

# Asbestos Management Plan

Birtley House  
Bramley, Guildford, Surrey GU5 0LB

## Contents

1. Introduction
2. Responsibilities
3. Action plan
4. Emergency procedures

Appendix A: Record of inspections on asbestos containing materials (ACMs)

Appendix B: Record of contractor's inspection of register

Appendix C: Asbestos survey report.

## 1. Introduction

1.1 Asbestos should only be disturbed or maintained by suitably trained personnel, who will be licensed contractors, working under strictly controlled conditions.

1.2 In order for the risks to be adequately controlled, a knowledge of what asbestos containing materials (ACMs) may be present, their location and condition. This has been done by way of a surveys undertaken by a specialist firm (Appendix A) and is monitored by the Company through regular visual inspections (Appendix B).

1.3 The results of the specialist survey have been used to produce this management plan which prescribes regular checking of the condition of the ACMs and controlling any building or repair works to ensure it is not disturbed, except by specialists under controlled circumstances.

## 2. Responsibilities

2.1 Within the regulated environment of the Nursing Home, the **Registered Manager** is responsible for all activities.

2.2 Overall and final responsibility for safety matters is that of the **Board of Directors**.

2.3 **The Health & Safety Co-ordinator** who has prepared this plan

2.4 The members of the **Maintenance and Housekeeping Departments**, who are authorised to access the relevant restricted area have a responsibility to understand the hazards, follow the specified procedures and maintain suitable controls.

2.5 Any **contractors** authorised to work in the restricted areas (by way of a Permit to Work) also have a responsibility to understand the hazards, follow the specified procedures and maintain suitable controls.

Date plan produced: **13<sup>th</sup> February 2017**

Review date: **13<sup>th</sup> February 2018**

# Asbestos Management Plan

Birtley House  
Bramley, Guildford, Surrey GU5 0LB

## 3. Action plan

**Given the condition and location of the ACMs and the use of the buildings, the decision has been taken to leave the asbestos in place and introduce controls to prevent it being disturbed.**

### **3.1 Controls**

3.1.1 Asbestos labels will be attached to all ACMs.

3.1.2 Any works proposed which will affect the ACMs must first be approved by the Health & Safety Coordinator or Registered Manager. Contractors carrying out such work will need to be licensed and demonstrate their competence before being allowed to start. A full risk assessment and method statement will need to be produced, including disposal arrangements for the waste and a Permit to Work issued prior to any work starting.

3.1.3 Any asbestos waste disposed of must be properly documented and copies of consignment notes filed with the Company. Amendments to the Asbestos Management Plan must be made.

3.1.4 The condition of any ACMs will be monitored regularly in accordance with the Asbestos Management Plan. If it is found to be damaged or becoming friable, the area will be evacuated until the risks are reassessed and controlled.

### **3.2 Training**

The Maintenance Assistants will be given awareness training and briefed on what action to take if any asbestos is accidentally disturbed (see Emergency Procedures below).

### **3.3 Review**

3.3.1 This plan will be reviewed annually by the Health & Safety Coordinator in consultation with the Registered Manager.

3.3.2 The Health & Safety Coordinator will update the asbestos management plan if any asbestos is removed or treated.

### **3.4 Distribution**

3.4.1 The contents of this plan will be made available to all staff members with authorised access to these areas.

3.4.2 Any work that is done in these restricted areas will require a **Permit to Work** to be issued prior to that work starting. This applies to both Company staff and contractors.

3.4.3 Records of all work in the restricted areas will be kept at the back of this plan (Appendix C).

3.4.4 The Health & Safety Coordinator or the Registered Manager will also make the asbestos survey report available to any other relevant authority who may need to see it, for example, the Fire & Rescue Services.

Date plan produced: **13<sup>th</sup> February 2017**

Review date: **13<sup>th</sup> February 2018**

# Asbestos Management Plan

Birtley House  
Bramley, Guildford, Surrey GU5 0LB

## 4. Emergency Procedures

If suspected damage occurs to any ACM:

- 4.1 Stop activity or work immediately
- 4.2 Keep people away from the area
- 4.3 Inform the Registered Manager or Health & Safety Coordinator at the earliest opportunity
- 4.4 Lock off the affected area
- 4.5 Put up warning signs to keep people out of the area
- 4.6 If dust or debris gets onto your clothing, wipe down clothing with damp rags, remove any contaminated clothing and place all contaminated items in a sealed bag. Seal the bag, then bag again.
- 4.7 The H&S Coordinator or Registered Manager will then arrange for a licensed contractor to remove or repair the damage. and arrange for disposal of any contaminated asbestos waste via a licensed carrier and go to a licensed waste disposal point.
- 4.8 An incident report form will be completed and the HSE is informed.

# Asbestos Management Plan

Birtley House  
Bramley, Guildford, Surrey GU5 0LB

## Appendix A

### Annual Asbestos Inspection Record

Inspected by..... on (date).....

This sheet must be completed each time the asbestos containing Material (ACM) is inspected. Any deterioration or damage identified must be brought to the attention of the Health & Safety Coordinator and the Registered Manager immediately by the person carrying out the inspection.

Date	Item (see Section 4.0)	Location of ACM	Findings/condition (note damage/deterioration) any	Inspected by	Necessary remedial action	Responsible Person	Date to be reviewed
	AQ1	Basement Room 1					
	AQ2	Basement Room 1					
	AQ3	Loft hatch					

Date plan produced: 13<sup>th</sup> February 2017  
Review date: 13<sup>th</sup> February 2018

# Asbestos Management Plan

Birtley House  
Bramley, Guildford, Surrey GU5 0LB

Date plan produced: **13<sup>th</sup> February 2017**  
Review date: 13<sup>th</sup> February 2018