



# Asbestos Management Plan

Argoed High School, Bryn Road, Bryn y Baal, Mold,  
Flintshire CH7 6RY

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Prepared by Environmental Essentials Limited on behalf of Flintshire County Council.

# Document Amendments

No.	Section ref.	Amendment Summary	Reason for amendment	Date	Authorised by
1	Appendix 4	Addition to Plans to Appendix 4	Requested by Glyn Garbutt – Flintshire CC	08/06/16	F. Rowland

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# 1. Introduction to Asbestos Management

The Control of Asbestos Regulations 2012 came into force on 6 April 2012, updating previous asbestos regulations. Flintshire County Council's asbestos management plan is set out to ensure we fully comply with the Control of Asbestos Regulations 2012.

They also place an obligation on **an Employer** to ensure that a suitable and sufficient risk assessment is carried out for **any work** that may expose employees, contractors or any other person whether at work or not to asbestos.

Regulation 4 requires that the dutyholder must manage the risk from asbestos in non-domestic premises. The dutyholder is defined as anyone responsible for maintaining and repairing all or part of a non-domestic property, or who has control of such a property. A dutyholder is defined as follows:

- ✓ *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 there to or there from; or*
- ✓ *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 the non-domestic premises or any means of access thereto or egress there from.*

The dutyholder responsibilities are as follows:

- ✓ *Take reasonable steps to determine the location of materials likely to contain asbestos*
- ✓ *Prepare a management plan to manage the risk from ACMs and put it into effect to ensure that: i) any material known or presumed to contain asbestos is kept in a good state of repair; ii) any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed; and iii) information on the location and condition of the material is given to anyone potentially at risk*
- ✓ *Review the management plan at regular intervals and wherever there is a reason to suspect that the plan is no longer valid, or there has been a significant change in the premises to which the plan relates;*
- ✓ *Keep an up to date record of the location and the condition of asbestos containing materials (ACMs)*
- ✓ *Assess the risk of the likelihood of anyone being exposed to asbestos fibres from ACMs*
- ✓ *Monitor the condition of ACMs*
- ✓ *Provide information on the location and condition of ACMs*
- ✓ *Presume materials do contain asbestos unless there is strong evidence to suggest they do not.*

This document is an update to the asbestos management plan for **Argoed High School, Bryn Road, Bryn y Baal, Mold, Flintshire CH7 6RY** and supersedes previous versions. This asbestos management plan outlines the identification, management, control and the safe and if required the effective removal of ACMs within the premises.

## 2. Current Status of Asbestos and Training Requirements

Flintshire County Council on behalf of Argoed High School, Bryn Road, Bryn y Baal, Mold, Flintshire CH7 6RY has made an assessment for the presence of asbestos containing materials as far as is reasonably practicable. **Argoed High School, Bryn Road, Bryn y Baal, Mold, Flintshire CH7 6RY** is aware that asbestos is present in some of these locations as described in this management plan.

Flintshire County Council has appointed competent persons within the organisation to ensure the effective management of the risk posed by these materials. In order to ensure safe working in these environments all contractors (and their sub-contractors as appropriate) must have demonstrable and compliant basic asbestos awareness training as a condition of their being permitted to work on site.

### **Training:**

Asbestos awareness training can be provided by Environmental Essentials Limited or another training provider.

Asbestos awareness training must cover the following elements:

- The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;
- The types, uses and likely occurrence of asbestos and ACMs in buildings and plant;
- The general procedures to be followed to deal with an emergency, e.g. an uncontrolled release of asbestos dust into the workplace;
- How to avoid the risks from asbestos, e.g. for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACMs are not present.

Regular refresher training must also be given and a record of all training retained.

In addition all personnel must be trained on the aspects of asbestos management specific to **Argoed High School, Bryn Road, Bryn y Baal, Mold, Flintshire CH7 6RY** requirements.

**If work is planned that will disturb ACMs, work must not proceed, and the Project Manager / Site Manager / Section Head will be informed immediately. Further information, instruction and training appropriate to the work being undertaken may be required.**

# 3. Introduction to Asbestos

Asbestos is a naturally occurring fibrous silicate mineral which is extracted from rocks, and mined throughout the world. There are 3 common types called:

- chrysotile (white asbestos)
- amosite, also known as asbestos grunerite (brown asbestos)
- crocidolite (blue asbestos)

Less common types called:

- asbestos actinolite
- asbestos anthophyllite
- asbestos tremolite

Asbestos was widely used across thousands of building products because of its many useful properties, including:

- Fireproofing
- Thermal insulation
- Electrical insulation
- Sound insulation
- High tensile strength
- Chemical resistance

In the UK the use of asbestos was banned in 1985 (amosite and crocidolite) and 1999 (chrysotile). This is because amosite and crocidolite are straight needle like fibres and fall within the amphibole group, these are of a greater risk to health than chrysotile fibres, which are long, curly flexible fibres, and fall within the serpentine group. It should be noted though, that all types of asbestos are category 1 carcinogens and have been proven to cause asbestos related diseases (asbestosis, lung cancer & mesothelioma).

