



Asbestos Management Plan

for

*Dance Centre, Jacobs Wells Road, Bristol,
BS8 1DX*

01/02/17

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APPENDIX Management Plan for Building Practice

1.0 Introduction

This document sets out the principles for the management of asbestos containing materials that may be present in *Dance Studio* building locations. It has been produced following consultation between the Bristol City Council's (BCC) *Joel Ashley* and BCC Building Practice Team Manager (Aidan Cleary).

It has been produced following discussions between parties to enable the management of asbestos safely within the site.

In the preparation of this document *Joel Ashley* acknowledges and accepts his responsibilities under the H&S at Work Act 1974, the Control of Asbestos Regulations 2012(CAR 2012) and Approved Code of Practice L143 – Managing & Working with materials containing Asbestos.

1.1 Bristol City Council Asbestos Policy

The information and guidance given within this Management Plan is a supplement to the City Council's overall policy and procedure on Asbestos.

This policy is set out within **Asbestos-Arrangements** produced by Building Practice Team Manager in conjunction with Corporate H&S Section, Strategic HR - Corporate Human Resources.

A copy of the Asbestos Arrangements is available at:-

http://intranet.bcc.lan/ccm/cms-service/stream/asset/?asset_id=7590165

It is also to be read in conjunction with the Management Plan for The Building Practice, Strategic Property Bristol City Council. As copy of which can be found as an appendix to the document.

2.0 Responsibilities

The responsibility for the management of asbestos is set out within Approved Code of Practice (ACOP) L143(Second edition)-Managing and Working with Asbestos, Regulation 4-Duty to Manage Asbestos in non-domestic premises

(1) *In this regulation "the dutyholder" means—*

(a) every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from those premises;

or

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*(b) in relation to any part of non-domestic premises where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access or egress to or from those premises.
and where there is more than one such dutyholder, the relative contribution to be made by each such person in complying with the requirements of this regulation will be determined by the nature and extent of the maintenance and repair obligation owed by that person.*

(2) Every person must cooperate with the dutyholder so far as is necessary to enable the dutyholder to comply with the duties set out under this regulation

(3) In order to manage the risk from asbestos in non-domestic premises, the dutyholder must ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or is liable to be present in the premises.

(4) In making the assessment—

- (a) such steps as are reasonable in the circumstances must be taken; and*
- (b) the condition of any asbestos which is, or has been assumed to be, present in the premises must be considered.*

(5) Without prejudice to the generality of paragraph (4), the dutyholder must ensure that—

- (a) account is taken of building plans or other relevant information and of the age of the premises; and*
- (b) an inspection is made of those parts of the premises which are reasonably accessible.*

(6) The dutyholder must ensure that the assessment is reviewed without delay if—

- (a) there is reason to suspect that the assessment is no longer valid; or*
- (b) there has been a significant change in the premises to which the assessment relates. Regulation 4Health and Safety Executive Managing and working with asbestos*

(7) The dutyholder must ensure that the conclusions of the assessment and every review are recorded.

(8) Where the assessment shows that asbestos is or is liable to be present in any part of the premises the dutyholder must ensure that—

- (a) a determination of the risk from that asbestos is made;*
- (b) a written plan identifying those parts of the premises concerned is prepared; and*
- (c) the measures which are to be taken for managing the risk are specified in the written plan.*

(9) The measures to be specified in the plan for managing the risk must include adequate measures for—

- (a) monitoring the condition of any asbestos or any substance containing or*

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- suspected of containing asbestos;*
- (b) ensuring any asbestos or any such substance is properly maintained or where necessary safely removed; and*
- (c) ensuring that information about the location and condition of any asbestos or any such substance is—*
 - (i) provided to every person liable to disturb it, and*
 - (ii) made available to the emergency services.*

(10) The dutyholder must ensure that—

- (a) the plan is reviewed and revised at regular intervals, and without delay if—*
 - (i) there is reason to suspect that the plan is no longer valid, or*
 - (ii) there has been a significant change in the premises to which the plan relates;*
- (b) the measures specified in the plan are implemented; and*
- (c) the measures taken to implement the plan are recorded.*

(11) In this regulation—

- (a) “the assessment” is a reference to the assessment required by paragraph (3);*
- (b) “the plan” is a reference to the plan required by paragraph (8); and*
- (c) “the premises” is a reference to the non-domestic premises referred to in paragraph (1)*

The ACOP provides guidance on how to comply with the regulations and sets out who has a duty to manage asbestos.

