

ASBESTOS MANAGEMENT - DESIGNATED ROLES FOR SITE

Site Details

Duty Holder on Site : _____

Deputy Duty Holder on Site : _____

In the absence of either of the above parties the following individual/s are designated to deputise in dealing with asbestos related queries:

Name	Job Title

Version No.	Change	Author	Date
1.0	Initial Issue		
1.1	Change of terminology – Responsible Person to Duty Holder	GC	05/09/2023
1.2	Inclusion of Asbestos register information	GC	14/03/24
1.3	Amendments to include additional guidance from HSE bulletin	GC	27/03/25

Premises Plan for Asbestos Management

An electronic copy of this document is available on the SC intranet and the Learning Gateway.

The Control of Asbestos Regulations 2012 requires managers of premises to prepare a written asbestos management plan.

The plan should set out how the risks from asbestos are to be managed and the procedure for ensuring that employees or others do not disturb asbestos-containing materials. The Asbestos Register is used to raise this plan.

The register is adequate for the management of asbestos on a day-to-day basis, but it does not list asbestos that may be present but **not** accessible at the time of the re-inspection survey.

Therefore, if building alterations are proposed a more detailed refurbishment/demolition survey will be necessary (see the SC Policy & Procedures for advice on this).

You are strongly advised to familiarise yourself with the SC Policy & Procedures 'Management and control of asbestos risks in property' before completing this plan.

Telephone Property Services Group on 01743 253157 if you cannot locate your Asbestos Register or if you need any assistance or advice.

The Premises Manager must be aware of the contents of this Management Plan and communicate its contents to all appropriate individuals.

1. Name of premises	
2. Employee responsibilities	
Name of the Premises Manager (Duty Holder). <i>The person with responsibility for the premises. In the case of schools this will be the head teacher.</i>	
Name of the person with delegated duties to manage asbestos in the premises (Deputy Duty Holder). <i>The named person must:</i> <ul style="list-style-type: none"> • be based on site • read and understand the asbestos re-inspection report & plan • produce and review this management plan • keep the asbestos register updated in liaison with the Strategic Asset Management Team • monitor the condition of asbestos materials; • ensure that contractors/employees do not disturb asbestos. 	
3. Reviewing this Management Plan	

<p>Date this management plan was produced (or last reviewed).</p> <p><i>Asbestos management plans should normally be reviewed at a period of no greater than 12 months. A review should also be carried out should there be any changes to site (personnel or building use) or changes in the condition of identified asbestos materials</i></p>	
<p>4. The Asbestos Register</p>	
<p>State where the register is kept.</p> <p><i>A suitable place would be the reception office. This plan may be kept with the register. Each SC premises has an asbestos register.</i></p>	
<p>5. How information about asbestos is passed to those that need it</p>	
<p>Maintenance staff must be made aware of the location of asbestos-containing materials on the premises but <u>other staff only need to be made aware if they are liable to disturb them.</u></p> <p>State here which other staff need to be made aware and how they have been informed.</p> <p><i>Relevant staff should be made aware not to disturb asbestos that may be in walls or ceilings in their workplace. These staff could be informed at a staff meeting and asked to report any damage.</i></p> <p><i>Take care when communicating with staff – asbestos should be respected but not feared.</i></p>	
<p>Detail here the system for ensuring that contractors, and others, including in-house staff carrying out building work, do not inadvertently disturb asbestos-containing materials; and how you ensure that the asbestos register is checked before starting work. Include procedures for out of hours repairs.</p> <p>Ensure that this system does not fail during staff absence, and that new staff are routinely made aware of their roles in managing asbestos on site.</p> <p>The procedure must identify the need to carry out further intrusive asbestos surveys if necessary.</p> <p><i>Attached to this document is an example of a sheet that those carrying out work could be asked to sign.</i></p>	<p>Full details of the procedure are required. Attach a separate sheet if necessary:</p>
<p>State here the process for passing information to emergency services in the event of an incident, i.e. fire, building collapse etc.</p>	
<p>State here if, and where, warning labels have been used to alert workers to the presence of known asbestos.</p>	
<p>6. Training</p>	