Asbestos containing materials (ACMs) that are in good condition and are not disturbed do not present a risk to health. Only if the ACM is disturbed or the material is in a poor / damaged condition will it be likely that asbestos fibres could become airborne and any person within the area could potentially inhale the airborne fibres which create a risk to human health.

# 3. Introduction to Asbestos

## Health Risks

It is recognised that there is a risk of lung and other cancers including mesothelioma (cancer of the abdominal and lung lining) through exposure to airborne dust containing asbestos fibres. The microscopic fibres of asbestos can become lodged and remain in the lung tissue over a period of time leading to irritation and the formation of tumours.

Other debilitating conditions include asbestosis, a chronic and progressive fibrosis of the lungs as a result of prolonged exposure to asbestos dust.

People who smoke are known to be at greater risk of contracting asbestos related cancer than those who do not.

All types of asbestos present a risk but crocidolite and amosite pose the greatest risk due to the nature of their very small, needle like fibres.

## Health Records and Medical Surveillance

Where required by the Control of Asbestos Regulations 2012, employee, contractor or sub-contractors appointed to undertake certain work with asbestos (licensable and notifiable non-licensed work) will have a valid medical certificate. Work undertaken with asbestos is to be carried out by trained & qualified operatives.

## 4. Legislation Related to Asbestos Management

There are many health and safety regulations that directly or indirectly place duties on employers in relation to asbestos. These are outlined in relation to the management of asbestos on this site for which Flintshire County Council and all other key stakeholders have responsibility:

**The Health and Safety at Work, etc. Act 1974** requires an employer (Argoed High School, Bryn Road, Bryn y Baal, Mold, Flintshire CH7 6RY, contractor or sub-contractor) to conduct their work in such a way that their employees will not be exposed to health and safety risks and to provide information about their workplace which might affect personnel health and safety. Argoed High School, Bryn Road, Bryn y Baal, Mold, Flintshire CH7 6RY will provide details of known asbestos containing materials on site prior to the commencement of work. It is the responsibility of the contractor to ensure that their work does not affect these materials or if it does inform Flintshire County Council Project Manager

**The Management of Health and Safety at Work Regulations 1999** require employers and self-employed people to make an assessment of the risks to the health and safety of themselves, employees, and people not in their employment arising out of or in connection with the conduct of their business. Environmental Essentials Limited conducts risk assessments of asbestos containing materials and this information is available within all assets. It is the responsibility of the contractor to ensure that they assess the risk from asbestos appropriately using this information.

**Construction (Design and Management) Regulations 2015** require the client (Flintshire County Council) to pass on pre-construction information about the state or condition of any premises to designers and contractors before any work begins. Argoed High School, Bryn Road, Bryn y Baal, Mold, Flintshire CH7 6RY provides all information that they have on asbestos at the planning stage of any works that fall under Construction (Design and Management) Regulations. It is the responsibility of those working on the project to consult the health and safety file and act upon the asbestos information if deemed necessary. For works that fall under the Construction (Design and Management) Regulations a pre-refurbishment or a demolition survey will normally be carried if appropriate.

**The Control of Asbestos Regulations 2012** require employers to prevent exposure of their employees to asbestos. This document details the procedures that Flintshire County Council has in place to manage asbestos in premises. It is the responsibility of the contractor to comply and co-operate with these procedures.



# 5. Roles and Responsibilities for Asbestos Management

This section will outline the roles and responsibilities of all those concerned with the management of asbestos within **Argoed High School, Bryn Road, Bryn y Baal, Mold, Flintshire CH7 6RY**. It is recommended that you familiarise yourself with the hierarchy of responsibility that follows to allow rapid and accurate communication in the event of an asbestos incident.

**Director Responsible for Health & Safety / Chief Executive Officer:** Acts as the principal asbestos management duty holder and carries overall responsibility for providing adequate resources proportionate to the risks associated with exposure to asbestos-containing materials and for ensuring that they are managed appropriately.

**H&S Coordinator / Chief Officers:** Has ultimate routine responsibility for the management of asbestos in premises, such as ensuring staff are familiar with asbestos related risks and the distribution of adequate resources to improve the management of these risks.

**Asbestos Co-ordinator / Team Leader:** Perform the day-to-day management of asbestos functions including:

- Commissioning, evaluation and assessment of asbestos survey data
- Contractor compliance with asbestos management plan requirements reviews
- Asbestos analyst and removal contractor selection and ongoing performance assessment (including review of removal project audits)
- Issue, update and review of the asbestos management plan and associated documentation (including asbestos registers, priority assessment review)
- Reviewing work orders (where applicable) of planned works which may be in the proximity of asbestos containing materials and bringing this to the attention of the other responsible persons as appropriate.
- Co-ordination of asbestos removal and abatement works, unless managed by Project Manager / Site Manager / Section Head
- The provision of in-house (and external if required) awareness training (whether internal or through commissioning an external provider)
- The members of this team responsible for procuring asbestos works and managing asbestos information must be BOHS P405 qualified as a minimum.

