

## ASBESTOS MANAGEMENT - DESIGNATED ROLES FOR SITE

<b>Site Details</b>

**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
<b>1.0</b>	<b>Initial Issue</b>		
<b>1.1</b>	<b>Change of terminology – Responsible Person to Duty Holder</b>	<b>GC</b>	<b>05/09/2023</b>
<b>1.2</b>	<b>Inclusion of Asbestos register information</b>	<b>GC</b>	<b>14/3/24</b>

## 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.**

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

4. The Asbestos Register	
<p><b>State where the register is kept.</b>  <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>	
5. How information about asbestos is passed to those that need it	
<p><b>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></b></p> <p><b>State here which other staff need to be made aware and how they have been informed.</b>  <i>Relevant staff should be made aware <b>not</b> 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.  Take care when communicating with staff – asbestos should be respected but not feared.</i></p>	
<p><b>Detail here the system for ensuring that contractors, and others 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.</b></p> <p><b>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.</b></p> <p><b>The procedure must identify the need to carry out further intrusive asbestos surveys if necessary.</b></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><b>Full details of the procedure are required. Attach a separate sheet if necessary:</b></p>
<p><b>State here if, and where, warning labels have been used to alert workers to the presence of known asbestos.</b></p>	
6. Training	
<p><b>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.</b></p> <p><b>State here who has attended the asbestos awareness course and/or received the annual refresher training and approximately when it took place.</b>  <i>A two hour awareness training course &amp; annual refresher courses are available from the Council's Health &amp; Safety Team (tel. 01743 252819 for details).</i></p>	

## 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.*

**State the monitoring arrangements that you have adopted.**

**For example your annual re-inspections may be carried out on your behalf by the Strategic Asset Management Team using an external Contractor.**

**With respect to monitoring, you may decide that a bi-monthly monitoring regime of all asbestos materials may be appropriate with the exception of a few items that need more frequent checks.**

*Monitoring must be recorded. The Asbestos Monitoring Sheet (below) is one method for recording the monitoring.*

*The time period between monitoring will vary depending on the type of material, its location and the activities in the area concerned. However, some materials may need inspecting more frequently (for example asbestos insulating board panels on the walls of a constantly used corridor may need inspecting monthly). Monitoring would involve a visual inspection, looking for signs of disturbance, scratches, broken edges, cracked or peeling paint and debris. If you have any doubts about what action to take you should seek advice from your property consultant.*

