Asbestos Management Plan

Charity Name

Address

|  |  |
| --- | --- |
| **Date / Version:** |  |

# Asbestos Management Plan

## Contents

**1. Introduction**

1.1 Compliance

1.2 Legislation

1.3 Review

**2. Background**

2.1 Types of Asbestos

2.2 Hazards of Asbestos Dust

2.3 Use of Asbestos in Buildings

**3. Responsibilities**

3.1 Board of Trustees and Chief Executive Officer

3.2 Head of Facilities Management

3.3 Facilities Manager

3.4 Facilities Team

3.5 All Staff

3.6 Contractors and Sub-Contractors

**4. Information, Instruction and Training**

4.1 Facilities Manager and Facilities Team

4.2 All Staff

4.3 Contractors and Sub-Contractors

**5. Survey History**

5.1 Completed Asbestos Surveys

**6. Asbestos Register and Risk Assessment**

6.1 Asbestos Register

6.2 Location of Asbestos Registers

6.3 Risk Assessments

6.4 Updating Asbestos Registers and Risk Assessments

**7. Asbestos Management Procedures**  7.1 General Management Procedures

7.2 Refurbishment, Maintenance and Minor Works

7.3 Permit to Work (Contractors)

7.4 Removal and Disposal of Asbestos

7.5 Accidental Disturbance or Discovery of ACMs

**8. Communication Plan**

8.1 Communication to Employees

8.2 Communication to Contractors

8.3 Information and Training

**9. Asbestos Action Plan**

9.1 Action Plan

## 1.0 Introduction

* 1. **Compliance**

This document is the procedure for the Management of Asbestos within properties for which [name of Charity] is the duty-holder.

Compliance with the Asbestos Management Plan is applicable to all employees, contractors and sub-contractors, and any other persons involved with any works affecting the fabric of any buildings for which the Charity is the duty-holder.

The Charity is committed to complying with the guidance provided in the HSE publication L143 “Managing and Working with Asbestos: Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance”.

* 1. **Legislation**

Regulation 4 of The Control of Asbestos Regulations 2012 sets out a legal duty to manage asbestos. This Management Plan has been completed in accordance with Regulation 4 and as such will set out:

* Those parts of the premises where asbestos is present; and
* The measures to be taken for managing the risk within an action plan.
  1. **Review**

This Management Plan will be reviewed and revised at regular intervals, and if:

* There is reason to believe that it is no longer valid; or
* There are significant changes made to any of the premises to which it relates.

## Background

**2.1 Types of Asbestos**

Asbestos is a naturally occurring mineral. There are three main types of asbestos – chrysotile, amosite and crocidolite, commonly known as ‘white’, ‘brown’ and ‘blue’ respectively. Historically asbestos was extensively used because of its thermal insulation, fireproofing and other physical and chemical properties.

**2.2 Hazards of asbestos dust**

Asbestos only poses a risk to health if asbestos fibres are released into the air. When disturbed, asbestos containing materials can release small fibres into the air; these fibres are often invisible to the naked eye. Breathing in these fibres can lead to asbestos-related diseases. These are mainly: scarring of the lung tissue (asbestosis), cancer of the chest and lung linings (mesothelioma), lung cancer and gastrointestinal cancer. The risk of lung cancer is increased in smokers.

Medical evidence indicates that symptoms can appear in the region of 15-60 years following significant exposure.

**2.3 Use of asbestos in buildings**

The use of any asbestos containing material (ACM) in construction is now banned, but it is estimated that many thousands of tonnes were used in buildings in the past (particularly if a building was built or refurbished between 1950 and 1980). Much of this asbestos is still present and is not always easily identified by appearance.

Asbestos cement contains 10-15% asbestos fibres bound in Portland cement (or similar product).