**Project Manager / Site Manager / Section Head:** Acts on maintenance, repair, and refurbishment enquiries in a manner that avoids exposure of persons to asbestos. This will include:

- Ensuring that the Engineering & Maintenance Technicians are adequately trained
- Controlling works in a manner that prevents the disturbance of asbestos containing materials
- Liaising with the asbestos co-ordinator / team leader to allow records to be updated and correctly managed
- Informing the emergency services of any asbestos in premises if they are called out

**Employees / Main Contractors (and their employees and sub-contractors as appropriate):**

Have a duty to ensure that the work they carry out does not cause asbestos exposure. They must therefore:

- Ensure that all personnel are "Asbestos Aware" and that training records are retained for inspection

## 5. Roles and Responsibilities for Asbestos Management

- Ensure that all personnel to be engaged on works involving Argoed High School, Bryn Road, Bryn y Baal, Mold, Flintshire CH7 6RY are trained and have read and understood and acted upon (as necessary) asbestos containing material registers prior to commencing any work and have acknowledged these actions.

# 6. Asbestos Removal and Abatement Policy and Procedures

## Policy

Asbestos-containing materials will be removed, as and when required, following Flintshire County Council asbestos removal strategy, as follows:

- Asbestos-containing materials will be removed by a HSE licensed asbestos removal contractor selected from an approved list or, where the HSE Asbestos Essentials permits, a suitably trained and competent contractor.
- Where refurbishment or demolition works dictates, all asbestos-containing materials in the planned areas of work will be removed in advance of the works.
- Where asbestos containing materials are vulnerable to either accidental damage or vandalism, (for example heavily trafficked routes) in the event that they cannot be protected, they will be programmed for removal, irrespective of current condition.
- Where asbestos surveys or internal notification report the presence of an asbestos-containing material in poor condition, it will be removed, repaired or isolated. The nature and timeliness of the remedial action will depend on the type and extent of damage and the location of the asbestos-containing material.
- Since many reports from surveys etc., may be received highlighting damaged asbestos-containing materials, remedial action will be prioritised accordingly, monitored periodically and reviewed annually.

Flintshire County Council asbestos removal strategy, although, prioritising remedial work, will seek to ensure that its employees, contractors, pupils & members of the public are not put at risk due to the condition of asbestos-containing materials. Where actions cannot be taken immediately, other measures, such as isolating the asbestos-containing material will be used.

It is not the policy of the Flintshire County Council to routinely label asbestos-containing materials, as it is deemed that labelling can be an ineffective management control for a number of reasons. It is therefore essential that the asbestos register is consulted and reading acknowledged on site prior to carrying works of any description.

This section describes the procedure for commissioning of asbestos abatement works and subsequent analytical monitoring.

## Asbestos Removal Contractor Performance Criteria

Due to the high risk potential associated with the removal of asbestos, Flintshire County Council has the following performance criteria in order for a removal contractor to be placed on the approved contractors listing.

### Asbestos removal contractors must carry:

- A valid Health and Safety Executive Licence (without restrictions) for the removal of all classes of asbestos material
- Public liability insurance cover of £10m with specific mention asbestos removal works given in the policy wording
- No pending or historic (last 5 years) prohibition or improvement notices from an enforcing authority
- A current Waste Carriers Licence.
- Valid medical surveillance and appropriate respirator face fit test certificates for removal operatives (who must be in the full time employment of the contractor)

## 6. Asbestos Removal and Abatement Policy and Procedures

Due to the high risk potential associated with the removal of asbestos Flintshire County Council has the following performance criteria in order for an asbestos consultant to be placed on the approved contractors listing

### **Asbestos consultants must carry:**

- Public liability insurance cover of £10m with specific mention of asbestos related consultancy works given in the policy wording
- Professional indemnity insurance cover of £5m with specific mention of asbestos related consultancy works undertaken given in the policy wording
- Where air testing and asbestos bulk sample analysis (as described in the analysts' guide) are carried out, organisational accreditation to ISO/IEC 17025, satisfactory performance in the Regular Interlaboratory Counting Exchange (RICE) and Asbestos In Materials Scheme (AIMS). Valid and current UKAS accreditation
- Where asbestos surveys (as described in HSG264) are carried out, organisational accreditation to ISO/IEC 17020
- Appropriate respirator face fit test certificates for all site personnel

# 7. Asbestos Incident / Emergency Procedures

## Dealing with Personnel

Where there is a potential for contamination of people or their clothing (instances of significant damage or debris) all persons suspected of being contaminated shall :( wherever practicable)

1. Stop works immediately
2. Carefully remove outer layers of clothing (including footwear).
3. Remove clothing by carefully turning inside out so as to avoid liberating any attached fibres
4. Wash down with damp towels or baby wipes (if available)
5. Leave and if possible (by closing doors and windows) seal the area as quickly as possible subject to removing suspect items of contamination.
6. All and any suspect items or contaminated clothing, and any used wipes, towels etc. are to be left altogether in the immediate vicinity of the incident - preferably in a polythene bag
7. Contact must be made with the asbestos coordinator (either by mobile phone, radio or by non contaminated personnel) to report the following information:
  - Name of operative and company worked for.
  - Number of operatives within the area
  - Location within the building
  - Nature of the disturbance, including any information pertinent to the disturbance (what tools where used, mechanic or hand, gentle abrasion or significant breakage etc)
8. If possible, remain within this area until the Flintshire County Council emergency response team (asbestos consultant, removal contractor and project manager I section head) can arrive. If it is not possible to remain in this area, the building must be vacated using the minimal distance to the external emergency muster zone.\*see 'Transit to muster zone below
9. The trained emergency response team will ascertain the best course of action to assist operatives in safe decontamination. This may include the putting on of an orinasa half mask and transit overalls, if a further transit is required. Suspected dust and debris may be required to be removed using appropriate removal techniques, including the wipe down with damp cloths, or the use of a Class H Vacuum.
10. Once personnel are deemed suitable for transit (limiting potential further contamination), operatives will be escorted to the on site Decontamination Shower Unit supplied by the on site licensed asbestos removal contractor. The operative will be instructed how to use the facilities, including transit route through the DCU and the putting on of clean overalls.

