

Asbestos Management Plan

Appendix to Construction Phase Plan



Contract Name Xavarian College

Contract Number S1880

Review and Amendment Record

This CPP Appendix must be reviewed monthly and amended whenever there is a change in major project risks, site conditions, personnel or accountability. All changes affecting project risks must be communicated to the supply chain. The date of each review and description of any amendments to this CPP Appendix must be recorded.

Amendments to the contents of this Management Plan arising from a review are to be recorded below.

Examples include changes to accountable personnel, changes or additions to significant site risks.

Review Date (select from drop down calendar)	Review Outcome - What has Changed? If there has been a change identified by review provide brief details. If no changes enter No changes	Reviewed By
02/02/2024	No Changes	S Johnson
Select date		
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1. Asbestos Management Team

Role	Organisation	Contact Details	Training Details
Asbestos Coordinator (<i>Pre-con</i> Phase)	Seddon	Name Warren Druggitt	Course Asbestos awareness
		Tel 07821 657903	Date Type or Select Date
Asbestos Coordinator (<i>Con</i> Phase)	Seddon	Name Steve Johnson	Course Asbestos awareness
		Tel 07970 984655	Date Type or Select Date
Asbestos Consultant	Anglo Asbestos	Name Paul Watkinson	
		Tel 01254 924388	
Asbestos Surveyor		Name	
		Tel	
Asbestos Analyst		Name	
		Tel	
Licensed Asbestos Removal	N/A	Name	
		Tel	

2. Scope of Works and Asbestos Surveys

The provision of accurate asbestos survey data is critical to the safe planning and operation of a project. Surveys shall only be conducted by Asbestos Surveyors qualified as defined in SAF-PROC-004 Asbestos Surveying and Prestart and undertaken to the standard detailed by HSE guidance.

All available survey data must be assessed by the Asbestos Coordinator prior to commencement of construction works and be appropriate for the project Scope of Works. Relevant information must be provided to production managers and site workers.

The following information is to be completed by the Asbestos Coordinator.

Scope of Works
e.g the scope for works that this management plan covers R + D Survey of the Sunbury Building in accordance with HSG 264

Pre-construction Asbestos information				
Information	Date	Completed by & reference	Location	UCAS Yes/No
R&D survey	17/08/2024	Anglo Asbestos Ltd- C23022	Saved on PWS 6.15 and a hard copy will be kept on site in file 6.	
Management survey	01/06/2016	Crest Management Surveys	Saved on PWS 6.15 and a hard copy will be kept on site in file 6.	

Pre-construction information review (e.g. key missing information identified that requires additional survey)
Identify findings from review of existing information Asbestos Gaskets on the plant room pipe work- Chrysotile <i>These may have been removed during the installation of the new boilers, as it hasn't been picked up on the R+D survey. The client has been asked to confirm.</i>

Survey strategy – Identify how we are managing the survey in line with the risk profile of the project		
Survey stage	Management controls	Person responsible
Reviewing survey scope	e.g. survey scope reviewed with electrical contractor to understand service run requirements	
Attendance during survey	e.g. Seddon manager to attend survey to walk through with - General builder to access floor. - Electrical contractor to review service runs - Landlord to access communal cupboards	
Survey Review	e.g. - Desk top review on completion - Review with surveyor and contractor x with a onsite walk through	

Additional Information (E.g. Are additional surveys required? Previous asbestos removal activities)
Add any additional information Removal of the Gaskets to be confirmed by the client

Who Commissioned the Survey(s)? (SAF-FOR-117 Asbestos survey requirements completed)	
Name	AA Projects
Role-	Client PM

Who Carried Out the Survey(s)?			
Name	Paul Watkinson	Qualification	P402 and RSPH Level 3

Date(s) of further Survey(s) Carried Out			
Type or select date	to	Type or select date	Type or select date to Type or select date
Type or select date	to	Type or select date	Type or select date to Type or select date

Who Assessed the Survey(s) for Accuracy and Completeness?			
Name	Paul Watkinson	Date	29/08/2023
Role	Quality Control		

Communication of Survey Information (and residual risk)
Add who is responsible for communicating survey information to all that may be affected and describe how the survey will be effectively communicated. e.g. for small manageable quantities remaining within the building, "ACMs location will be communicated at induction" for larger complex projects with ACMs present "Asbestos will be review at daily briefings prior to commencing work with ACM locations identified relevant to the daily scope of work"

Updating Surveys
Provide an outline description of the process for updating surveys when changes have taken place e.g. removal and discovery items The building is to be demolished so no further survey required

3. Asbestos Management Strategy & Risk assessment

Once asbestos surveys have been carried out record the findings and the management strategy for the asbestos i.e., removal, repair, encapsulation, label and leave.

