

ASBESTOS MANAGEMENT PLAN

PREMISES DETAILS

1st Park Street Scout Group
Rear of 29 -31 Birchwood Way
Park Street
St Albans
Hertfordshire
AL2 2SF

PLAN AND SURVEY CREATION

Management plan created by: Tania MARTIN – 1st Park Street Executive Committee
Date created: 18/03/2017 **Review date: 18/03/2018**
Full Asbestos Survey carried out by: Robert Eldridge, Lead Surveyor, Vintec Laboratories Ltd
Date of survey: 24/10/2017

ISSUING OF PLAN

Date issued: 28/10/2017
Issued to: Chris HOLLISS – GSL 1st Park Street

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1. Introduction

Asbestos is a microscopic mineral fibre that is so small that it can't be seen with the naked eye. Once disturbed, fibres can remain in the air for hours. If fibres are inhaled, they can cause serious health hazards which might not become apparent for years.

Note: Asbestos should only be disturbed or maintained by specialist personnel, who will be licensed contractors, working under strictly controlled conditions.

Those responsible (the Trustees) for any non-domestic premises are required to manage them in respect of any asbestos they may contain. This requires knowing what asbestos containing materials (ACMs) may be present, their location and condition. The simplest way to do this is to have a survey undertaken by a professional.

The contents of your survey are then used to produce a management plan, like this one, to help the Trustees to manage the ongoing condition of and access to any ACMs. This should include regular checking of the condition of the ACMs and controlling any building or repair works to ensure this is not disturbed, except by specialists under controlled circumstances.

2. Responsibilities

Responsible Person

Overall and final responsibility for safety matters within the Group's premises is that of the Chair of the Group Executive. The Group Scout Leader will be responsible in the absence of the Chair.

Group Executive

The Group Executive working with the Group Scout Leader has responsibility for the safety of all members in their Group. They are responsible for ensuring that all leaders and members in their Group comply with their responsibilities detailed below and that any improvements and repairs to the premises carried out at the Group headquarters are safe and follow good working practice at all times.

Leaders and other adults

All leaders and adults in the Group are responsible for safety provisions, including the following:

- Ensuring that all persons responsible to them are aware of potential hazards and that suitable controls are in place
- Ensuring that all adults and young people understand and comply with the operational guidelines for any activity, including improvements and repairs to premises
- Ensuring all safety issues, including accidents and incidents, are reported to the District Commissioner and, if necessary, the Group Executive, following the procedures laid down in chapter 7 of POR.

Operational responsibility

Group Chair (Responsible Person)

Contact Number

Adam Chambers 07935 088831

Group Scout Leader
Building manager
District Commissioner

Christopher Holliss 07908 226152

Annette Payne

The Group Chair and the Group Scout Leader (working with the building manager) are responsible for ensuring that this plan is put into effect and to make others aware of it, as necessary. They must also ensure that the plan is reviewed every year.

Summary of location, type and condition of asbestos

Section 4 contains an overview of the location, type and condition of the asbestos detected, see survey (appendix C) for details. No high-risk asbestos materials have been identified and no urgent actions were required following the survey. The areas surveyed are as follows:

1. Store room 1
2. Store room 2 (next to front door)
3. Main Hall
4. Toilets
5. Kitchen
6. Store 3 (next to kitchen)
7. External building

The outside store was not surveyed as access was not possible. However, this store was replaced in 2016.

The survey establishes the likelihood of the ACM releasing airborne fibres, taking into account type and condition. The level of risk is assessed for each ACM occurrence. The material assessment utilises an algorithm where numerical values are assigned to each of the following criteria:

- Product type
- Extent of Damage and/ or deterioration
- Surface Treatment
- Asbestos Type

Each of the parameters is scored and added to give a total material assessment score between 2-15 which will indicate the risk from the ACM (i.e. the ability to release fibres if disturbed):

| Material Score | Risk Category |
|----------------|---------------|
| 10 or more | High |
| 7 – 9 | Medium |
| 5 – 6 | Low |
| 4 or less | Very Low |

The score relative to each room is laid out in section 4.

4. Asbestos risk management

Hazard: Asbestos containing materials (ACM)

Persons affected: Members, Staff, visitors, contractors, suppliers

Date of assessment: October 2016 **Company conducting assessment:** Vintec Laboratories Limited