### \*Transit to Muster Zone

Where it is not possible to remain in the vicinity of the sealed suspected contaminated area, a transit to an external muster zone must be made. This route must be known prior to transit (follow fire escape route). Once the transit has been completed, this route must be deemed as contaminated until proven otherwise. As a result, further access to this transit must be controlled, and the appropriate PPE / RPE measurements taken.

Do not attempt to sweep, vacuum or remove any debris if the nature of the damaged material is not known. Where there is no electrical hazard, smaller damaged areas may be damped down with a fine mist water spray, to which a little detergent has been added. Apply so as to allow the spray to "fall" onto the affected area.

# 7. Asbestos Incident / Emergency Procedures

Where the contaminated area is within a designated fire escape route, additional contingency measures may be required-these will be managed by the designated Flintshire County Council Project Manager in charge of the building at that time. In some instances, it may be necessary to close the entire building and await further instruction.

## Dealing with the potentially contaminated area

1. The asbestos records will be checked to identify the material.
2. Where asbestos is identified or the information is inadequate, the Project Manager, Team Leader or Asbestos Co-ordinator shall engage an asbestos analyst to undertake a survey and risk assessment of the area, to include bulk samples and reassurance air tests.
3. If the material is found to be non-asbestos, the area will be reopened.
4. Should the material be found to contain asbestos, to correct the situation; a scope of work must be agreed with the appointed asbestos analyst and an approved asbestos removal contractor will be appointed to repair or remove the material as soon as possible. The removal contractor will submit notification to the HSE where appropriate.
5. The area will remain closed until the asbestos works are complete and the asbestos analyst has issued the relevant clearance certificates. It may be necessary to programme further asbestos removal works.

A RIDDOR reportable accident report must be completed by the contractor, Project Manager or Asbestos Co-ordinator as soon as possible after the incident. The occupational health and safety service will decide if the incident is reportable to the Health and Safety Executive. In any case the report must be retained.

# 8. Management of Asbestos Containing Materials

## Risk Assessments

During the course of any surveys, each known or presumed asbestos material will have been assessed and assigned individual risk scores. Materials can be assessed using two separate scoring systems – The material risk assessment and the priority risk assessment. Examples of the algorithms for these can be seen in Table 1 and Table 2.

The material risk assessment considers the type and condition of ACMs and their ability to release fibres into the air if disturbed. It comprises of four separate elements as follows:

- Product type
- Extent of damage and deterioration
- Surface treatment
- Asbestos type

A simple algorithm can be used to assess these four parameters during the survey. Each parameter is scored as high = 3, medium = 2, or low = 1; two categories allow a nil score.

Presumed or strongly presumed ACMs will be scored as containing crocidolite asbestos [3], unless analysis of similar samples from the building consistently show a different type or if there is a reasoned argument that another type of asbestos was used.

The value assigned to each of the four parameters is added together to give a total score of between 2 and 12.

Those materials with a material risk assessment score of 10 or more should be regarded as a high risk with a significant potential to release fibres if disturbed. Scores of between 7 and 9 are regarded as medium risk and between 5 and 6 a low risk. Scores of 4 or less are a very low risk. Non-asbestos materials are not assigned a risk score.

The material risk assessment highlights immediately the materials of high risk. The priority for asbestos management is determined by carrying out a further assessment called the priority risk assessment. This assessment is described in detail within HSE guidance document HSG 227 and is the responsibility of the duty holder. It should be carried out by a person with a detailed knowledge of the site and the activities performed within the building.

# 8. Management of Asbestos Containing Materials

The priority risk assessment addresses the likelihood of the asbestos material being disturbed. It is important to remember that even asbestos materials in the poorest condition only represent a risk to health if the fibres are disturbed into the air we breathe. The priority risk assessment algorithm takes into account factors such as:

- Maintenance activities
- Likelihood of disturbance
- Human exposure potential
- Occupant activity

The combination of the material and priority risk assessments forms the “total risk score” for each particular material, which should be used as the basis of an asbestos management plan.

## Total Risk Score/Risk Assessment

All asbestos containing materials have been allocated a risk level category derived from the total risk score illustrated in the table below;

Total Risk Score (Material Risk Score + Priority Score)	Risk Level Category	Recommended Action
17-24	R1	Immediate implementation
11-16	R2	As soon as practicable – material should be re-inspected and managed in the interim
2-10	R3	Not immediately necessary – material should be re-inspected and managed

These risk level categories should be used as guidance in the management of ACMs within a premise, with each ACM being considered on a case by case basis.