The ACOP lays the responsibilities with the person in control of the maintenance activities in the premises. Due to the complex nature of the structure of the City Council the role of “Duty Holder” is divided between two principal parties. These being the site manager (or designated person) and the Building Practice Team Manager of the Building Practice on behalf of the City Council,

To ensure the full requirements of the regulation are met the Manager of each site has an obligation to assist the Building Practice Team Manager.

2.1 Responsibilities and Duties of the Building Practice Team Manager

2.1.1 Collection of Data of ACMs within the Property Portfolio

It is the responsibility of the Building Practice Team Manager to commission in accordance with the City Councils Asbestos Arrangements new Asbestos Management Surveys. These surveys are to be undertaken by independent external consultants and as defined in Section 3.1 below. These independently produced Surveys are to be commissioned every 4 years or when there has been significant change on site to warrant a new survey.

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2.1.2 Deliver and explain the Management Survey and Management Plan

The Building Practice Team Manager will on receipt of the Survey from the Consultant deliver the Survey and Management Plan to site and explain its contents to the Manager and any other party the Manager deems to know its contents.

2.1.3 Review of Asbestos Management Plan & Asbestos Arrangements

To ensure that the Management Plan and Asbestos Arrangement are relevant and accurate each document is to be review every 12 months. The review of the documentation is to be undertaken by the Building Practice Team Manager and the Principal Surveyor.

2.2 Responsibility and Duties of Site “Duty Holder”

2.2.1 To aid the consultant employed by The Building Practice with the production of the site survey and the completion of this Management Plan.

2.2.2 The Duty Holder is to ensure that this Management Plan is reviewed annually and inform the Building Practice Team Manager of any changes that are required.

2.2.3 To have in place a procedure to visually inspect all accessible asbestos containing materials (ACMs) highlighted within the survey and date and sign alongside each photograph of the ACM. Should there be any material change in the condition of the ACM then the Duty Holder is to inform the Building Practice Team Manager. The area where the damage has occurred is to be closed off until the Duty Holder has been informed that it is safe to return to the area.

2.2.4 To ensure that a procedure is in place for all maintenance contractors attending site have access to the Management Survey before they commence works.

2.2.5 To obtain or ensure that a Refurbishment/Demolition Survey is in place before any works are undertaken that will have a material effect on the fabric of the building structure.

2.2.6 Ensure that any person employed by the Site to manage or undertake any form of construction work including redecoration must have received asbestos awareness training to the appropriate level.

2.2.7 To keep records for all asbestos works undertaken on the site. Including all method statements& risk assessments, all clearance certificates.

2.2.8 To report all incidents resulting in the release of asbestos fibres to the Corporate Health & Safety Section. Any person who may have been affected by the fibres must complete and return the reporting form.

Further details of the responsibility of the Site Manager can be found in section 2.3 of The Management Plan of The Building Practice.

3.0 Material & Priority Risk Assessments

All asbestos surveys must be undertaken by a Company that is approved by the United Kingdom Accreditation Service (UKAS). All suspected asbestos containing materials (ACMs) sampled as part of the survey or required to be taken subsequently, must be tested to confirm their asbestos content by a UKAS accredited laboratory.

To enable the correct management of ACMs on site the Company undertaking the surveys with provide recommendations within the report based on both material and priority risk assessments undertaken during the site survey.

3.1 Material Risk Assessments

All materials risk assessments undertaken as part of the production of the asbestos report have been completed by Adam Davies. These risk assessments are set out in H&S Executive guidance document HSG264, Section 5 paragraphs 124-127. For the production of the reports for Strategic Property we have used the following parameters to determine the amount of fibres released from an ACM if it is disturbed:-

- Product Type
- Condition
- Treatment
- Asbestos Type
- Accessibility
- Approximate Quantity

The results of these assessments can be found within Section 7. of the Asbestos Survey

These assessments have identified the hazard level for the ACMs discovered. They do not on their own identify a true picture the risk posed by the material or on how best to manage the material. These will only be achieved once the Material Risk Assessment score has been added.

3.2 Priority Risk Assessment

To ensure a true reflection on how the ACMs are managed it is necessary to combine the material risk assessments scores with a priority risk assessment score. The factors that contribute to the priority assessments are;

- The location of the material.
- The extent of material.
- The usage of the area/room where the material is found.
- The number of people using the area/room.
- The activity in the area/room.
- The maintenance regime for the area/room.

Priority Risk Assessment is achieved by completion of the following headings within the spreadsheet:

- Maint_Type (amount of damage that could be caused by normal maintenance work)
- Maint_Activity (how often is the maintenance activity item likely to be undertaken)
- Maint_Location (the size of space in which the material is located)
- Maint_P_Activity (the type/use of space where the material is located)
- Maint_S_Activity (the type/use of space where the material is located)
- No. of Occup (the number of people using the space)
- Use Freq (how often is the space used)
- Ave Hours (how many hours per day is the space used).