The most common uses of asbestos were:

* sprayed asbestos & loose packing (e.g. fire breaks in ceilings)
* lagging (e.g. thermal insulation for pipes & boilers)
* insulating boards
* ceiling tiles;
* vinyl floor tiles;
* textured decorative coatings on walls and ceilings (e.g. artex);
* asbestos cement roofs, gutters, downpipes and flues; and
* asbestos ropes and cloth.

The use of asbestos in buildings in the UK was prohibited in 1999. It can therefore be presumed that any building constructed from the year 2000 onwards does not contain asbestos.

## Responsibilities

**3.1 Board of Trustees and Chief Executive Officer**

The Board of Trustees and Chief Executive Officer (CEO) have overall responsibility to ensure that the requirements of Health and Safety legislation and the Charity’s Health and Safety Policy are complied with. The Board and the CEO will ensure that responsibility for Health and Safety is properly assigned and accepted at all levels within the Charity and that adequate resources are made available for the effective implementation of Health and Safety arrangements.

**3.2 Head of Facilities Management**

The Head of Facilities Management is responsible for the operational and practical management of this Asbestos Management Plan. This will include:

* Responsibility for the procedures, practices and overall strategic management of Asbestos Containing Materials (ACMs) within the premises, including this Management Plan;
* Reviewing the responsibilities of all other persons named within this plan and ensuring that those responsibilities are communicated to them;
* Ensuring that staff under their direct control have sufficient resources and training to adequately fulfil their roles as defined in this Asbestos Management Plan;
* The appointment of suitably competent contractors to carry out work on asbestos-containing materials (ACMs); and
* Conducting incident investigation and reporting relating to asbestos.

**3.3 Facilities Manager**

The Facilities Manager is responsible for the day-to-day implementation of this Asbestos Management Plan. This will include:

* Ensuring that all relevant employees, contractors and sub-contractors are made aware of the location of ACMs;
* Managing the permit to work system and ensuring compliance with the procedures detailed within the permit;
* Ensuring that the Facilities Team carry out the required monitoring of the condition of ACM’s as outlined in the Action Plan; and
* Overseeing the implementation of applicable control measures (e.g. labelling, encapsulation, etc).

**3.4 Facilities Team**

The Facilities Team have responsibility for:

* Monitoring the condition of ACM’s on an annual basis as outlined in the Action Plan; and
* Reporting any changes in the condition of ACM’s or any disturbances of ACM’s to the Facilities Manager.

**3.4 All Staff**

Members of staff must not carry out any work, or employ external contractors to carry out work, that would result in disturbance of the fabric of the building without prior notification and consent from the Facilities Manager.

**3.5 Contractors and Sub-Contractors**

Prior to the commencement of any work that may disturb the fabric of a building the Facilities Manager will provide a copy of the Asbestos Register for the relevant premises to the Contractor(s) and/ or Sub-Contractor(s).

The Contractor Witness of Asbestos Register pro forma (appendix 1) must be signed by the Contractor to acknowledge the locations of all identified ACMs and take appropriate measures to avoid contact or disturbance of the same.

Any suspect materials uncovered should be reported to the Facilities Manager.

## Information, Instruction and Training

**4.1 Head of Facilities Management, Facilities Manager and Facilities Team**

The Head of Facilities Management, Facilities Manager and Facilities Team have been, or will be, provided with the necessary training to fulfil their responsibilities under this Management Plan. As a minimum, this will include asbestos awareness training and where it is deemed necessary further training may be provided to include non-licensable work, including notifiable non-licensed work. Refresher training will be provided as appropriate (i.e. every 3 years as a minimum).

**4.2 All other Staff**

Staff and volunteers will be provided with general information and guidance, appropriate to their job function or location, as required. Additional information on the location of ACMs may be provided on request.

**4.3 Contractors and Sub-Contractors**

It is not the intention of the Charity to provide any asbestos training to contractors or sub-contractors. Rather, it should be ensured as part of the pre-appointment contractor checks that they have received all appropriate training and, if applicable, hold qualifications relevant to the nature of their work.