<p>Training in asbestos awareness is essential for those with delegated duties for managing asbestos and those who may disturb ACM's in the course of their everyday employment.</p> <p>State here who has attended the asbestos awareness course and/or received the annual refresher training and approximately when it took place.</p> <p><i>A two hour awareness training course & annual refresher courses are available from the Council's Health & Safety Team (tel. 01743 252819 for details).</i></p>	
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7. Re-inspection and Monitoring

Re-inspections

All known or presumed asbestos-containing materials (ACM's) shown in the asbestos register should be regularly monitored to ensure that they remain in good condition.

All ACM's must be re-inspected by a qualified and competent person at no less of a frequency than annually, more frequently should they be in a location where they are more prone to accidental damage.

Monitoring

Furthermore, there is an ongoing requirement that Premises Managers monitor on a routine basis the condition of all readily accessible ACM's in their property; this is easily done by walking around the premises with the asbestos register and assessing whether any ACMs have been disturbed and checking for damage or deterioration.

Should any damage or deterioration be found this should be reported immediately to the Property Services Group, Statutory Compliance Officer for Asbestos who will arrange for the Councils Environmental Consultant to attend, report and recommend remedial action. The area should be vacated and access prohibited in the meantime. See the Councils Policy & Procedures for the Management and Control of Asbestos risks in property, Appendix C for further guidance.

Any changes to the condition of ACM's should be updated within the Asbestos Register document. Whether this is in reference to deterioration, or following any abatement works resulting in removal or an improvement in the material condition

***Note:** Any work on asbestos-containing materials must only be carried out by a contractor who is trained, competent to carry out the task and licensed by the Health and Safety Executive.*

Incident: Asbestos found or accidentally disturbed

ALL PERSONNEL

START

Discovery of 'hidden asbestos',
'accidental disturbance' or
unexpected exposure/suspected
exposure to asbestos material

Stop the work IMMEDIATELEY

Prohibit further access into area by
anyone else & leave all
contaminated material in the area.
Display notice preventing access to
the area

Assess contamination of any
individuals within affected area

Little
contamination,
eg dust on
sleeves / shoes

Wipe down
with damp rags
to be disposed
off by LARC*

Leave area and
await attendance
of Environmental
Consultants/LARC

A lot, eg
contaminated
clothes, hair,

Stay in place & put
on RPE if possible.
If not then wipe &
remove outer
clothing and leave
in area. Leave area
to adjacent location
& remain isolated
from others. Await
attendance of LARC
to enable transition
through decon unit

Report Incident to:

1. Property Services Group / STaR Housing (see note 3)
2. The appropriate senior management at your establishment
3. The Council's Health & Safety team

Notes:

1. Environmental Consultants to provide full report including analyst results and photographs along with recommendations for any further remedial action
2. Request for waiver of Mandatory 14 days notice for removal works from Health & Safety Executive
3. PSG Contact – Gavin Curley 01743 253157. Out of hours – 07990 087815
STaR Housing – Richard Nicholls 07807 228190 or 01743 210214
Shropshire Council Health & Safety Team - 01743 252819

PROPERTY SERVICES GROUP / STaR Housing

*LARC – Licensed Asbestos
Removal Contractor

Property Services Group / STaR
Housing to contact SC
Environmental Consultant to attend
site in conjunction with LARC if
removal/remedial action is known to
be required (see note 1)

Consultant to investigate incident & report
to Property Services Group / STaR
Housing

Property Services Group / STaR Housing
to forward results to Health & Safety
Team

Request waiver from Health & Safety
Executive if required (see note 2)

Take remediation action.
Obtain Certificate of Re-occupancy
from the Environmental Consultants,
where appropriate, including the
provision of a copy for the onsite
Asbestos Register. **Site Duty Holder
to update Asbestos Register
accordingly**
Property Services Group Team to
advise the Premises Manager when
it is safe to re-occupy the area.