# 8. Management of Asbestos Containing Materials

**Table 1 Material Risk Assessment Algorithm**

**Product type [or debris from product]**

Score	Examples of scores
1	Asbestos reinforced composites [plastics, resins, mastics, roofing felts, vinyl floor tiles, semi- rigid paint, decorative finishes and asbestos cement etc]
2	Asbestos insulating board, mill boards, other low-density boards, textiles, gaskets, ropes and woven materials and asbestos Paper
3	Thermal insulation [e.g. pipe and boiler lagging], sprayed asbestos, loose asbestos, asbestos mattresses and packing.

**Extent of damage/deterioration**

Score	Examples of scores
0	Good condition: no visible damage
1	Low damage: a few scratches or surface marks, broken edges on boards or tiles, etc.
2	Moderate damage: significant breakage of materials or several small areas where material has been damaged exposing fibrous edges.
3	High damage or deterioration of materials, sprays and thermal insulation. Visible asbestos contamination by debris or residues.

**Surface treatment**

Score	Examples of scores
0	Composite materials containing asbestos, reinforced plastics, resins, vinyl tiles
1	Enclosed sprays or insulation, AIB [with exposed face encapsulated], cement sheets, etc.
2	Unsealed AIB, encapsulated insulation and sprays.
3	Unsealed insulation and sprays.

**Asbestos type**

Score	Examples of scores
1	Chrysotile
2	Amphibole asbestos (excluding Crocidolite)
3	Crocidolite

# 8. Management of Asbestos Containing Materials

**Table 2 Priority Risk Assessment Algorithm**

Assessment Factor		Score	Examples of score variables	
<b>Normal occupant activity</b>	Main type of activity in area	0	Rare disturbance activity (e.g. little used store room)	
		1	Low disturbance activities (e.g. office type activity)	
		2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs)	
	Secondary activities for area	3	High levels of disturbance, (e.g. fire door with asbestos insulating board sheet in constant use)	
		As above	As above	
<b>Likelihood of disturbance</b>	Location	0	Outdoors	
		1	Large rooms or well ventilated areas	
		2	Rooms up to 100m <sup>2</sup>	
	Accessibility	3	Confined spaces	
		0	Usually inaccessible or unlikely to be disturbed	
		1	Occasionally likely to be disturbed	
	Extent/amount	2	Easily disturbed	
		3	Routinely disturbed	
		0	Small amounts or items (e.g. strings, gaskets)	
		1	≤10m <sup>2</sup> or ≤10m pipe run	
		2	>10m <sup>2</sup> to ≤50m <sup>2</sup> or >10m to ≤50m pipe run	
		3	>50m <sup>2</sup> or >50m pipe run	
<b>Human exposure potential</b>	Number of occupants	0	None	
		1	1 to 3	
		2	4 to 10	
		3	>10	
	Frequency of use of area	0	Infrequent	
		1	Monthly	
		2	Weekly	
	Average time area is in use	3	Daily	
		0	<1 hour	
		1	>1 to <3 hours	
		2	>3 to <6 hours	
		3	>6 hours	
<b>Maintenance activity</b>	Type of maintenance activity	0	Minor disturbance (e.g. possibility of contact when gaining access)	
		1	Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling)	
		2	Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles to access a valve)	
		3	High disturbance (e.g. removing a number of asbestos insulating board ceiling tiles to replace a valve or for re-cabling)	
	Frequency of maintenance activity	0	ACM unlikely to be disturbed for maintenance	
		1	≤1 per year	
		2	>1 per year	
		3	>1 per month	

# 8. Management of Asbestos Containing Materials

## Re-inspection of Materials

The asbestos register is to be reviewed at regular intervals based on the associated Total Risk Score.

Material	Risk Level Category	Re-inspection Frequency
Asbestos insulating board	R2	6 monthly
Asbestos insulation	R2	6 monthly
Asbestos insulating board	R3	12 monthly
Asbestos insulation	R3	12 monthly
Asbestos composite or gasket materials (sink pad/ vinyl tiles/ gaskets)	R3	12 monthly
Asbestos cement materials	R3	12 monthly
Asbestos textured coating	R3	12 monthly
Other (asbestos bitumen materials)	R3	12 monthly

Please note: items that are to be removed will not be re-inspected according to the above frequency. After removal works have been completed, the on site register will be updated to reflect this. Should any R1 or R2 items be present that have remedial recommendations within the survey immediate action is required.

Please refer to files stored in the Moodle database:

- Risk Assessment Checklist
- Safety Inspection Checklist

# 8. Management of Asbestos Containing Materials

## Asbestos Register Issue and Updates

The Project Manager or Asbestos Co-ordinator (or their designated independent consultants) are responsible for the issue and update of all asbestos registers. Any persons other than them must not amend registers. All asbestos works must be managed by competent personnel to not only ensure safe procedures are adhered to, but also so that asbestos register data may be amended and works related information collated and filed correctly.

The asbestos register and any updates shall be made available to anyone responsible for awarding work contracts and to tendering contractors, and to any person who may reasonably require such information including the emergency services.