## Survey History

**5.1 Completed Asbestos Surveys**

The below table outlines the Asbestos Management Surveys completed on behalf of the Charity:

|  |  |  |  |
| --- | --- | --- | --- |
| **Building Name/Premises Address** | **Type of Survey (e.g. Type 1, 2, 3, management survey, or refurb/demolition survey)** | **Carried out by (e.g. name of surveying company)** | **Date(s) of Survey** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Asbestos Register and Risk Assessment

**6.1 Asbestos Register**

The Charity maintains a register of known ACMs for each applicable building/premises. The registers are compiled from asbestos surveys carried out and produced by specialist asbestos consultants. The registers list, in tabular form, the type and location of all identified ACM.

**6.2 Location of Asbestos Registers**

Hard copies of the Asbestos Registers are held by the Facilities Manager at [provide details] and electronic copies are stored on [provide details].

**6.3 Risk Assessments**

Two algorithms have been used to assess the level of risk associated with each area of ACM:

* The *Material Assessment* Is an assessment of the type and condition of each ACM, and their ability to release fibres if disturbed.
* The *Priority Assessment* considers the likelihood of the ACM actually being disturbed and the likely exposure to those using the premises.

The material assessment scores have been taken from the asbestos surveys that have been carried out. The priority assessment scores have been determined using the HSE priority scoring tool [available at: *http://www.hse.gov.uk/asbestos/assets/docs/materials-priority-scoring.pdf*]. Both scores assigned to each ACM are noted on the Asbestos Register.

If any work is to be carried out that is liable to increase the risk of ACMs being disturbed and/ or increase the potential for exposure then, before starting work, a full risk assessment must be completed in order to identify the level of risk and any additional controls required.

**6.4 Updating Asbestos Registers and Risk Assessments**

It is the responsibility of the Facilities Manager to ensure that checks are completed on the condition of identified ACMs and to receive details of any changes in condition. In the event that there are changes or the likelihood of disturbance/ potential of exposure the Facilities Manager, in consultation with the Head of Facilities Management, will update the relevant Asbestos Register and Risk Assessment accordingly.

## Asbestos Management Procedures

**7.1 Use of Contractors and Consultants**

The Charity will employ specialist consultants/ contractors for the provision of advice and completion of work in relation to ACMs as necessary. Prior to appointment the following details must be supplied to, and approved by the Charity:

1. Evidence of Public Liability, Employers’ Liability and Professional Indemnity insurance;
2. Accreditation, qualifications and training records of personnel to be employed on the contract;
3. References from organisations that have used their services previously;
4. Details of any legal action taken against them by the Health and Safety Executive (or any enforcing authority); and
5. Health and safety policy and risk assessments & method statements for the works to be completed.
6. A copy of HSE Asbestos Licence, in addition to the above details (where relevant).

Where appropriate, the Charity will engage an accredited organisation to carry out air testing and site clearance certification for reoccupation.

**7.2 Refurbishment, Maintenance and Minor Works**

When a proposed refurbishment will entail the demolition or exposure of parts of the structure or fabric that could not have been seen during the Asbestos Management Survey, the Head of Facilities Management must arrange for a pre-project Refurbishment or Demolition survey (as required) to be carried out.

It must be ensured that the findings and recommendations of the survey are made known to the Contractor prior to the works taking place. This does not apply when it is the Principal Contractors responsibility to conduct the survey as part of their contract.

Before any work is carried out which may, or will, affect the fabric of the building the Facilities Manager must consult the relevant Asbestos Register. If an ACM is present and may be disturbed during the course of the work a written risk assessment must be completed in accordance with the relevant regulations/guidance outlining the control measures to be implemented to prevent exposure and a permit to work must be obtained. This process must be followed for any non-licensable / non-notifiable work being carried out internally, as well as for work carried out by contractors.

**7.3 Permit to Work (Contractors)**

The Charity operates a Permit to Work System (see appendix 3) for any work on ACMs, or if there is a risk that ACMs may be disturbed during the course of any works. The Facilities Manager will issue permits as required and ensure that the requirements of the Permit are complied with.