HR & D HEALTH & SAFETY TEAM

Health & Safety Team in conjunction
with Property Services Group / STaR
Housing to decide appropriate
action, including advice and
arranging health surveillance if
required.
Report under RIDDOR if
appropriate

END

ASBESTOS MONITORING RECORD SHEET

Name of Property : _____

Building or Block (if applicable) : _____

The time period between monitoring will depend on the type of material, its location and the activities in the area concerned. Hard materials such as floor tiles, toilet cisterns, asbestos cement and artex would not normally need to be monitored more than four times a year. Softer materials such as asbestos insulating board (AIB), gaskets and textiles usually require more frequent monitoring.

Note: Use of this sheet to record monitoring of asbestos is not compulsory. Other methods may be easier or more appropriate but still need to be document based.

Date	Monitoring carried out by (name)	Condition of asbestos materials (OK or Not OK)	Sample Ref No. (Obtained from the Asbestos Register)	Date work reported (if applicable)

Shropshire Council – Site Declaration
Management of Asbestos Containing Materials (ACM's) for Contractors/In-
House Maintenance Personnel:

Name : _____

Company : _____

Tel. No : _____

Exact location of work (Block/Floor/Room/Area): _____

Nature of work : _____

Have all operatives involved in this work undertaken asbestos awareness training within the past 12 months?

☐

No – Work is not to be undertaken. Regular asbestos awareness training is required in order to work on Shropshire Council sites, as set out in the Council's Policy & Procedures for the management of asbestos in premises AND relevant asbestos legislation/guidance as per Regulation 10 of Control of Asbestos Regs 2012

☐

Yes – Proceed to next question

Have you read & checked the Asbestos Survey & Register in full? **PLEASE NOTE THAT THE REPORT MUST BE READ IN ITS ENTIREITY. Particular attention must be paid to Summary sections which detail the following: Summary of identified ACM's, Recommended actions & excluded areas. No works should take place in areas which have not been detailed as accessed within a relevant asbestos survey**

☐

Yes – Proceed to next question

Are there known or suspected Asbestos Containing Materials (ACM's) present in the area of work? **PLEASE ENSURE YOU REVIEW THE FULL ASBESTOS SURVEY REPORT FOR ANY GENERIC STATEMENTS THAT DETAIL ACCESS RESTRICTIONS THAT MAY NOT BE HIGHLIGHTED ON THE PLAN OR WITHIN LISTED NON ACCESSED AREAS**

☐

No – Work can proceed. However it must be understood that there may still be asbestos present & caution must be taken

☐

Yes – Contractor/in-house maintenance to make assessment as to whether the ACM's will be disturbed whilst undertaking the work. **Method statement to be provided to confirm approach to works**

Is there likelihood that ACM's will be disturbed whilst undertaking the work?

☐

No - Work can proceed. However it must be understood that there is asbestos present & caution must be taken

☐

Yes – Work is not to be undertaken. Sign below stating that the work cannot be carried out & state the reason. Bring to the attention of the Premises Manager

I have read the above in conjunction with the Asbestos Survey & Register. I have reviewed all relevant factors and determined I am able to proceed with the planned works. I agree to fully abide by the criteria laid down:

Signed : _____
Print Name : _____
Date: _____

I have read the above in conjunction with the asbestos survey & register & cannot undertake this work for the following reasons:

Signed : _____
Print Name : _____
Date: _____

This section is to be signed by a representative for this site. It does not necessarily need to be the names Duty Holder or Deputy, but it must be someone who can confirm that the Contractor/in-house maintenance operative signing this document has been provided with all the required documentation detailed on this Site Declaration form

I can confirm that the above signed Contractor/ in-house maintenance operative has been provided with the asbestos survey & register and been provided with the required time to review the documentation in order to answer the relevant sections of this form.

Signed : _____
Print Name : _____
Date: _____