## Asbestos Registers at Property Level

Within each site that contains asbestos a register will be held by the site office. Here all those intending to work on the site must consult the register. The register will be clearly marked with instructions including:

- How to use the register including the importance of reading both the register and referring to the layout plan
- The importance of signing the register
- What to do if the register is damaged or missing
- How to report an asbestos emergency
- The need to report any information you are unclear about or suspect to be inaccurate within the register.

All employees, contractors & sub-contractors who could potentially disturb asbestos or anybody who is influencing their works should adhere to the above.

The asbestos register will be kept up to date and will be available in site for the entire life of the premises.

# 9. Dissemination of Management Plan Information

## **Prior to Project Works Commencing**

In order to allow for a contractor to be able to plan and prepare their site specific method statement and risk assessments, Flintshire County Council will impart the relevant information with regards to asbestos. The below considerations should be taken into account:

### **Area of work has documented evidence of the presence of ACMs**

- Information must be passed to the contractor regarding the type of asbestos, its location and current condition. This information can be supplied in the form of the management plan, re-inspection survey, asbestos management survey or pre-demolition survey (including photos and plans) dependent upon the nature of works to be carried out.

### **Area of work had known ACMs present, but have been removed prior the contractors works going ahead**

- Flintshire County Council will supply the certificates of reoccupation that have applied to the asbestos removal work within that area.
- If any ACMs remain in the area, that were not part of the removal specification, these will be identified to the contractor in the form of an updated register or re-inspection survey

### **Area of work is known to have had an asbestos survey carried out, and no known ACMs are present**

- Flintshire County Council will issue the survey report indicating that the area has been surveyed, and that no items of asbestos were found within the limits of the survey

### **Area of work has no information on the presence of ACMs**

- Flintshire County Council will inform the contractor that they do not know if ACMs are present. The contractor, along with Flintshire County Council will then assess the scope of works to ascertain the level of asbestos survey required. It will be contractually agreed who commissions the survey works and the information produced must be made available to both Flintshire County Council and their nominated contractor.

## **Contractors**

Contractors working for Flintshire County Council must consult the premises asbestos register and updates, before proceeding with any works that may disturb the fabric of the building and/or maintenance of machinery. They must progress all works diligently and should any suspicious materials be encountered, operations should be immediately suspended with further assistance sought.

Any relevant risk assessments, method statements, statutory notices must be in place before work commences.

The Project Manager must make reasonable checks that the contractors are aware of these requirements.

# 10. Management Plan Monitoring

Review and monitoring of the asbestos management plan will be carried out at two levels:

1. At Property Level -a recorded review/audit of arrangement to ensure the continued relevance and application of the asbestos management plan will be performed by the Site Manager e.g. Head Teacher and/or a nominated agent (third parties are acceptable) and this should take place at least on an annual basis and be recorded on the 'Risk Assessment Checklist -Asbestos'
2. At Corporate Level-asbestos management plan records will be audited as follows by the Asbestos Coordinator and/or a nominated third party:
  - Site based copy of management plan will be checked for accuracy and condition at the time of the asbestos containing material re-inspection survey
  - The key personnel log will be verified for accuracy annually
  - Random contractor register consultation records will be selected on a frequency of at least annually and the contractor will be asked to provide proof of asbestos awareness training for those employees engaged in carrying out works
  - Asbestos removal contractor audits and adherence to performance criteria will be reviewed annually-this may include the results of 3rd party audits of asbestos removal works and/or other relevant performance indicators

# 11. Key Contacts

## Key Contacts

- Flintshire County Council Occupational Health and Safety -Enquiries 01352 702777
- Environmental Essentials Limited - 0800 054 6432
- Project Manager/Site Manager/ Section Head

# Appendix 1 Previous Surveys / Remedial or Removal Works





<b>Job ID</b>	<b>Previous Surveys / Remedial or Removal Works</b>	<b>Date</b>
34169	Re-inspection Survey undertaken by Lucion Environmental Limited	February 2014





## Appendix 2 Areas Not Accessed

No inaccessible areas.

# Appendix 3 Register of Asbestos Containing Materials

Building	Level	Location	Item	Material Description	Fibre Type	Extent	Initial Recommendation	Photo	MRA	PRA	Total	Risk Level
Argoed High School	0	134 - 01:0/134 Circ	Floor covering	Vinyl product	Strongly presumed: Chrysotile	40 m <sup>2</sup>	Monitor condition.		3	7	10	R3
Argoed High School	0	137 - 01:0/137 Circ	Roof Fascia tiles	Cement product	Strongly presumed: Chrysotile	8 m linear	Monitor condition.		4	3	7	R3
Argoed High School	0	001 - Service Duct	Panel to hatch cover	Cement product	Strongly presumed: Chrysotile	Through-out to all hatches	Monitor condition.		3	3	6	R3
Argoed High School	0	066 - 01:0L/066 Science lab	Fume cupboard work top	Cement product	Strongly presumed: Chrysotile	1 m <sup>2</sup>	Monitor condition.		4	7	11	R2
Argoed High School	0	066 - 01:0L/066 Science lab	Lining to fume cupboard	Cement product	Strongly presumed: Chrysotile	1 m <sup>2</sup>	Monitor condition.		4	7	11	R2
Argoed High School	0	063 - 01:0L/063 Science lab. s1	Fume cupboard work top	Cement product	Strongly presumed: Chrysotile	1 m <sup>2</sup>	Monitor condition.		4	7	11	R2