Prior to issuing a Permit the Facilities Manager will ensure that:

1. The Contractors method statements have been received/ reviewed, or agreement made on using approved methods, such as the HSE task sheets, at: <http://www.hse.gov.uk/asbestos/essentials/>;
2. Confirmation is received that the relevant enforcing authority have been notified (if required);
3. A suitable and sufficient risk assessment has been carried out and recorded;
4. The Contractor has completed the ‘Contractor Witness of Asbestos Register” form (appendix 1);
5. Emergency arrangements are documented and agreed to include:
   * + The person completing the work requiring medical attention
     + Evacuation of the building (related or unrelated to the work)
     + Loss of containment, or other uncontrolled asbestos related incident
6. Evidence of the Contractors insurance has been seen; and
7. Evidence of the Contractors asbestos license has been seen (if applicable).

A Permit to Work must be obtained before any work can begin if the work is on ACMs, or if there is a risk that ACMs may be disturbed during the course of work. This process must be followed for any non-licensable / non-notifiable work being carried out internally, as well as for work carried out by contractors.

**7.4 Removal and Disposal of Asbestos**

The removal and disposal of asbestos will only be undertaken by licensed contractors. For licensed removal work, the Contractor will be required to notify the HSE at least 14 days in advance of the work commencing. A copy of this license application should be held in the job/ project file with a copy of the Asbestos Permit to Work and any other relevant documentation.

Where a contractor disposes of ACMs on behalf of the Charity all appropriate documentation will be forwarded to the Charity in order for it to be confirmed that all legal requirements have been complied with, and copies of all documents will be retained on file.

Any contractor removing asbestos from a property for which the Charity is responsible for must ensure that it is double bagged, wiped down to remove any surface contamination and labelled accordingly.

**7.5 Accidental Disturbance or Discovery of ACMs**

If during the course of any work ACMs are accidentally disturbed or it is suspected that previously unknown ACMs are discovered the work must be stopped immediately. The room/ area must be evacuated and warning signs put up to ensure that nobody enters.

The Facilities Manager will be notified and they will co-ordinate with the Head of Facilities Management to take appropriate action. Guidance is available from the HSE at: <http://www.hse.gov.uk/pubns/guidance/em1.pdf>

If it is the case that known ACMs have been accidentally disturbed a specialist consultant should be appointed to assess the damage and recommend the course of action to take.

If it is suspected that previously unknown ACMs have been discovered a specialist consultant will be appointed to identify and, if necessary, analyse the material. If it is confirmed that the material contains asbestos the advice of the consultant should be followed to address the risk.

Following the disturbance or discovery of any ACMs it must be ensured that the relevant Asbestos Register, Risk Assessment and this Management Plan are updated accordingly.

If the release or escape of fibres into the air were of a sufficient quantity to potentially cause damage to health, then the Head of Facilities Management will complete a notification to the enforcing authority as per the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

## Communication Plan

**8.1 Communication to Employees**

All relevant staff have been provided with information on the location of ACM’s within the premises and the results of the risk assessments carried out. This information has been provided [*verbally, in writing, by email*] by the Head of Facilities Management. Copies of the Asbestos Register will also be made available to staff on request.

**8.2 Communication to Contractors**

Prior to the commencement of any work which may disturb the fabric of a building the Facilities Manager will provide a copy of the relevant Asbestos Register to the Contractor, who will sign to confirm receipt. If no ACMs will be disturbed by the work no further action is required.

If ACM’s may be disturbed by the work a written risk assessment and permit to work must be completed and approved by the Facilities Manager prior to work commencing,.

If the work is on ACMs, or involves the removal and disposal of ACMs the procedures outlined in Section 6 of this Management Plan will be followed.

If any ACMs are accidently disturbed or it is suspected that new ACMs have been discovered the Contractor should notify the Facilities Manager without delay, who will liaise with the Head of Facilities Management to determine the appropriate action to take.

