

Asbestos Management Plan

Version: 1.0
Issue Date: November 2023
Procedure:

The Control of Asbestos Regulations 2012 requires the duty holder/responsible person for 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 any asbestos-containing materials (ACMs) are not disturbed. This requires knowing what ACMs are present, their location and condition. The Asbestos Survey carried out in October 2023 provides this information and can be found at www.heslington.org.uk

The survey/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. As the owner of the building the Parish Council has overall responsibility for the safety of all individuals using the building. They are ultimately responsible for ensuring that all responsibilities detailed below and any improvements and repairs to the premises are carried out safely and follow good working practice at all times.

1. Name of premises

Village Meeting Room

Heslington Parish Council, Main Street, Heslington, YO10 5EB

(The property is located on the right-hand side, along a path, set between adjoining residential properties within the Heslington Conservation Area. See <https://her.york.gov.uk/Source/SYO1693>.)



For further info on the meeting room facility see:
<http://heslingtonmeetingroom.net/>

The Property

The Village Meeting Room was formally a Wesleyan Chapel built in 1844. The property is primarily used for Parish meetings and local functions. The Chapel is a Grade II listed building. Further details can be found at:

<https://historicengland.org.uk/listing/the-list/list-entry/1316284>

2. Responsibilities

Name and job title of the building Duty Holder.

The person with managerial and budgetary responsibility for the premises.

Pauline Bramley
Chair, Heslington Parish Council

Name of the person(s) with delegated duties to manage asbestos in the premises.

The named person(s) must:

- Produce and review the management plan;
- Keep the asbestos survey/register up to date;
- Monitor the condition of asbestos materials;
- Ensure that contractors do not disturb ACMs

Pauline Bramley
Chair, Heslington Parish Council

Nick Allen
Chair, Village Meeting Room Committee

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3. Reviewing the management plan

Date this management plan was produced (or last reviewed).

Asbestos management plans should be reviewed at regular intervals (at least once a year). It will specifically need to be reviewed if:

- *There is reason to suspect it is no longer valid;*
- *There have been significant changes in the premises.*

November 2023

To be reviewed by 31 November 2024

4. The Asbestos Register

State where the register is kept.

The Asbestos Survey/Register should be available to any persons carrying out work which may disturb asbestos containing materials.

The Asbestos Survey carried out in October 2023 provides this information and can be found at:

www.heslington.org.uk

Any other enquiries regarding asbestos at the premises should be referred to: Heslington Parish Clerk

heslingtonpc@outlook.com

5. Schedule for Monitoring and relevant Risk Assessments

The 2023 Asbestos Survey confirmed that there was no ACMs visible.

The Asbestos Management Plan and asbestos register will be reviewed annually.

6. How information about asbestos is passed to those that need it

State here who needs to be made aware of the location of asbestos containing materials and how they have been informed.

*Relevant persons should be made aware **not** to disturb asbestos that may be in walls or ceilings or building fabric.*

Review of the Asbestos Plan will be included as an agenda item annually for both the Parish Council and the Village Meeting Room Committee.

**Detail here the system for ensuring that contractors, and others carrying out building work, do not inadvertently disturb asbestos containing materials;
And how you ensure that the asbestos survey/register is checked before starting work.**

Where appropriate, it may be necessary to identify the need to carry out further intrusive asbestos surveys if necessary.

1. *Prior to commencement of works the area or areas identified for access are identified on the survey/register.*

See www.heslington.org.uk

2. *Ascertain these areas are free of asbestos.*
3. *If required, contractor should be shown the survey/register to agree with the findings and sign to this affect.*
4. *For larger construction works normal working procedures would be carried out prior to commencement of works. E.g. site surveys and consideration as to whether a more, targeted 'Refurbishment and Demolition' survey may be necessary for areas to be worked on.*