# Appendix 3 Register of Asbestos Containing Materials

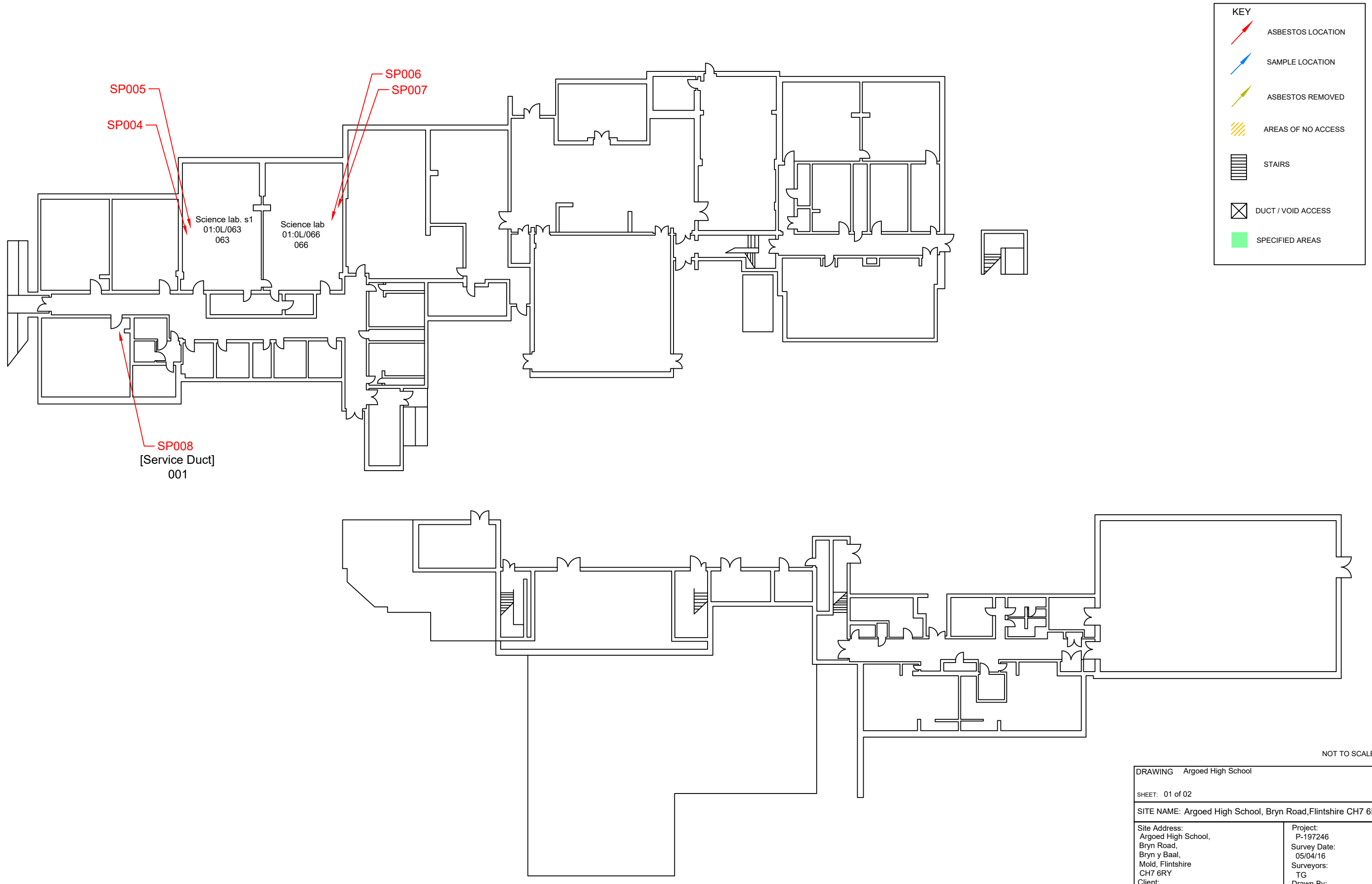
Building	Level	Location	Item	Material Description	Fibre Type	Extent	Initial Recommendation	Photo	MRA	PRA	Total	Risk Level
Argoed High School	0	063 - 01:0L/063 Science lab. s1	Lining to fume cupboard	Cement product	Strongly presumed: Chrysotile	1 m <sup>2</sup>	Monitor condition.		4	7	11	R2
Argoed High School	0	137 - 01:0/137 Circ	Floor covering	Vinyl product	Strongly presumed: Chrysotile	40 m <sup>2</sup>	Monitor condition.		3	7	10	R3

**MRA – Material Risk Assessment**








**PRA – Priority Risk Assessment**

**Total – Total Risk Score**

# Appendix 4 Plans



**KEY**







-  ASBESTOS LOCATION
-  SAMPLE LOCATION
-  ASBESTOS REMOVED
-  AREAS OF NO ACCESS
-  STAIRS
-  DUCT / VOID ACCESS
-  SPECIFIED AREAS