## Asbestos Action Plan

**9.1 Action Plan**

The Asbestos Action Plan (appendix 4) sets out the actions required to manage the ACMs that have been identified by Asbestos Management Surveys.

Included within the plan is the required completion date and person responsible for actions. Once an action has been completed the plan should be updated with the actual completion date.

The Action Plan is a working document and should be updated as and when changes occur (e.g. if there is a change in the condition of known ACMs, or if new ACMs are discovered).

**Appendix 1**

**Contractor Witness of Asbestos Register**

An Asbestos Register will be made available to you, which details the location of all known Asbestos Containing Materials (ACM).

It is **mandatory** that all contractors view a copy of the Register prior to commencing any work of an invasive nature.

**Contractors Witness Statement**

I confirm that I have viewed the Asbestos Register for (name of building/premises) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and am aware of the location of all ACM, as detailed within the Register.

I confirm that I, or any employee of the company I represent, will not do any work which will disturb the ACM identified in the Asbestos Register.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| **Print Name:** |  | | |
| **Company Name:** |  | | |
| **Description of Contracted Work:** |  | | |

**Appendix 2**

**Asbestos Register**

Building/Premises address:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Location** | **Product** | **How Much?** | **Surface Coating** | **Condition** | **Ease of Access** | **Asbestos Type** | **Material Score** | **Priority Score** | **Overall Score** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Appendix 3**

**Permit to Work: Asbestos**

**Instructions for Use:** This asbestos permit should be completed by an Authorised Permit Issuer prior to any work operations taking place that could involve working with or potentially disturbing Asbestos or Asbestos Containing Materials (ACM’s). It should be used in conjunction with a suitable and sufficient risk assessment and safe system of work/ method statement.

**Competent Person carrying out the work:** Once authorised, you must complete the Start Time and hang this permit in a highly visible position near the work location. When the work is completed, you must complete the Finish Time and return this permit to the Authorised Permit Issuer.

