ASBESTOS MANAGEMENT PLAN

Contents Page

1.0 Introduction 2

2.0 Process 2

3.0 Recording ACM’s and Managing Risk 3

4.0 Responsibilities 3

5.0 Training 4

6.0 Procedures for controlling Contractors 4

7.0 Monitor and Review 5

8.0 Emergency Services 51.0 Introduction

Under the Control of Asbestos Regulations 2012, the Company has a legal duty to manage asbestos in non-domestic premises. This document sets out the Company’s management plan and procedures for managing asbestos. The overall aim is that all asbestos containing materials (ACM’s), through inspections, re-inspections, remedial or removal works are effectively managed and risks reduced.

2.0 Process

The Company will undertake the following:

* Take reasonable steps to find materials in premises likely to contain asbestos and check their condition.
* Presume that materials contain asbestos, unless strong evidence is available that they do not.
* Make a written record of the location and condition of the asbestos and presumed asbestos and keep those records up to date.
* Assess the risk of the likelihood of anyone being exposed to these.
* Prepare an action plan to manage that risk and put it into effect so that:

	+ Any material known or presumed to contain asbestos
	+ Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition repaired or if necessary removed.
	+ Information on the location and condition of asbestos material is available to anyone potentially at risk.
* Review and monitor the plan and arrangements at regular intervals to ensure they are still effective.
* Carry out pre-demolition or refurbishment surveys to identify the location and condition of any material that might contain asbestos, prior to all building/development/maintenance work being carried out. The findings of any of these surveys to be made available to the contractor and included in the Construction Phase Plan on those projects that are notifiable under CDM Regulations 2015.

3.0 Recording ACM's and Managing Risk

Management surveys will be carried out on all the Company’s properties. Records of these surveys are kept in the office. All other types of survey that have been carried out (pre-demolition/refurbishment) are also kept at this location.

The condition, and where known, the type of asbestos are recorded and a risk rating applied to each location. A recommendation on what action is to be taken is recorded according to the risk rating.

All ACM’s will be re-inspected at regular intervals and at least every 12 months dependent on the risk assessment. Inspections will be carried out by the Safety Director. Should the condition of any ACM’s have significantly deteriorated, then the risk assessment will be amended and appropriate action taken. This may involve removal or encapsulation of the ACM.

All asbestos records will be updated as further surveys, sampling and remedial actions are taken.

4.0 Responsibilities

The Safety Director will be responsible for the following:

* Ensuring compliance with the Asbestos Management Plan.
* The overall strategy for the safe operation and execution of all Planning issues including consideration of asbestos issues.
* Surveying all Company’s properties and taking all reasonable steps to determine the location of ACM’s.
* Keeping the asbestos database of ACMs up to date and providing a record of the location, condition, maintenance and removal for all ACMs on the Company’s property and buildings.
* Carrying out risk assessments and documenting actions taken to manage the asbestos.
* Repairing, sealing, removing, or otherwise treating asbestos, if there is a risk of exposure due to its condition or location.
* Periodically monitoring the condition of ACMs, updating the asbestos register and reassessing the risk.
* Making information available to those who may come into contact or disturb ACMs. Information shall be provided in a written or electronic format and shall be correct on the date it is presented.
* Putting arrangements in place to make sure that work which may disturb the ACMs comply with current legislation.
* Ensuring that prior to the commencement of any works which may have the potential to bring staff into contact with ACMs, asbestos database is consulted, or pre-demolition and refurbishment surveys are carried out, and information used within the risk assessment for the works.

Other employees are responsible for complying with their individual duties as set out in the Company Health and Safety Policy and Procedures.

5.0 Training

All maintenance staff who are likely to disturb potential ACM’s in the course of their work (joiners, plumbers, electricians, etc) must have attended a ½ day asbestos awareness training course. They must also attend annual refresher training in the form of a toolbox talk. Records of initial and refresher training will be retained by the Company.

Checks will be carried out to ensure that all contractors’ employees carrying out maintenance and refurbishment works or any other activities that might disturb ACM’s have undergone training as detailed in the previous paragraph. Copies of training certificates must be provided before any work will be authorised.

6.0 Procedures for controlling Contractors

Any person organising work or activities that may disturb materials that could contain asbestos must inform the Safety Director at least one week before the work is due to start.

The Safety Director will ensure that:

* All areas are assessed prior to work commencing, and will identify any known risk from asbestos by referring to existing surveys. Where necessary a pre-demolition/refurbishment survey of the area will be carried out by a UKAS accredited Surveying Company.
* Should ACM’s be highlighted by the survey they will be removed if required by a Licensed Asbestos Removal Contractor. Where possible, work will be planned to avoid disturbing ACM’s.
* All staff and contractors are informed of the location of any known asbestos affecting the work.
* Copies of Asbestos awareness training certificates, method statements and risk assessments will be obtained from contractors, prior to work commencing.
* Should suspect asbestos material be discovered during the course of any works, all work must cease immediately. The Safety Director must be informed immediately. The Company Emergency Procedure for suspect asbestos materials will be put into action (refer to Health and Safety Procedures Manual).
* The Safety Director must be informed of any changes to ACM’s so that they can be recorded.

7.0 Monitoring and Review

The Management Plan will be reviewed by the Safety Director and Northern Counties Safety Group’s Safety Advisor every 12 months to check that it is compliant with current legislation that all information is current and correct, and that objectives are being met.

In the event of an incident, an interim review will be undertaken to check the management systems remain effective.

8.0 Emergency Services

The Safety Director is to liaise with the local Fire Brigade to make sure all survey information is available to them in the Brigade’s preferred format.