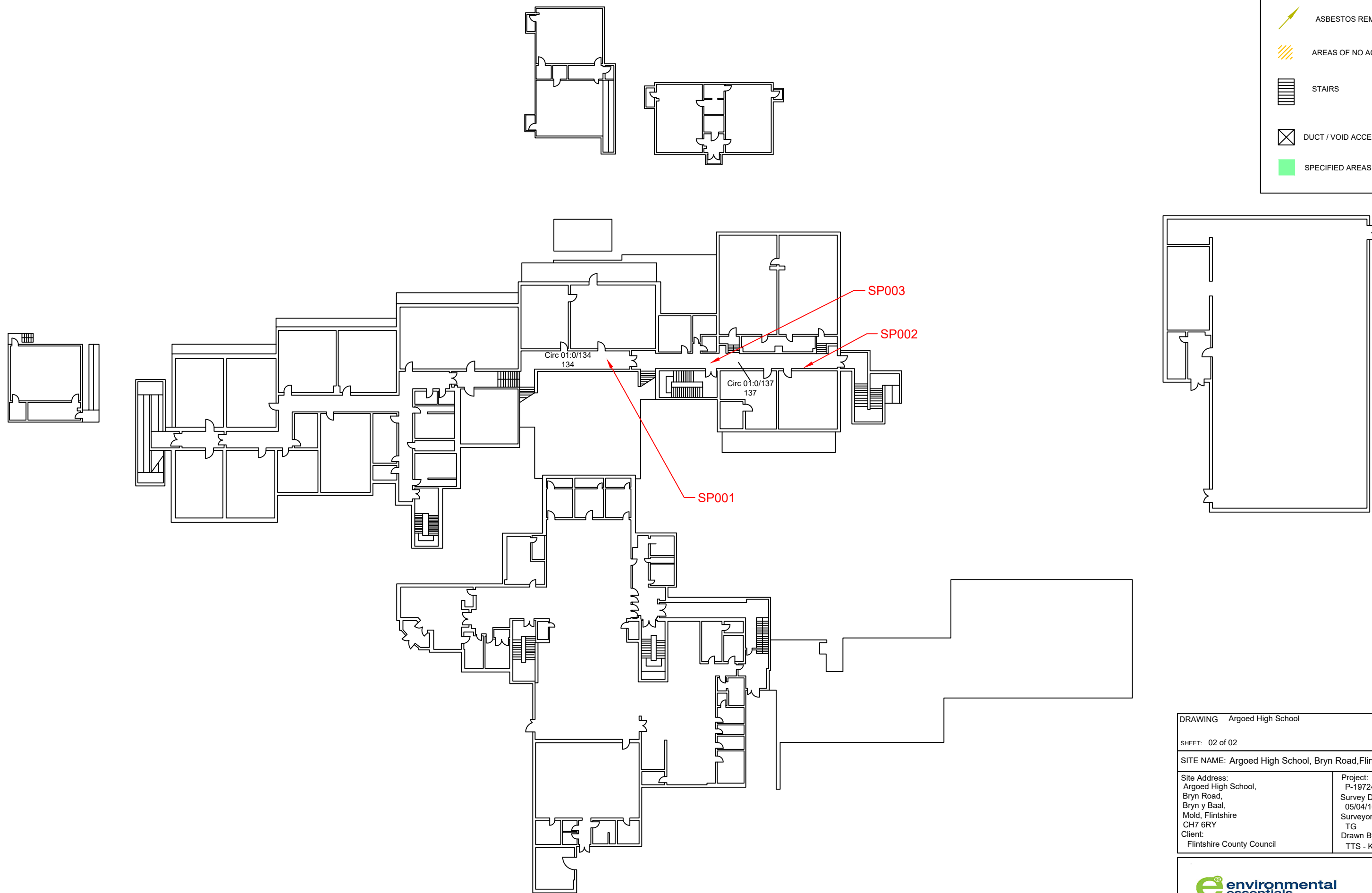
NOT TO SCALE

DRAWING Argoed High School	
SHEET: 01 of 02	
SITE NAME: Argoed High School, Bryn Road, Flintshire CH7 6RY	
Site Address: Argoed High School, Bryn Road, Bryn y Baal, Mold, Flintshire CH7 6RY Client: Flintshire County Council	Project: P-197246 Survey Date: 05/04/16 Surveyors: TG Drawn By: TTS - KU



**KEY**

-  ASBESTOS LOCATION
-  SAMPLE LOCATION
-  ASBESTOS REMOVED
-  AREAS OF NO ACCESS
-  STAIRS
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-  SPECIFIED AREAS



NOT TO SCALE

DRAWING Argoed High School	
SHEET: 02 of 02	
SITE NAME: Argoed High School, Bryn Road, Flintshire CH7 6RY	
Site Address: Argoed High School, Bryn Road, Bryn y Baal, Mold, Flintshire CH7 6RY Client: Flintshire County Council	Project: P-197246 Survey Date: 05/04/16 Surveyors: TG Drawn By: TTS - KU





