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* + - * **Contractors signing in sheet**

**SECTION 1**

**Asbestos Management Plan**

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| 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 (ACMs). The premises ‘Asbestos Register’ should be used to produce this plan.  Before completing this plan, you must familiarise yourself with:   **OCC Asbestos Policy and Management Plan**   **The premises ‘Asbestos Register’.**  The register is adequate for the management of asbestos on a day-to-day basis, but it does not list any asbestos that may be present but **not** visible. If building alterations are proposed a more detailed ‘Refurbishment and Demolition’ survey may be necessary.  **The premises manager must be aware of the contents of this management plan** |

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| **1. Establishment Name** | | |
|  | | |
| **2. Responsibilities** | | |
| OCC Responsible Person for Asbestos Management | *Head of Facilities Management* | |
| Who is the site/school, Duty Holder?  e.g. Responsible Premises Manager | *Name:* | *Title:* |
| Who is the person with day-to-day operational responsibility for managing asbestos on site? | *Name:* | *Title:* |
| Who is responsible for undertaking the annual re inspection and updates to the asbestos register for the site? | *Name:* | *Title:* |
| Who is the author of this plan? | *Name:* | *Title:* |
| Who is the nominated person that will act on behalf of the duty holder in the event of absence? | *Name:* | *Title:* |
| **3. Reviewing this Management Plan** | | |
| Date this Management Plan was produced |  | |
| Date of next review |  | |

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| **4. How the location and condition of asbestos-containing material is recorded** | |
| How is information about asbestos in the premises recorded | Asbestos information is held on the SHINE system including:  Management Surveys  Asbestos Register  Periodic Reinspection Reports by Specialists  Property Action Plan |
| Where are hard copies of the register and plan kept on site? | Site Asbestos Folder |
| **5. Results of the risk assessments and action required (if any)** | |
| What was the date of your last  Annual Re-inspection |  |
| What were the concerns and high risk items that required immediate action?  ***(To be added to the action plan; see end of document).*** |  |
| **6. Monitoring arrangements for asbestos** | |
| What are the arrangements for monitoring the known/presumed asbestos-containing materials, to ensure that they remain in good condition and that there is no increased risk of disturbance? | 1. Local visual inspection on a regular basis (at least annually) by Caretaker/Site Manager 2. Periodic Reinspection by OCC specialist contractor |
| **7. How information about asbestos is passed to those that need it** | |
| How are staff informed and updated on asbestos related issues? Including location of ACM’s. | Staff meetings and initial site induction.  Inform staff about known or potential asbestos materials in their working area e.g., classroom ceiling. |
| What is the procedure for ensuring that contractors and others check the asbestos register before starting work? | Asbestos information is provided to contactors visiting the site who sign to acknowledge they have read and understood.  Asbestos information to be provided in connection with planned works including requirement for R&D Surveys. |
| How are routine maintenance and construction works monitored during the activity? | Prior to commencement of works the area or areas identified for access are identified on the register.  Ascertain these areas are free of asbestos.  Contractor shown the register and sign to confirm they have read and understood.  All works to be carried out by competent contractor. Property Services/School will check competence and obtain copies of risk assessments and method statements for any works.  For larger construction works normal working procedures would be carried out prior to commencement of works, site surveys and asbestos survey to areas to be worked on, pre-start and project meetings etc. |
| What methods are used to make staff aware of the location of Asbestos Containing materials? | Staff meetings followed by site walkabout  New staff informed at Site Health and Safety Induction  Consider warning labels in appropriate locations e.g., boiler rooms |

|  |  |
| --- | --- |
| **8. Training** | |
| **Asbestos Awareness**  1  2.  3.  ***(Training that still remains to be done should be added to the Action Plan).*** | **Date of Training**  1  2.  3. |

|  |  |  |  |
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| **9. Action Plan** | | | |
| **High risk items / major concerns / training requirements.** | **Remedial action required** | **Target date for action** | **Date completed** |
| *EXAMPLE ONLY. School Business Manager to undertake asbestos awareness training* | *Booked on asbestos awareness training …….* |  |  |
| *EXAMPLE ONLY Asbestos ceiling in boiler room showing signs of minor damage* | *Arrange for specialist contractor to carryout encapsulation/removal.* |  |  |
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***This plan should be available immediately on request.***

**ACTION**

It is recommended you print off and keep a hard copy of the following information in this section.

