risk. You must always be vigilant and proceed with caution.

## **Work in area where Asbestos Containing Materials (ACM's) have been identified**

If there is a risk of Asbestos Containing Materials (ACM's) being disturbed by the proposed work, the contractor must consult with the Estates Supervising Officer for an assessment to be carried out - this may involve its removal or encapsulation.

## **Work in area where no Asbestos Containing Materials (ACM's) have been identified**

Where no ACM's have been identified in the survey, but dismantling or demolition of part of the building, its fabric, services, plant or equipment is involved, a Refurbishment and Demolition survey (see HSE's HSG 264 Asbestos: The Survey Guide) should be commissioned unless there is good reason not to do so. This should be documented for reference. No work that would involve dismantling or demolitions of part of the building shall commence until the report has been issued to all parties and fully understood.

### **Emergency response**

Should damage to ACM's occur the following procedure must be adhered to:

- All persons in the area must stop work immediately and the area closed to access;
- Prevent people from entering the area;
- If any person has got dust or debris on their clothing or overalls, they should remove these and place them in a plastic bag, find facilities to wash or shower as soon as possible, and leave the shower/washroom in a clean state;
- The incident must to be reported immediately to Estates Supervising Officer, so a licensed contactor can be appointed to facilitate decontamination.

