

Asbestos management plan

Asbestos management plan for: **Wiveliscombe Masonic Hall Club**

Overview

This section:

- sets out the purpose and scope of the document
- signposts to any other policy and procedure documents

It also includes important information regarding incidents and contact details

“The building is a Grade II listed building.

There are no indications that there are any asbestos related products in the building. An adjacent ‘identical’ property similarly has no indication of any asbestos related products used during construction. At the time of construction, it was not common practice to use asbestos related products within the building.

However, because of the feasibility that asbestos related products COULD have been used during past refurbishment works, caution is advised to all operatives when working with, or making changes to the fabric of the building.

There are no known threats to personnel using the building which is deemed ‘safe’.”

Name and details of site:

Wiveliscombe Masonic Hall Club
Station Road,
Wiveliscombe
TA4 2LT

Roles and responsibilities	
Role	
Dutyholder The person or organisation with the main responsibility for maintenance or repair	Tim Leach 07979 260628
Appointed person and deputy The person with the resources, skills, training and authority to ensure that ACMs are managed effectively	Rod Chedzoy 07815 200129
Responsibility (as appropriate)	Designated role or name of person and contact details
Asbestos register and site plans <ul style="list-style-type: none"> • Preparation • Review and update 	Dutyholder
Condition monitoring of ACMs	Dutyholder
Asbestos management plan <ul style="list-style-type: none"> • Preparation • Review and update 	Dutyholder
Surveys and specialist asbestos advice For example, air monitoring, bulk sampling	Dutyholder
Management of service providers Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements and quality checks	Dutyholder
Delivery of 'site asbestos information briefing' to site staff <ul style="list-style-type: none"> • Detail the location of ACMs in specific areas they work • Include an instruction not to disturb ACMs • Explain what must be done if ACMs become damaged 	Dutyholder
Organising staff training For example, duty to manage, asbestos awareness and non-licensed work	Dutyholder
Pre-site arrival checks of contractors Check those doing asbestos work have: <ul style="list-style-type: none"> • had appropriate asbestos training • seen a risk assessment and plan of work detailing suitable control equipment and procedures 	Dutyholder
Providing asbestos information At planning stage for any refurbishment, installation, demolition work	Dutyholder

<p>Delivery of contractor site inductions Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to:</p> <ul style="list-style-type: none"> • verify pre-site check • issue a permit-to-work or equivalent 	Dutyholder
<p>Collating and storing evidence Following asbestos removal, repair work and safe site reoccupation, for example:</p> <ul style="list-style-type: none"> • certificate of reoccupation • statement of cleanliness 	Dutyholder
<p>Providing asbestos register and site plans to emergency services</p>	Dutyholder
<p>Resilience testing of the asbestos management plan This is to check the procedures work for a range of scenarios, for example:</p> <ul style="list-style-type: none"> • planned and unplanned work • accidental disturbance of ACM 	Dutyholder
<p>Asbestos management control arrangements</p>	
<p>Asbestos condition monitoring</p> <p>Inspect any identified or suspected ACM and assess its condition periodically, to check that it has not deteriorated or been damaged</p> <p>The frequency of inspection will depend on the location of the ACMs and other factors which could affect their condition, for example the activities in the building, non-occupancy etc</p>	
<p>Details of arrangements:</p> <ul style="list-style-type: none"> • ‘Regular’ inspections are deemed to be of little value. Inspections should be continuously made whilst working with the fabric of the building, specifically whenever the internal fabric is exposed. All suspected areas of concern should be reported to the Dutyholder. • All building operatives are responsible for inspection, but only the Dutyholder can officially decide that asbestos borne products have been found or disturbed. • Only the Dutyholder or his deputy can update the register and actions log. 	
<p>Access controls such as permit-to-work system, restricted areas</p>	
<p>As there are no known areas where asbestos is present or presumed and it is at risk of being disturbed, there are no restrictions or access controls required. This is subject to change if asbestos products are discovered.</p>	

Maintenance tasks on ACMs that can be carried out by non-licensed, trained workers

All tasks, like cleaning floor tiles, can be done by workers without asbestos awareness training.

Anyone undertaking non-licensed work must however be suitably trained for the specific tasks and follow HSE's guidance: www.hse.gov.uk/asbestos/essentials

Maintenance tasks on ACMs that can only be done with help from licensed contractors

If ACMs are found, then some tasks, for example removal of multiple damaged AIB ceiling tiles, must be undertaken by a licensed contractor.