To complete the priority assessments the Surveyor is following discussions with Site Duty Holder has completed the table below. Only when this has been completed will the Risk Assessment be complete. The site management are the only people who are aware of the on-site factors. It must be remembered that not all like buildings are the same: a Victorian build primary school will not have the same maintenance regime as a primary school built in the 1960s, or the activities of a Infants school are different to that of a Secondary school.

Room / Area_Reference	Maint_P_Activity	Maint_S_Activity	Maint_Photo_Ref	Material Status	No. of Occup	Use Freq.	Avg. Hours
Studio 1	0	0	Inspection 1	1	3	2	1
Service Duct	0	0	Inspection 10	1	0	0	0
Kitchen Area	0	0	Inspection 17	1	0	0	0
Old Boiler Room	0	0	Inspection 31	3	0	0	0
Old Boiler Room	0	0	Inspection 32	3	0	0	0
Old Boiler Room	0	0	Inspection 33	3	0	0	0
Old Boiler Room	0	0	Inspection 34	3	0	0	0
Old Boiler Room	0	0	Inspection 36	3	0	0	0
Old Boiler Room	0	0	Inspection 37	1	0	0	0
Old Boiler Room	0	0	Inspection 38	3	0	0	0
Old Boiler Room	0	0	Inspection 40	3	0	0	0
Office 2	0	0	Inspection 47	1	1	3	2
External Roof	0	0	Inspection 51	1	0	0	0

The table above has been completed for every area where ACM has been either identified or assumed to be present. This information has been supplied to the Survey by *Adam Davies* and has been transferred to the Survey Report to determine the Executive Summary.

3.3 Recommendations with Executive Summary

The recommendations for each ACM will be one of the following actions resulting from the Material and Priority Risk Assessments:-

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- **High Risk Items** - either 'remove' or if removal is not possible the encapsulation with hard material of the ACM. It may be necessary to encapsulate the ACM until the removal works can take place. This judgement must be taken by the Building Practice Team Manager in discussion with the Site Management.
- **Medium Risk Items** - Encapsulate surface with suitable materials and Manage in place.
- **Low Risk Items** - Encapsulate or Manage in place
- **Very Low Risk Items** - Manage in place.

Any works required for the above items will be dealt with by the Building Practice Team Manager. For each item remaining on site the following procedures for each are to be adhered to

High Risk Materials

Inspection No	Building Name/No	Floor/Level	Area/room	Element/Component	Material Description	Recommended Action
36	Dance Centre	Ground	Old Boiler Room	Wall	Dust/Debris	Decontaminate
40	Dance Centre	Ground	Old Boiler Room	Pipe	Dust/Debris	Remove

Medium Risk Materials

Inspection No	Building Name/No	Floor/Level	Area/room	Element/Component	Material Description	Recommended Action
31	Dance Centre	Ground	Old Boiler Room	Floor	Dust/Debris	Decontaminate
32	Dance Centre	Ground	Old Boiler Room	Wall	Insulation/Coating - Dust/Debris	Decontaminate
33	Dance Centre	Ground	Old Boiler Room	Floor	Cement - Dust/Debris	Decontaminate
34	Dance Centre	Ground	Old Boiler Room	Wall	Dust/Debris	Decontaminate
38	Dance Centre	Ground	Old Boiler Room	Wall	Dust/Debris	Decontaminate

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Low Risk Materials

Inspection No	Building Name/No	Floor/Level	Area/room	Element/Component	Material Description	Recommended Action
1	Dance Centre	Ground	Studio 1	Sink Basin / Drainer	Acoustic Pad	Inspect at Intervals & Update Register
10	Dance Centre	Ground	Service Duct	Gasket	Gasket – Reinforced Composite	Inspect at Intervals & Update Register
17	Dance Centre	Ground	Kitchen Area	Sink Basin / Drainer	Acoustic Pad	Inspect at Intervals & Update Register
37	Dance Centre	Ground	Old Boiler Room	Floor	Floor Tiles & Bitumen	Remove
47	Dance Centre	Ground	Office 2	Floor	Floor Tiles & Bitumen	Inspect at Intervals & Update Register
51	Dance Centre	External	External	Roof	Roof Tiles	Inspect at Intervals & Update Register

4.0 Disseminating the Information

The Site Manager is required to ensure all staff are aware of the Asbestos Report, its contents and recommendations.

