**ASBESTOS MANAGEMENT PLAN**

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| MANAGEMENT INFORMATION |
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| Property:  |  |  |
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| Responsible person: |  | Fulfils requirements to manage asbestos for the MS Society property |
| Name: | Email: |  | Phone: |
| Operational person: |  | Provides support to property manager  |
| Name: | Email: |  | Phone: |
| This asbestos management plan is a written scheme for managing and monitoring the asbestos materials in the property and keeping records. This is in line with the Control of Asbestos Regulations 2012; HSE Managing my Asbestos risk assessment guide.  |
| Manage, monitor and reviewThe responsible person must ensure the following arrangements are put in place:1. Actions from the asbestos action plan; Section II below are completed - discuss with the contractor to determine whether certified training for the responsible person is needed.
2. Actions from the ongoing management of asbestos; Section III below are completed.
3. Stickers or labels are placed on all asbestos items.
4. An emergency plan is developed for if the asbestos becomes damaged - as a minimum to: stop work or use of the area and cordon off, communicate the issue to all on site and anyone likely to come on site, contact an asbestos professional and request they attend.
5. Review and update the asbestos management plan and its actions either when work has been completed on asbestos materials or annually whichever is soonest.
6. Review the property risk assessments annually or if there are major changes including the section on hazardous substances.
7. Participate in the annual external property audit which will include viewing of the Asbestos Management Plan.
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| All records to be kept for 7 years in line with the Control of Substances Hazardous to Health regulations 2002 |

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| ASBESTOS SURVEY DETAILS |
| DATE  | ACTIONS | COMPLETE | BY WHO |
|  | Asbestos survey completed by SOCOTEC Asbestos Ltd  |  |  |
|  | Survey reviewed and management plan set up |  |  |
|  | Review the asbestos management plan with the responsible person  |  |  |
|  | Management plan rolled out with ongoing monitoring |  |  |
| TRAINING, INFORMATION AND COMMUNICATION PLAN |
| STAFF AND VOLUNTEERS: |
| As part of the property induction: * Tell them who the responsible person is for the building.
* Tell them where asbestos containing materials are located in the building and that these should not be disturbed.
* Tell them to let the responsible person know immediately if they find any damage to materials, surfaces or equipment.
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| CONTRACTORS – for installation, maintenance or building work: |
| The asbestos register (Section I) and asbestos action plan (Section II) in this management plan are limited to those areas accessible to the surveyor at the time of their visit.A full site register is shown in Appendix A of the Asbestos Survey Management Report dated 13 December 2021. Before planning any work this survey should be checked to determine if the area is listed, if so it should be assumed that the area contains asbestos and an inspection must be carried out prior to any work taking place. |
| * Maintenance work: check to determine if any ongoing maintenance work is in the locality of asbestos – if so provide the asbestos surveys site register (Appendix A of survey report dated……………) for the given area of work to the maintenance contractor.
* Installation or building work: provide the asbestos surveys site register (Appendix A of survey report……. ) so the contractor can determine the specifics of the work needed and whether or not an asbestos trained or licensed contractor is needed.
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| Section I: ASBESTOS REGISTER |
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| ENCAPSULATE/ REPAIR – 3 months |
|  | Where | Asbestos type | Product type | Amount | Surface treatment | Condition | Access | Sample | Material Score | Priority Score | Total risk |
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| MANAGE – 12 months |
|  | Where | Asbestos type | Product type | Amount | Surface treatment | Condition | Access | Sample | Material Score | Priority Score | Total risk |
| If any work is planned in any of the areas listed below, it should be noted that each has further areas with limited access and assumed that they contain asbestos meaning an inspection must be carried out prior to any work taking place.  |
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| Section II: ASBESTOS ACTION PLAN |
| ENCAPSULATE/ REPAIR – 3 months |
| Initially a contractor who is trained to work with asbestos should be approached to determine the specifics of the work needed and whether or not a licensed contractor is needed to carry out the work. The table in Appendix I lays out the HSE guidance on whether a licensed contractor or a trained contractor may be needed for brown Asbestos Insulating Board, further information can be found at: <https://www.hse.gov.uk/asbestos/managing/isitlicenced.htm> |
|  |
|  | Where | Asbestos type | Product type | Action | By when | By whom | Name and company |
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Full details of work carried out must be kept in Appendix IV of this plan

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| Section III: ONGOING ASBESTOS MANAGEMENT |
| All areas highlighted by the asbestos survey management report for this property must be inspected annually as a minimum or when circumstances change such as change in use of building or change in responsible person. Where asbestos show signs of damage the emergency plan must be put into place and the relevant parts of the communication plan followed.  |
|  |
|  | Where | Asbestos type | Product type | Person inspecting | Date Inspected | AIB labelled | Issues | What action taken  |
|  |
| 1 |  |  |  |  |  |  |  |  |
| Year 2 |  |  |  |  |  |
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| Year 2 |  |  |  |  |  |
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Full details of work carried out must be kept in Appendix IV of this plan

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| DEFECT LOG |
|  |
|  |  |  | Fault repaired |
| Where | Asbestos type and product | Remedial work required | Contractor | Date | Signature |
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Full details of work carried out must be kept in Appendix IV of this plan

**APPENDIX I: SCHEMATIC DRAWINGs – ……………………… DAY CENTRE**

Example shown below:



**APPENDIX II: DO I NEED A LICENSED CONTRACTOR OR A TRAINED CONTRACTOR**

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| The table below lays out the HSE guidance on whether a licensed contractor or a trained contractor may be needed for brown Asbestos Insulating Board, further information can be found at: <https://www.hse.gov.uk/asbestos/managing/isitlicenced.htm> |
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|  | Task | Material | Asbestos type | 1 hour threshold | Action |
|  |
|  | Remove | AIB board or block | Brown or blue | More than 1 hour | Licensed |
|  | Repair | AIB board or block | Brown or blue | More than 1 hour | Licensed |
|  | Enclose | AIB board or block | Brown or blue | More than 1 hour | May be licensed |
|  | Seal | AIB board or block | Brown or blue | More than 1 hour | Non-licensed (Trained) |
|  | Remove | AIB board or block | Brown or blue | Less than 1 hour | Non-licensed (Trained) |
|  | Repair | AIB board or block | Brown or blue | Less than 1 hour | Non-licensed (Trained) |
|  | Enclose | AIB board or block | Brown or blue | Less than 1 hour | Non-licensed (Trained) |
|  | Seal | AIB board or block | Brown or blue | Less than 1 hour | Non-licensed (Trained) |

**APPENDIX III: STAFF AND VOLUNTEER TRAINING RECORDS WHERE CERTIFICATION NEEDED**

**APPENDIX III: DETAILS OF ALL WORK CARRIED OUT BY ASBESTOS TRAINED OR ASBESTOS LICENCED CONTRACTORS**