**In an emergency please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tel. No.)**

**Authorised Permit Issuer:** Initially inspect the work area and complete the Workplace Precautions Checklist (Section B of this form). Keep a copy of the permit and issue the original to the Competent Person carrying out the work. Make a final inspection after the work has been completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section A – Details of the Work Involving Asbestos to be Undertaken** | | | |
| **Location of the works** | |  | |
| **Description of the works to be undertaken** | |  | |
| **Company/contractor carrying out the work** | |  | |
| **Competent Person supervising the works on behalf of the company/contractor named above** | |  | |
| I confirm that the above information has been made known to the Competent Person in charge of the work and that all precautions as detailed in Section B have been implemented where appropriate. I consider that the location stated above is safe for the competent person(s) to commence work operations. | | | |
| **Print Name (Authorised Permit Issuer)** |  | **Sign Name** |  |
| **Date** |  | **Time** |  |
| **Permit Starts**  **(Date & Time)** |  | **Permit Expires**  **(Date & Time)\***  *\* Not more than one shift.* |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section B – Workplace Precautions Checklist (tick to confirm)** | | | | | | **Yes** | **No** | **N/A** |
| Have suitable and sufficient risk assessments/method statements been carried out? (Please attach) | | | | | |  |  |  |
| If answered No, please explain: | | | | | | | | |
| Has the area Asbestos Register been provided to all relevant contractors? | | | | | |  |  |  |
| Does the work activity involve any process that could disturb any Asbestos Containing Materials (ACM)? | | | | | |  |  |  |
| For Licensed asbestos work, the Enforcing Authority must be informed in writing at least 14 days prior to commencement of works (via completion of an FOD ASB 5 form). Has the Enforcing Authority been informed? | | | | | |  |  |  |
| For Notifiable Non-Licensed asbestos work, the Enforcing Authority must be informed prior to the work commencing (via completion of an ASB NNLW1 form). Has the Local Authority been informed? | | | | | |  |  |  |
| For all types of asbestos work (i.e. Licensed, Notifiable Non-Licensed and Non-Licensed), has the contractor provided evidence that their staff have received suitable training? | | | | | |  |  |  |
| For licenced asbestos work, has it been confirmed via the HSE website that the Contractor holds the appropriate license? | | | | | |  |  |  |
| Has the area where the work is to be completed been cleared of all non-essential personnel? | | | | | |  |  |  |
| Are emergency procedures in place to mitigate any unintended/ uncontrolled disturbances of ACMs? | | | | | |  |  |  |
| Are suitable precautions in place for the safe disposal, and interim storage, of asbestos containing materials? | | | | | |  |  |  |
| Further Precautions Required: (Please Specify) | | | | | | | | |
| Other Remaining Hazards Identified: (Please Specify) | | | | | | | | |
| **Print Name (Authorised Permit Issuer)** |  | | **Sign Name** |  | | | | |
| **Date** |  | | **Time** |  | | | | |
| **Section C – Acceptance and Receipt by Competent Person** | | | | | | | | |
| I confirm receipt of this work involving asbestos permit and understand the precautions described above. Neither I nor the person(s) under my control/supervision will work on any other activity or location other than those specified in Section A. | | | | | | | | |
| **Print Name (Competent Person)** | |  | **Sign Name** | |  | | | |
| **Date** | |  | **Start Time** | |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section D – Extension (to be completed by the Authorised Permit Issuer)** | | | |
| I give permission for this permit to be extended as described below: | | | |
| **Time Extension (start)** |  | **Time Extension (end – no more than one shift)** |  |
| **Print Name** |  | **Sign Name** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section E – Completion of Work Involving Asbestos** | | | |
| I confirm that the work described in Section A is complete. The area has been inspected and all tools, equipment and personnel have been withdrawn. | | | |
| **Print Name (Competent Person)** |  | **Sign Name** |  |
| **Date** |  | **Finish Time** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section F – Clearance/ Cancellation** | | | |
| I confirm that the work area and adjacent areas have been inspected after the work was completed and were found to be safe. I confirm that the location has been left in a safe condition and that all tools and equipment have been removed. This permit is now cancelled and all additional works will require a new permit to be issued. **The asbestos register must now be updated if any changes have been made to ACMs.** | | | |
| **Print Name (Authorised Permit Issuer)** |  | **Sign Name** |  |
| **Date** |  | **Time Cancelled** |  |

**Appendix 4**

**Asbestos Action Plan**

Building/Premises Addresses:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | **Product** | **Action** | **Required Completion Date** | **Actual Completion Date** | **Person Responsible** |
| All locations | All ACM’s | Communicate the location of ACM’s to members of staff, as per the Communication Plan (section 8 of the Asbestos Management Plan). |  |  |  |
| All locations | All ACM’s | Communicate the location of ACM’s to contractors, as per the Communication Plan (section 8 of the Asbestos Management Plan). |  |  |  |
| All locations | All ACM’s | Affix asbestos warning labels to all ACM’s. |  |  |  |
| All locations | N/A | Provide all Facilities staff with formal asbestos awareness training (and ensure that this is refreshed every 3 years). |  |  |  |
| All locations | N/A | Provide all Facilities staff with a toolbox talk in Accidental Disturbance or Discovery of ACMs (section 7.5 of the Asbestos Management Plan and HSE guidance document em1 Asbestos Essentials) and record a register as evidence of training. |  |  |  |
| Main Building (Boiler Room) | Pipe lagging | Arrange removal by a licensed contractor. |  |  |  |
| **Location** | **Product** | **Action** | **Required Completion Date** | **Actual Completion Date** | **Person Responsible** |
| Main Building (ceilings) | Artex | Monitor the condition of the ACM on an annual basis and report any changes in condition to the Facilities Manager. |  |  |  |
| Main Building (roof) | Cement roof | Monitor the condition of the ACM on an annual basis and report any changes in condition to the Facilities Manager. |  |  |  |