When any repair or maintenance work is to be undertaken to the building the Site Manager must ensure that the Contractor has seen the report and has signed to confirm they are aware of the contents of the report.

Should the maintenance contractor require confirmation on any suspected ACM that they are unsure of within the report; the Site Manager must contact the Building Practice Team Manager who will commission a bulk sample of the materials to be taken to confirm or refute the presence of Asbestos Containing Materials

The Site Manager is not to permit any works to take place that may disturb said material until the results of the sample is known.

Should there be a discrepancy between the Site Report and the result of the sample taken the Building Practice Team Manager is to convene a meeting with the Consultant who undertook the original survey

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to ascertain the reasons for the discrepancy and if it is felt necessary request the Consultant to undertake a new survey.

4.1 Inspection of Asbestos Containing Materials (ACMs)

Should there be damage to or suspected deterioration of the condition of the ACMs during the visual inspections or during the normal operation of the property, the Site Manager must isolate the area and contact the Building Practice Team Manager immediately.

The Building Practice Team Manager and Central Safety Officer are responsible for the inspection of the Asbestos Report during their visits to site to ensure that the on-site procedures are being followed.

4.2 Building Works

When commissioning any building works, including works by volunteers or site staff; the Duty Holder must ensure that the persons undertaking the works are informed on the location of ACMs within the building. Any ACM's that may be disturbed by any works which must be dealt with in accordance with the Control of Asbestos Regulations 2012 and the Construction (Design & Management) Regulation 2007.

The Site Manager is to have the relevant information required for the works to be undertaken safely. This may require that a Refurbishment Survey is undertaken and presented to the people carrying out the works before any works commence on site. A copy of any report must be sent to the Strategic Property for their records.

If any ACMs are removed from site, details of the all items removed together with all clearance and reoccupation certificates must be sent to the Building Practice Team Manager.

The Site Manager / Headteacher is to request and retain copies of all Consignment Notes for all ACMs removed from site. No invoices should be paid by the Site Manager until Consignment Notes and all other relevant paperwork has been received from the contractor.

5.0 Licensed and Non-Licensed Works

5.1 Commissioning Of Asbestos Works

Although L143:-Approved Code Of Practice for CAR 2012 provides information relating to the use of Licensed and Non-licensed work, together with information on the Notifiable Non-licensed works, the Senior Management of Bristol City Council has determined that in general only licensed contractors should be permitted to work with ACMs. However the policy of the site is *insert the schools choice on procurement of contractors*.

5.2 Works Commissioned Directly By Site

If the site is to employ building contractors directly and without the support of professional staff within Strategic Property, it is Duty Holders responsibility to check the contractor has the correct insurances

to work with asbestos containing materials and that the contractors are meeting their obligations under the various sections of CAR 2012. These include:-
Regulation 10-Information, Instruction and training.
Regulation 16-Duty to Prevent or Reduce the Spread of Asbestos.
Regulation 22-Health Records & Medical Surveillance.
Regulation 23-Washing & Changing Facilities.

5.3 Works Commissioned by Strategic Property or other outside bodies.

If works are being undertaken on site which are being supervised by person's other than the Duty Holder they are to ensure that the correct Asbestos Survey is in place for the works before allowing works to start.

6.0 Emergency Procedures

6.1 Discovery of Damaged Material

Should any member of staff discover any damaged material that they suspect may contain asbestos during normal site visits and inspections they are to isolate the area and review the on-site asbestos report to ascertain if the materials in question do contain asbestos. If it is clear from the report that the material does not contain asbestos then no further action is required and the area can be reopened. Should the report state the material does contain asbestos or it is unclear in any way the Building Practice Team Manager must be contacted immediately. The staff member on site is to arrange for a warning sign to be erected.

The Building Practice Team Manager will arrange for a sample of the material to be taken as soon as is possible and if necessary a background air test to determine the level of any possible contamination. Following the results of the air test, the Building Practice Team Manager in consultation with the site Manager is to put in place a plan of action to remove the risk.

6.2 Damage to Materials during Building Works

If any material is damaged during the course of any works where it cannot be determined that the material does not contain asbestos the works are to stop immediately. The Principal Contractor is to arrange for samples of the materials to be taken. It may be advisable for the Principal Contractor to arrange for a licenced asbestos contractor to attend site and take charge of the remedial clean up. It is the responsibility of the Principal Contractor to ensure that all remedial works are carried out and to cover all costs involved.

