




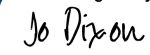

# Asbestos Policy

## Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

Rev:	Status / amendments	By	Date
1_01	Draft created	C. Warden	08.08.2022
1_02	Amendments made following client's comments	C. Warden	12.09.2022
1_03	Final draft issued to <b>sportscotland</b>	A. MacDonald	28.06.2023
1_04	Comments received from Health and Safety Operational Group Document amended	M. Fraser	19.09.2023

## Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	28.06.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  889E63E8056342B...	Head of Human Resources	26.06.2023
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by:  1455ED4FC7E1447...	Trade Union Representative	26.09.2023

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## Introduction

Asbestos is a naturally occurring mineral, which has been incorporated into materials used for fire protection, thermal and sound insulation. Hazards associated with asbestos containing materials (ACMs) are from the inhalation of airborne fibres. Any ACMs already on our premises that are in good condition and are sealed, do not present a risk to health and therefore can remain, so long as their condition is monitored regularly.

The three types of asbestos most commonly used are:

- Amosite (Brown)
- Crocidolite (Blue)
- Chrysotile (White)

The inhalation of asbestos fibres may cause asbestosis, lung cancer and mesothelioma.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

## Scope

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, contractors, visitors, members of the public and any others who may be affected by the activities of **sportscotland**.

## Policy statement

**sportscotland** understands their responsibility to all employees, contractors and visitors on their premises. It is therefore the policy of **sportscotland** to provide a safe environment, as far as is reasonably practicable. Our aim is to proactively manage asbestos, undertaking annual reviews and ensuring it is not disturbed.

There are no health risks to people working in our premises, so long as any presumed asbestos containing materials (ACMs) remain in good condition and are not disturbed. However, if the materials are abraded, drilled or worked on with power tools the dust generated may contain asbestos fibres and there will be risks to anybody exposed. To ensure that risks from ACMs are reduced to the lowest reasonable level we will operate the following procedures:

- We will not allow work on a known ACM;
- An asbestos register listing the locations and conditions of all known and presumed ACMs will be kept;
- The asbestos register will be brought to the attention of any person who might disturb or work on or near to a known or presumed ACM;
- Before any work near to a known or presumed ACM commences, an assessment will be carried out and a method statement written. We may refer the issue to our external consultants. The risk assessment and method statement (RAMS) will identify how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements will be made for additional samples to be taken and analysed;
- The contractors who will be doing the work will be suitably trained. They will be informed about the hazards and the precautions they need to take to ensure health and safety practices are maintained.

Any presumed ACMs will be regularly reviewed for suspected damage.

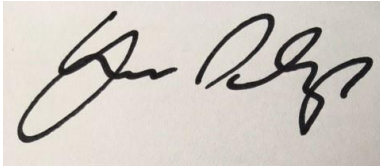
If during work, a contractor encounters a material that may contain asbestos and were not informed about it before work started, they are to immediately stop work and take advice from the Health and Safety Team. Work will not be allowed to recommence until the material has been identified and a safe system of work agreed.

**sportscotland's** policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work regulations 1999 and Control of Asbestos Regulations 2012.

## Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink, appearing to read 'Forbes Dunlop', is centered on a light-colored rectangular background.

Name: Forbes Dunlop

Position: Chief Executive Officer

Dated: 26 September 2023

## **Roles and responsibilities**

### **Chief Executive Officer**

**sportscotland's** Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

### **Director of Operations and the Head of Human Resources**

Together, they will:

- Be responsible for implementing the Asbestos Policy;
- Ensure that all work activities are compliant with legislation;
- Develop a culture where employees are fully engaged with health and safety matters and are empowered to take action to minimise health and safety risks;
- Ensure adequate resources and management systems are in place to manage the risks posed by asbestos;
- Appoint a person to lead the asbestos survey, management and removal process;  
and
- Regularly review of the Asbestos Policy, procedures and asbestos management plan.

### **Building Operations Managers**

i.e., Office Facilities Manager (Corporate and Regional estate)  
Facilities and Estates Manager (Inverclyde)  
Operations Lead Manager (Glenmore Lodge)

They will:

- Ensure that an extensive survey is undertaken by a competent external surveyor to identify and categorise all confirmed and suspected incidences of asbestos;
- Create and maintain a management plan, specifying the location, type, condition, risk and proposed action;
- Verify resource is available to manage proposed actions;
- Ensure employees are made aware of the location and type of any asbestos on site which may affect their activities;
- Conduct regular inspections in accordance with the asbestos management plan;
- Ensure that appropriately certified/registered contractors are utilised for any work involving asbestos removal or treatment;



- Ensure that waste transfer notes are produced, reviewed and retained on TechForge for audit purposes;
- Ensure that any employees who may come into contact with asbestos during the course of their work are adequately trained on the steps to take if they suspect asbestos may be present; and
- Ensure that locations where asbestos is present is suitably labelled and these locations are communicated to all employees.

### **All employees**

They will:

- Familiarise themselves with this policy and the procedures it contains, and co-operate in implementing its contents;
- Stop work and immediately report to the relevant Building Operations Manager any suspicions of the presence of asbestos found during work activities; and
- Report all accidents, injuries, dangerous occurrences and 'near misses', no matter how trivial.