



Alexandra Working Men's Club - 59 High Street, Royston, Barnsley, S71 4RF.

**ISSUED ON:** 

18 Sep 2023

**OUR REF:** 

SC1325-01

ASBESTOS MANAGEMENT PLAN

Squared Circle Group Limited (SCGL) support@squared-circle.uk | 0333 242 7700 Safety House, Ackroyd Street, Morley, Leeds, LS27 8PZ

# Samuel Smith Old Brewery (Tadcaster) Asbestos Management Plan Policy

It is the intention of Samuel Smith Old Brewery (Tadcaster) (the Company), so far as is reasonably practicable, to ensure the health, safety and welfare at work of its employees and others who may be affected by its undertakings. Within these general duties of care the Company acknowledges the significant hazards to health associated with exposure to asbestos fibres. The Company accepts its responsibilities under the relevant legislation, particularly the Control of Asbestos Regulations 2012, to prevent the exposure to asbestos of its employees and others who may be at risk from such exposure in the buildings owned and utilised by the Company and undertakes to fulfil its duties by reducing, so far as is reasonably practicable, the risk of exposure to asbestos.

To this effect the Company has put in place an Asbestos Management Plan. The plan contains the following key elements:

- Carry out suitable surveys to identify asbestos containing materials in all buildings owned or operated by the Company
- Assess the risks from any asbestos containing materials identified in these buildings
- Draw up and implement a site-specific plan to manage the risk arising from those materials
- Ensure that the arrangements put in place as part of the site-specific plan are carried out
- Provide information about the presence, location and condition of asbestos containing materials to its employees and any other persons, including contractors, who may disturb these materials
- Ensure the appropriate control measures are put in place by any persons who, through their activities, are likely to disturb these materials
- Ensure compliance with the duty of care imposed by section 34 of the Environmental Protection Act 1990 for the handling, transportation and disposal of asbestos waste

In order to assist with the fulfilment of its duties the Company will appoint a competent asbestos consultant, provide adequate information, instruction, training and supervision and ensure that appropriate resources are provided to implement the policy and management plan.

### Site Description

The Alexandra WMC is a brick-built dwelling with a slate covered roof, timber joists and concrete floor. The ground floor has plaster ceilings and walls and concrete and timber floors with modern coverings. The first floor has plaster ceilings and walls with timber floors with modern fittings.

# Asbestos Co-ordinator / Emergency Contact

If you need help understanding the requirements of this document contact:

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# **Quality Control and Authorisation**

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# **Document Issue and Revision Record**

Issue	Date	Comment
1.0	15 Sep 2023	Annual review to be conducted August 2024

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# Section 1: Asbestos Management Plan

#### 1.1: Application

This policy will apply to all buildings within the estate area of Samuel Smith Old Brewery (Tadcaster) at Alexandra Working Men's Club - 59 High Street, Royston, Barnsley, S71 4RF..

#### 1.2: Prohibition on the use of Asbestos

In accordance with regulation 25 of the Control of Asbestos Regulations 2012, the use of asbestos and materials containing asbestos will be prohibited in all buildings owned by the Company.

### 1.3: Locating asbestos within buildings

In order to comply with CAR 2012 regulation 4 "Duty to Manage" this gives direction to manage the risk of asbestos in non-domestic properties, which can be conducted by using the guidance set out in HSG264 which prescribes the types of survey to be undertaken to manage the risk:

#### The Types of Surveys listed in HSG264 are:-

Management Survey Standard Sampling, identification and assessment survey (sampling survey)

Refurbishment or Demolition Full access sampling and identification survey (pre-demolition/major

Survey refurbishment)

#### Management Surveys

Asbestos Management surveys have been carried out on all of 'The Company's' public houses and all findings recorded.

Management surveys are intended to locate, as far as reasonably practicable, the presence, extent and condition of any Asbestos Containing Materials (ACMs) that could be damaged or disturbed during normal occupancy, or foreseeable maintenance and installation works.

#### Refurbishment or Demolition Surveys

Refurbishment surveys will be carried out prior to any intrusive work (either project or maintenance work) taking place.

Refurbishment and Demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. This type of survey is disruptive and fully intrusive and may need to penetrate all parts of the building structure. Aggressive inspection techniques will be used to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls will be put in place to prevent the spread of any debris which may contain asbestos.

# 1.4: Maintaining the Asbestos Register

The Company or their appointed consultant will maintain an asbestos register. This has been obtained by carrying out a minimum of a Management Survey of the buildings to establish the location, type and condition of any or all of the asbestos present in each building.

The Asbestos Register contains details of all asbestos materials found in buildings surveyed or visually inspected, giving details of its location, the type of material and the type of asbestos it contains, with a risk assessment for each item of asbestos in the form of an algorithm, taking into account the product type, extent of damage and deterioration, surface treatment and asbestos type and susceptibility to damage. The report findings are contained in APPENDIX A of the policy document.