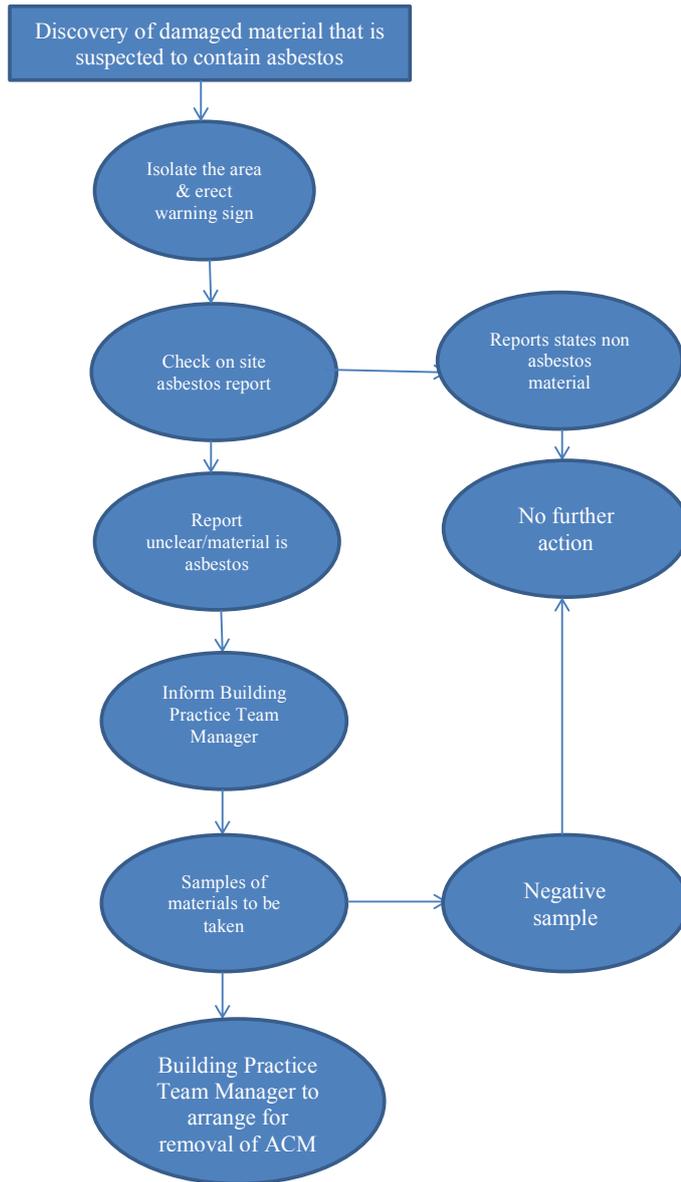
Depending upon the type of works the Project Manager is to determine if the Principal Contractor should include within his Risk Assessments and Method Statement a procedure for dealing with an asbestos incident. If there is no method statement produced for this, the contractor can be directed to the H&S Executive: Asbestos Essentials EMI which gives guidance on how to deal with an incident of damaged asbestos during works.

The Building Practice Team Manager will attend site and ensure the safety of persons on site is not compromised. He will also inform Central Safety section who will arrange for notifications under

RIDDOR regulations if the results of the samples take are positive for asbestos. They will also be responsible for undertaking the follow up investigation of the incident.

Fig 1 Procedure for dealing with damage to asbestos containing materials.

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7.0 Training

7.1 Training of Staff.

If the Manager/Headteacher has not received Asbestos Awareness Training they are required under CAR 2012 Regulation 10 to they should arrange this training as soon as possible. Also requiring training are any staff who may instruct others or undertake works themselves.

Site Staff Requiring Training	Date when training completed
Joel Ashley	

8.0 Timetable for Actions

The table below gives guidance to the time periods for when sections of works detailed within this plan are to be achieved. It also includes clear guidance on the responsibility for each area.

TABLE 1

Actions	Time Periods	Responsibility For Action	Ensure Compliance
Management Surveys and production of Site Management Plans	Every 4 years or following major works	Building Practice Team Manager	Site Duty Holder
Delivery of Surveys To Site Managers	Within 4 weeks of receipt of Report from Consultant	Building Practice Team Manager	Site Duty Holder
Follow Up works highlighted within Management Survey Or following notification of problem from site	Urgent work-immediately As recommended within Survey-with agreement with Site Manager	Building Practice Team Manager	Site Duty Holder
Refurbishment Surveys	Before tendering for building works.	Site Duty Holder	Site Duty Holder
Awareness Training	Annually	Site Duty Holder	Principal Surveyor
Reviews of Management Plan and other Documents	Annually or when new legislation dictates	Site Duty Holder	Site Duty Holder
Inspections by Site Manager	During seasonal health and safety inspections by Site Personnel	Site Duty Holder	Site Duty Holder