NADS – No Asbestos Detected in Sample

NA – Presumed Not Asbestos (no sample taken)

| Item | Location of ACM | Element | Type | Asbestos type | Condition | Risk level | Action | Inspection frequency |
|------|--|---|---------------------------|------------------------|------------|--------------|------------------|----------------------|
| | 1st Park Street Scout Group HQ | | J0727272 | | | | | |
| | Internal | | | | | | | |
| SO1 | Store Room | Cement Wall Panels | Asbestos Cement | Chrysotile | Low Damage | Very Low (4) | Manage and Label | Monthly |
| SO3 | Main Hall | Cement Wall Panels | Asbestos Cement | Chrysotile | Low Damage | Very Low (4) | Manage and Label | Monthly |
| SO4 | Toilets | Cement Wall Panels | Asbestos Cement | Chrysotile | Low Damage | Very Low (4) | Manage and Label | Monthly |
| SO5 | Kitchen | Cement Wall Panels | Asbestos Cement | Chrysotile | Low Damage | Very Low (4) | Manage and Label | Monthly |
| SO6 | Store | Cement Wall Panels | Asbestos Cement | Chrysotile | Low Damage | Very Low (4) | Manage and Label | Monthly |
| | External | | | | | | | |
| EXT | Externals | Insulating board facia panels to main roof line | Asbestos Insulating Board | Chrysotile and Amosite | Low Damage | Low (6) | Manage and Label | Monthly |

| Item | Location of ACM | Element | Type | Asbestos type | Condition | Risk level | Action | Inspection frequency |
|------|--------------------------------------|---|---------------------------|------------------------|------------|------------|--------------------------------|----------------------|
| EXT | Externals | Insulating board panels above and below windows | Asbestos Insulating Board | Chrysotile and Amosite | Low Damage | Low (6) | Manage and Label | Monthly |
| | Not Assessed | | | | | | | |
| EXT | Externals | External Store – no keys available | Unknown | Presumed | Unknown | Unknown | Further Investigation required | |
| | Non-Asbestos Fibrous Material | | | | | | | |
| SO5 | Kitchen | Bitumen pads to sink/ drainer | | | | | | |

5. Action plan

Given the condition and location of the ACMs and the use of the building, the decision has been taken to, where possible, leave the asbestos in place and manage it to prevent it being disturbed.

The following actions will be taken to manage the asbestos:

- This plan will be reviewed annually by the Group Chair and the Group Scout Leader in consultation with the building manager.
- The contents of this plan will be explained by the Group Chair and Group Scout Leader to all key adults. Any visitors, suppliers or contractors will have access to the asbestos management plan upon signing in. Records will be kept at the back of this plan (Appendix B).
- Key adults will be briefed on what action to take if any asbestos is accidentally disturbed (section 6.0).
- Asbestos labels will be attached to all ACMs.
- The Group Chair or GSL with the building manager will update the asbestos management plan if any asbestos is removed or treated.
- The Group Chair or GSL with the building manager will ensure that no work is undertaken in any buildings that will disturb ACMs.
- The condition of any ACMs will be monitored regularly in accordance with the asbestos management plan (Section 4). If it is found to be damaged or becoming friable, the area will be evacuated until the risks are reassessed and controlled.
- The Group Chair, GSL or the building manager will make the asbestos survey report available to anyone who may need to see it (Appendix C).
- Any works proposed which will affect the ACMs must first be approved by the Group Chair with the building manager after taking advice from a competent person. In the absence of a Group Chair, the GSL will take this role. 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.
- Any asbestos waste disposed of must be properly documented and copies of consignment notes filed with the building manager or Group Chair. Amendments to the asbestos management plan must be made.

6. Emergency procedures

Asbestos Containing Materials (ACM's)

If damage occurs to any ACM:

- Stop activity or work immediately
- Keep people away from the area
- Inform the Group Chair, GSL or the building manager at the earliest opportunity
- Lock off the affected area
- Put up warning signs to keep people out of the area
- Arrange for a licensed contractor to remove or repair the damage.

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, and arrange for disposal as contaminated asbestos waste. This must be via a licensed carrier and go to a licensed waste disposal point.

Ensure that an incident report form is completed and the District Commissioner is informed.

7. Appendix A

6 Monthly 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 building manager and the Group Chair immediately by the person carrying out the inspection.

| Date | Item (see Section 4.0) | Location of ACM | Findings/condition (note any damage/deterioration) | Inspected by | Necessary remedial action | Responsible Person | Date to be completed by | Date completed |
|------|------------------------|---|--|--------------|---------------------------|--------------------|-------------------------|----------------|
| | SO1 | Store Room | | | | | | |
| | SO2 | Main Hall | | | | | | |
| | SO3 | Toilets | | | | | | |
| | SO4 | Kitchen | | | | | | |
| | SO5 | Store | | | | | | |
| | EXT | Insulating board facia panels to main roof line | | | | | | |
| | EXT | Insulating board panels above and below windows | | | | | | |



8. Appendix B

Record of contractors' inspection of asbestos report

This sheet should be signed by all those carrying out work on the premises (including volunteers, cleaners and staff). Persons signing this sheet are signing to say that they have seen the asbestos management plan and checked whether there is any known or presumed asbestos in the area in which they will be working.

If the contractor encounters suspected asbestos containing materials (ACM) that have not been previously identified they will immediately stop work, inform the building manager or Group Chair and seek their further instructions.

Note: the asbestos survey was a non-intrusive survey so there is a possibility that there may be further ACM which were inaccessible at the time of the survey.

| Date | Company name | Work being carried out/location on site | Name of person who has inspected the asbestos report | Signature |
|-------------|---------------------|--|---|------------------|
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