Where the asbestos is to be removed work should be carried out by a licenced asbestos removals contractor as defined in SAF-PROC-005 Asbestos Removal and waste managed according to ENV-PROC-006 Management of Waste.

Remaining ACMS and controls must be communicated in the Project specific Induction SAF-FOR-151 or SAF-FOR-153 and to supervisors SAF-FOR-217

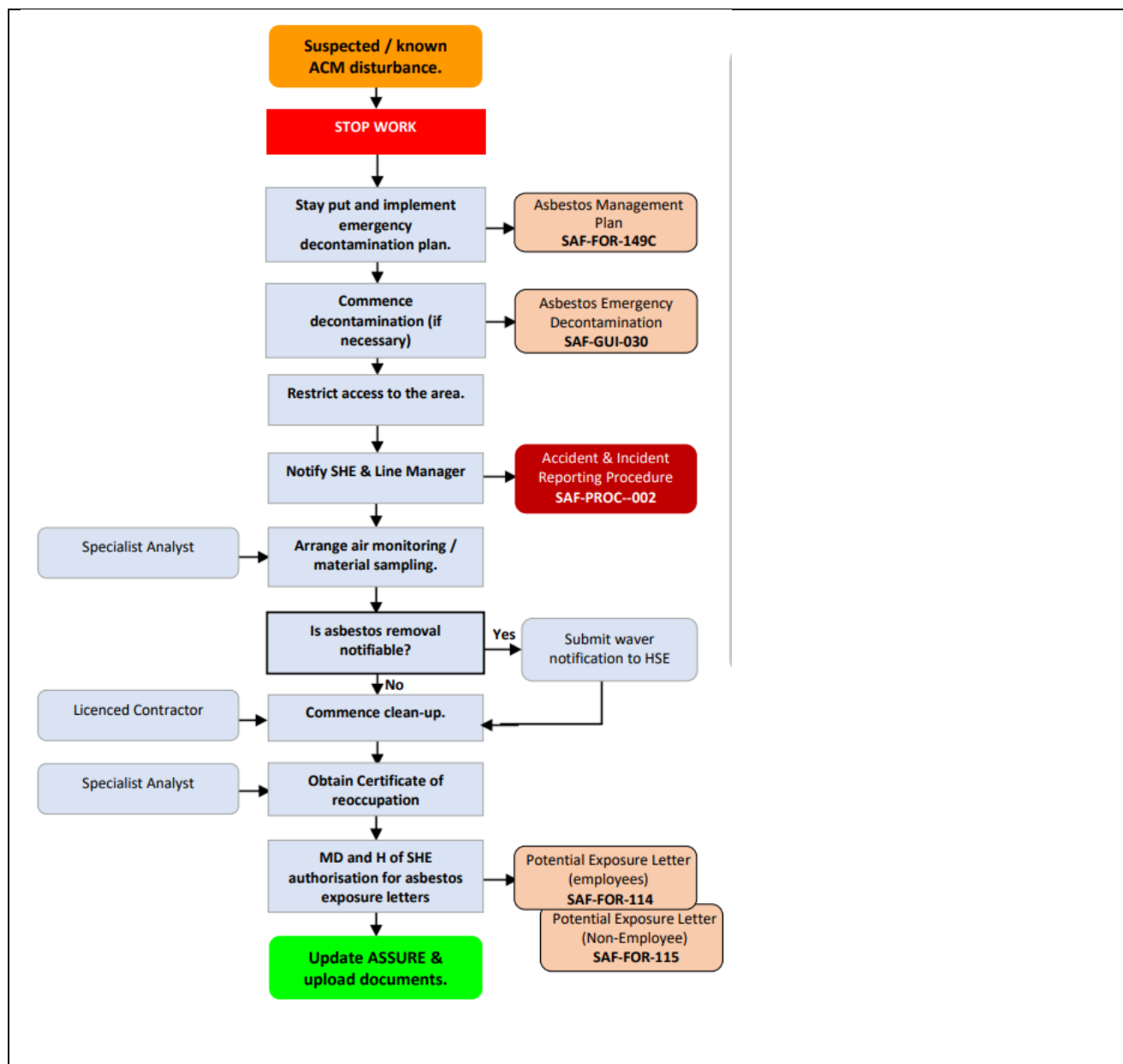
Location	Material	Quantity	Management Strategy
Enter location	E.g. asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes etc.) and asbestos cement	Enter quantity	Identify how the material is to be managed e.g. Repair, encapsulate, remove, label and leave. Also identify protection requirements
Plant room	Chrysotile Pipe Gasket	2no pipe joints	The material will be removed by a non-licensed asbestos removal contractor

4. Emergency Plan

Seddon SAF-PROC-006 Asbestos – Emergency Procedure describes the steps that must be taken in the event that Asbestos Contaminated Material is inadvertently disturbed or damaged.

The Asbestos Coordinator shall record here any additional site-specific arrangements with regard to an asbestos emergency. This must also be included in the site-specific induction.