**OCC Asbestos: Policy and Management Plan**

**AMP (Property Action Plan)**

This can be found in the SHINE system or the following link:

[https://occ.shinegateway.co.uk/login.php](https://occ.shinegateway.co.uk/login.php?reason=timedout&product=prism&url=/prism/index.php) Click on Historical Data Tab > AMP (bottom drop down)

If you need login access contact: [lee.taylor@shinevision.co.uk](mailto:lee.taylor@shinevision.co.uk)

**SECTION 2**

**Asbestos register**

**ACTION**

It is recommended you print off and keep a hard copy of the following information in this section.

**ASBESTOS REGISTER**

This can be found in the SHINE system or the following link:

[https://occ.shinegateway.co.uk/login.php](https://occ.shinegateway.co.uk/login.php?reason=timedout&product=prism&url=/prism/index.php) Click on Register Tab or see Details Tab

If you need login access contact: [lee.taylor@shinevision.co.uk](mailto:lee.taylor@shinevision.co.uk)

This section includes:

* A copy of the new “Asbestos Register”. This is a record of information collected from previous records (where the asbestos remains in-situ) and a Management asbestos survey of all buildings on the site.
* Areas not checked should be presumed to contain asbestos until proven otherwise. All the areas and materials listed should be included in a future Asbestos Refurbishment and Demolition survey where refurbishment and alterations (including rewiring or cabling work) or demolition is planned including self-financed projects.
* All “Revisions to the Asbestos Register” must be updated on the SHINE system, send any information or contact: [lee.taylor@shinevision.co.uk](mailto:lee.taylor@shinevision.co.uk)

Notes:

1. Materials listed as “presumed asbestos” must be treated as asbestos until analysis proves otherwise.
2. Areas that were not surveyed due to access being unavailable at the time of the management asbestos survey must be presumed to contain asbestos materials until proven otherwise. These areas are clearly identified on the register.
3. The information contained in the new register is held centrally on the County Council’s SHINE system. It is therefore important that details of any changes to the information regarding asbestos materials is sent to [lee.taylor@shinevision.co.uk](mailto:lee.taylor@shinevision.co.uk).
4. This applies to the discovery of previously unknown asbestos and the repair or removal of known asbestos. Once updated on the SHINE system an amended copy of the register should be provided.

**SECTION 3**

**Asbestos Surveys**

**ACTION**

It is recommended you print off and keep a hard copy of the following information in this section.

**ASBESTOS MANAGEMENT SURVEY**

**REFURBISHMENT AND DEMOLITION SURVEYS**

This can be found in the SHINE system or the following link:

[https://occ.shinegateway.co.uk/login.php](https://occ.shinegateway.co.uk/login.php?reason=timedout&product=prism&url=/prism/index.php) > Click on Survey Tab

If you need login access contact: [lee.taylor@shinevision.co.uk](mailto:lee.taylor@shinevision.co.uk)

**This section includes:**

1. A copy of the Asbestos Management Survey whichcontains useful information for use in managing the asbestos and determining any action required or areas to look at during the annual inspection.
2. The information has been obtained from an Asbestos Management Survey.

For major refurbishment (including rewiring or cabling work in areas not surveyed) or demolition work an Asbestos Refurbishment and Demolition Survey must be carried out for the areas to be accessed / altered. When completed the survey details should be filed in this section. Asbestos Surveys must be carried out by competent persons e.g. UKAS accredited.

The Overall Assessment Score from the Material Assessment Algorithm based on HSG 264 will be assessed by the Duty Holder to determine any action necessary.