Labelling of ACMs

Discovered ACMs should be labelled clearly with the asbestos warning sign or some other warning system (for example colour coding) can be used.

Labelling is not mandatory and may not be appropriate in some settings and should not be relied on as a standalone control measure.

Controls for planned maintenance or other work on the building

The plan should identify procedures and arrangements to make sure:

- The record/register must be checked in good time before any works start.
- The information on the presence of discovered asbestos must have been understood and taken into account.
- Any permits-to-work (or similar) must have been completed.
- The correct controls must be used.
- If discovered, competent asbestos-trained contractors will carry out the work.
- Handover arrangements must be in place at the start and end of work.

Action plan for ACM removal, remediation or ongoing management

If ACMs are discovered, then when deciding on actions and priorities for ACMs in the asbestos register, the following points must be taken into account:

- ACMs which have a high potential to release fibres, for example with material assessment scores above 10, must be prioritised for immediate action.
- ACMs in good condition, but with a high potential for disturbance either during normal occupancy or foreseeable maintenance, should be protected or removed.
- ACMs likely to be disturbed by any major planned refurbishment works must be removed unless work can be designed to avoid the ACMs.
- some ACMs may require more frequent condition checks to inform long-term management actions.
- some locations may be subject to activity changes and will require a review of the actions and priorities.
- if further information becomes available through surveys or condition checks, include their impact and prioritise these in the action plan.

There is further guidance on management options at www.hse.gov.uk/pubns/books/hsg227.htm

This includes decision flowcharts to help you decide on the appropriate management options.

A number of actions over the ACM's lifespan are likely and, depending on the risk assessment, these may be immediate, or in the medium or long term.

Update the register as ACM works are completed and evidence recorded, for example a certificate of reoccupation.

Record details of decisions on prioritisation and actions relating to any future plans for building use or planned works.

Asbestos communication plan

Everyone who needs to know about the ACMs at the site, for example maintenance workers, contractors, members and guests, should be provided with information in sufficient detail.

This should include the location of ACMs and relevant arrangements set out in this management plan

A communication plan should be provided including:

- The strategy for sharing information about the location of ACMs on site.
- How the asbestos register is maintained as a 'live' current document.
- Where information is kept.
- How to access that information.
- What to do in the event of an accidental disturbance including emergency contacts.

Designated person or people	Type of information	Method of communication, who is responsible and confirmation
Dutyholder	ACMs material found with assessment scores above 10	Warning statement on entrance doors. Warning message to WhatsApp group.
Dutyholder	ACMs material found with assessment scores below 10	Suitable message to WhatsApp group.

Arrangements for asbestos training

A training needs analysis may be helpful. Determine the content of asbestos training by the role and responsibilities assigned and include those relating to asbestos management detailed in this plan

Asbestos awareness training is a minimum requirement for those who could disturb asbestos, such as maintenance staff or those who supervise or influence the work, but it does not allow the person to work on asbestos

Non-licensed work on asbestos requires non-licensed training and this should be specific to the task

Dutyholder to satisfy self that all operatives have appropriate knowledge of ACM handling.

People	Training need	Date training completed
Any external contractor working on site.	ACM awareness, reporting and handling.	

Incident procedure

If during works materials are discovered believed to be asbestos, works must stop immediately. Warning signs must be put up and nobody should enter that area. The problem should be reported to Dutyholder and a sample of the exposed material analysed. If it does not contain asbestos then work can continue. If the material does contain asbestos then the Dutyholder will decide if the works require a licensed contractor.

Accidental damage and incident log

Details	Action required	Responsible person	Completion date

Review and update

As a minimum, review this asbestos management plan, including register and site plans, every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed, for example:

- changes to organisation or personnel
- change of use of building
- work being carried out
- ACMs removed or repaired

Note: the asbestos register should be updated at any time following any action on, or deterioration of, an ACM

Update the plan, including register and site plans, accordingly

Develop a review procedure which could include auditing sections of the plan through the year. Key aspects to check include:

- how the plan has been implemented over the year
- if everything in the incident log has been actioned, root causes have been identified and changes implemented as necessary

It may also be helpful to test the plan using realistic scenarios, for example a burst pipe or installing a new fire alarm system

Date of plan	1st April 2025
Next review due date	1st April 2026
Plan produced by	Tim Leach (Dutyholder)