Contacts for out of Hours/ Emergency clean	No out of hours work to be undertaken
Site Specific Asbestos Emergency Arrangements	
Describe specific emergency arrangements. Include numbers and location of EPAK box and steps to follow to arrange emergency procedures7	
<u>See below chart</u>	



5. Records

The Asbestos Coordinator is responsible for documenting the location of the following records and archiving in accordance with Seddon Archiving requirements.

Record	Location
Existing Asbestos Surveys and Records	Site Office file 6 and PWS 6.15
Asbestos Survey Scope and Requirements	Site Office file 6 and PWS 6.15
Asbestos Surveys	Site Office file 6 and PWS 6.15

Records of Documentation - Licensed Asbestos Removal Contractors	Site Office file 6 and PWS 6.15
Records of Documentation – Consultants, Analysts, etc.	Site Office file 6 and PWS 6.15
RAMS	Site Office file 6 and PWS 6.2
Site Safety Induction – Asbestos related content	Site Office file 6 and PWS 6.15
Asbestos Training Records	Site Office file 6 and PWS 6.15
Minutes/Notes of planned reviews	Site Office file 6 and PWS 6.15
Site Clearance Certificates for reoccupation	Site Office file 6 and PWS 6.15

7. Appointments

a. Consultants, Analysts and Surveyors

The following documentation must be provided to the Asbestos Coordinator by the Consultant, Analyst or Surveyor before the commencement of surveying works.

Documentation			Issue Date	Expiry Date
	Role	Name		
UKAS Accreditation Certificate	Consultant	Enter name	Type or select date	Type or select date
	Analyst		Type or select date	Type or select date
	Surveyor		Type or select date	Type or select date
Health and Safety Policy	Consultant		Type or select date	Type or select date
	Analyst		Type or select date	Type or select date
	Surveyor		Type or select date	Type or select date
Certificates of Insurance	Consultant		Type or select date	Type or select date
	Analyst		Type or select date	Type or select date

Documentation			Issue Date	Expiry Date
Role	Name			
	Surveyor		Type or select date	Type or select date
Risk Assessments and CoSHH Assessments	Consultant		Type or select date	Type or select date
	Analyst		Type or select date	Type or select date
	Surveyor		Type or select date	Type or select date
Fit for Work Medical Checks (dated within last two years)	Consultant		Type or select date	Type or select date
	Analyst		Type or select date	Type or select date
	Surveyor		Type or select date	Type or select date
Respiratory Protection Equipment (RPE) inspection records (when required)	Consultant		Type or select date	Type or select date
	Analyst		Type or select date	Type or select date
	Surveyor		Type or select date	Type or select date

b. Licensed Asbestos Removal Contractor

The following documentation must be provided to the Asbestos Coordinator by each Licensed Asbestos Removal Coordinator (LARC) before the commencement of asbestos removal works. (Complete a separate record for each LARC)

Name of Asbestos Removal Contractor	Name	
Documentation	Issue Date	Expiry Date
For the contractor:		
Current asbestos licence	Type or select date	Type or select date
POW (method statement), including details of any modifications that have been made and notified to the enforcing authority	Type or select date	
ASB5, Enforcing authority notification and waiver (where granted).	Type or select date	Type or select date

Employer's liability compulsory insurance certificate	Type or select date	Type or select date
Waste carriers license	Type or select date	Type or select date
A copy of the company's current standard procedures	Type or select date	Type or select date
Site log	Type or select date	
For the equipment:		
Test certificates for NPUs and any other plant in use (as appropriate)	Type or select date	
A clearance certificate for the DCU	Type or select date	
Inspection reports for RPE, thorough examination and test plant etc.	Type or select date	
Daily records of checks on enclosure, DCU and air extraction	Type or select date	
Smoke test certificate	Type or select date	
For employees:		
Medical certificates for all personnel working with asbestos	Type or select date	Type or select date
RPE face-fit records for all personnel working with asbestos	Type or select date	
Where several pieces of RPE are in use, face-fit records should be on site for all types	Type or select date	
Training records for all personnel working with asbestos	Type or select date	
Personal monitoring results (if performed)	Type or select date	

7. Asbestos Removal log

The asbestos removal log is to record the removal of materials (e.g. per enclosure/ phase)

Location	Date start	Date Completed	Comments (Type of ACM removed and materials/ residues remaining/ Unplanned extension of time during removal/ Additional discovery items).

8. Reviews

The Asbestos Coordinator shall formally review this Asbestos Management Plan during the time that Asbestos risk is present on site at least monthly and whenever a project change takes place (e.g. change in personnel or their responsibilities, a change to the works being undertaken or following an incident)

Following each review, the Construction Phase Plan Revision Log at the beginning of this Management Plan must be updated to record any resultant changes or a note of the review.