The two types of survey that are listed in the HSE booklet HSG 264 – Surveying, sampling and assessment of asbestos-containing materials are:

**Management Survey**

The purpose of this survey is to locate, as far as reasonably practicable, the presence and extent of any suspect asbestos materials in the building and assess their condition.

Representative samples are collected and analysed for the presence of asbestos.

**Demolition and Refurbishment Survey**

Full access sampling and identification survey’ – This type of survey is used to locate and describe, as far as reasonably practicable, all asbestos materials in the building and may involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A full sampling programme is undertaken to identify possible asbestos materials and estimates of the volume and surface area of asbestos materials made. The survey is designed to be used as a basis for tendering the removal of asbestos materials from the building prior to demolition or major refurbishment. Repairs to the fabric of the building may be necessary following this level of survey.

**SECTION 4**

**Floor Plans**

**ACTION**

It is recommended you print off and keep a hard copy of the following information in this section.

**FLOOR PLANS SHOWING LOCATION OF ASBESTOS MATERIALS**

This can be found in the SHINE system or the following link:

[https://occ.shinegateway.co.uk/login.php](https://occ.shinegateway.co.uk/login.php?reason=timedout&product=prism&url=/prism/index.php) > Click on Survey Tab > Survey ID > Plans

If you need login access contact: [lee.taylor@shinevision.co.uk](mailto:lee.taylor@shinevision.co.uk)

**This section includes:**

1. A copy of any Plans showing locations of Asbestos materials.

**SECTION 5**

**re-inspections**

**ACTION**

It is recommended you print off and keep a hard copy of the following information in this section.

**ASBESTOS REINSPECTIONS**

**COPIES OF ANNUAL VISUAL INSPECTION RECORDS COMPLETED BY SITE DUTY HOLDER**

**This section includes:**

1. **Asbestos Inspection Record Sheets –** For use by establishments to record details of annual checks to monitor the condition of known asbestos materials.
2. As well as the day-to-day requirement to report any damage to asbestos materials the site duty holder should carry out at least annually visual non-intrusive walk round inspections to monitor and assess the condition of asbestos containing materials.

Describe, location, material, nature of any damage, what action you are going to take and by when.Include Photos where possible.Look 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 an asbestos specialist. Any work you decide to carry out should be recorded with an agreed date for completion.

Record actions in the Site Asbestos Management Plan – Section 1

Print more sheets as required.

1. **Annual Visual Inspection Record Sheet**

|  |  |
| --- | --- |
| **Date** | **Name & Status of Persons carrying out Inspection** |
|  |  |
| Signed:………………………. | |
|  |  |
| Outcome/Comments  Signed:………………………. | |
|  |  |
| Outcome/Comments  Signed:………………………. | |
|  |  |
| Outcome/Comments  Signed:……………………….. | |

1. Details of any damaged asbestos discovered during the annual inspections must be actioned. Consult asbestos licenced contractor for advice or contact [fmservicedesk@oxfordshire.gov.uk](mailto:fmservicedesk@oxfordshire.gov.uk)

**SECTION 6**

**miscellaneous**

**contractors signing-in sheet - asbestos**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time In** | **Time Out** | **Company** | **Reason for visit / nature of work  *e.g. service boiler*** | **Asbestos Register**  **checked** | **Print name** | **Signature** |
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**NOTICE TO CONTRACTORS:** Oxfordshire County Council has in the past used asbestos products in the construction and insulation of its buildings. These products are in many forms with different surface finishes that can hide the fact that asbestos is present. It is not a simple process to determine whether asbestos materials are present and it is safer to assume that all materials contain asbestos unless you know for sure or it is proven otherwise that they do not.

Always be sure to report any damage to materials you know or suspect could contain asbestos immediately. If any work to be carried out, even of a simple nature, will affect the fabric or structure of the building always be sure that checks have been made to determine whether any asbestos is present.

The management procedures to be followed to ensure that asbestos materials in Oxfordshire County Council buildings are managed correctly and safely are held at this establishment.

**Check you have read and understood the sites asbestos register.**

**Report discovery and/or damage to the site responsible person immediately and STOP work.**