### Re-inspections

### Monitoring

## 8. Signatures

**Person managing asbestos  
(give job title):**

**Date:**

**Premises manager:**

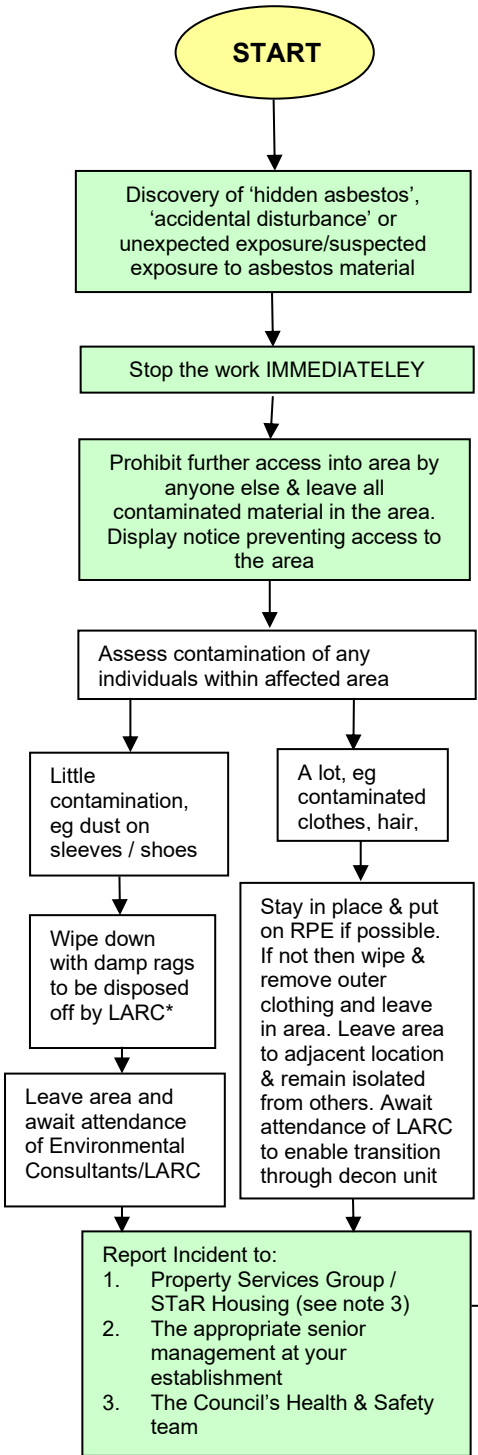
**Date:**

Incident: Asbestos found or accidentally disturbed

**ALL PERSONNEL**

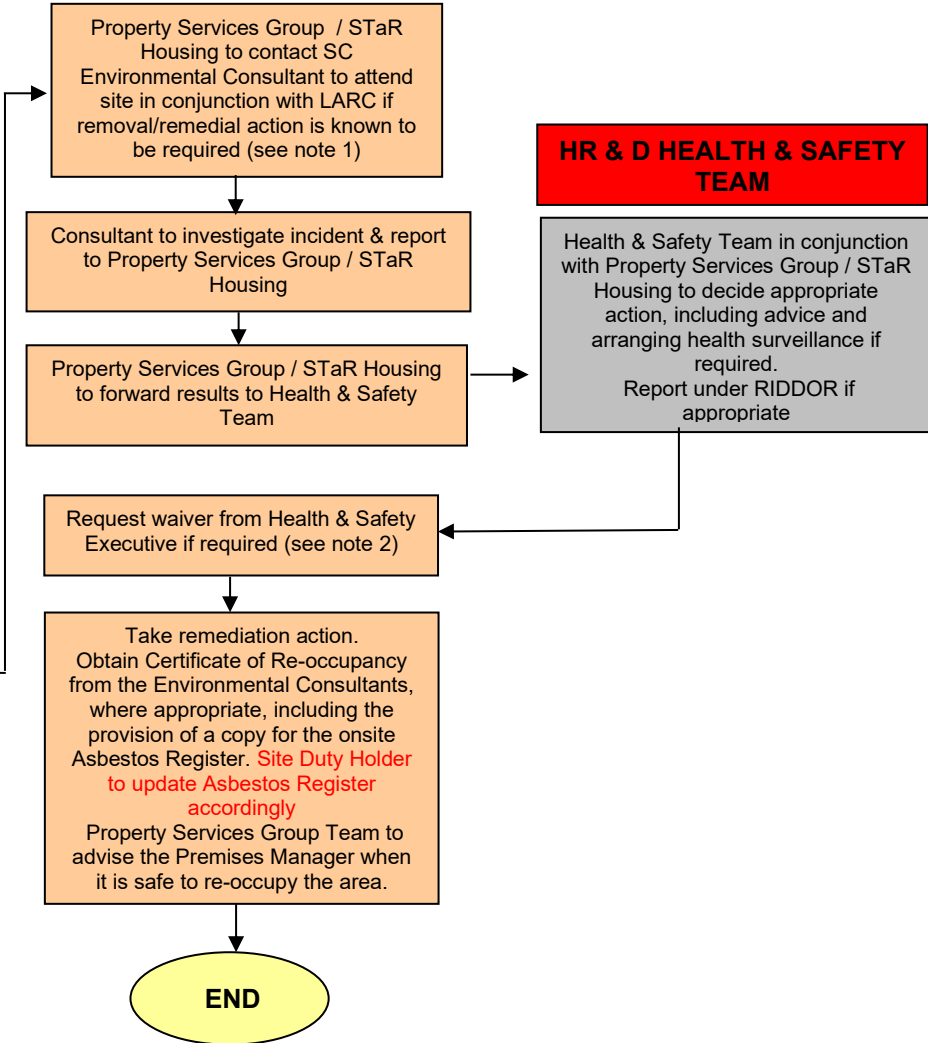
**Notes:**

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





**Shropshire Council – Site Declaration**  
**Management of Asbestos Containing Materials (ACM's) for**  
**Contractors/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 SECTIONS 3.2, 3.3, 6.0 & 7.0 (1.1, 1.2, 1.3 4.0 & 5.0 for new management surveys) These sections cover the following details: Summary of identified ACM's, Recommendations & excluded areas, Survey results, Recommended actions**

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**

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

Yes – Contractor to make assessment as to whether the ACM's will be disturbed whilst undertaking the work

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.

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I have read the above in conjunction with the Asbestos Survey & Register & will 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:

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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 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 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.

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Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_