# 1.5: Using the Asbestos Register

The register will be used for the following purposes.

- To enable programmes of asbestos removal to be prepared and to identify those within The Company's properties where procedures for managing the asbestos that remains in-situ must be introduced.
- To provide information about asbestos locations for incorporation into health and safety plans and files produced
  as a requirement of the Construction (Design and Management) Regulations 2015 (the CDM regulations). With
  information provided about asbestos locations to The Company's management, works and maintenance
  contractors.

## 1.6: Updating the Asbestos Register

The Company or their appointed consultant will take appropriate steps to update, and keep updated, information in the register about asbestos containing materials removed and changes in the condition of asbestos containing materials. This will be conducted by the Asbestos Consultant at Squared Circle Group Limited (SCGL), and they can be contacted on: 0333 242 7700.

## 1.7: Actioning the policy

The plan to manage the asbestos identified in The Company's buildings has been formulated and implemented. Having set out how the risks arising from the presence of asbestos will be managed in accordance with the requirements of Regulation 4 of the Control of Asbestos Regulations 2012 ('the duty to manage'), and under the 'duty of care' from within the Health and Safety at Work Act 1974.

This management plan will be reviewed annually and updated to reflect any changes to legislation or to policy and practice or as and when regulation changes dictate.

Guidance will be provided to staff and to direct and other repairs contractors who need to use or have access to the register. No contractor will be allowed to access any area without prior information and competency checks.

# 1.8: Notification, Advice and Training of people with the responsibility for managing Company buildings

People with management responsibility for buildings will be informed about the asbestos present in buildings for which they have responsibility. These people will receive adequate training to ensure that they have the necessary knowledge to discharge their duties.

#### 1.9: Notification & Advice to the Emergency Services

A record of asbestos containing materials present in The Company's buildings will be made available for the emergency services at each building. This information will be secured in a holder accessible by the emergency services.

#### 1.10: Risk Assessment

The decision whether to remove asbestos containing materials will be prioritised by reference to algorithm values contained in the asbestos register.

Asbestos will generally be removed when the algorithm material assessment score value is 7 or above.

#### 1.11: Managing asbestos in situ

Asbestos materials in good condition will normally be managed in situ. 'Management' will be deemed to include all of the following:

- Annual assessment of the condition of the asbestos material (unless otherwise stated see section 1.13). If the condition of the asbestos material is found to have deteriorated, then the appropriate action will be recommended within that report and subsequent management plan.
- Advising contractors of the presence of asbestos materials.
- Notifying maintenance, other operatives and any person(s) who may be affected by the presence of asbestos materials.
- Preparing risk assessments for any subsequent works sealing or encapsulating, where appropriate.
- Defining and using safe systems in accordance with plans of work or method statements.
- Restricting access or isolating the area, where required.
- Operating a permit to work system, where it is deemed necessary.
- Surfaces of asbestos managed in place will be sealed or encapsulated where they do not match the criteria for removal but show minor damage which can be sealed or encapsulated, or where the nature of the material is such that there is a small risk of fibres being released.

## 1.12: Labelling ACM's (Asbestos Containing Materials)

We may label ACM's clearly with asbestos warning signs or use an alternative warning system (colour coding for example). However, under Regulation 4 this is not a requirement. Workers/operatives may be made aware of the asbestos containing materials with the use of a permit to work system or when they sign on the attendance register, where a signature is required and once the asbestos register has been reviewed thus showing compliance with Regulation 4 'Duty to Manage'.

These methods are at the discretion of the 'Duty Holder' and may change dependant on differing sites and management systems, policies and procedures.

### 1.13: Inspection of ACM's (Asbestos Containing Materials)

Procedures will be set up to enable inspection of the asbestos materials to ascertain whether the condition has changed. The frequency of inspection will be based on the algorithm score from the asbestos survey.

Generally asbestos materials with an algorithm score of 7 and above will be inspected every month. Materials with scores under 7 are generally low risk and will only be inspected every six months. Other low risk materials within The Company's buildings e.g. floor tiles and 'artex' textured coatings, will be inspected for damage and deterioration in accordance with the annual inspection regime.

## 1.14: Removal of asbestos discovered during other works

Asbestos containing materials discovered during other building works or day to day repairs and satisfying the criteria for removal will be removed as soon as practicable.

# 1.15: Removal of isolated asbestos containing materials which might potentially damage Contractors/Staff /Public Health or satisfy the criteria for removal

Isolated asbestos containing materials which might potentially damage public health or satisfy the criteria for removal will be removed or encapsulated on discovery as soon as is practicable.

# 1.16: Inspection and removal of asbestos containing materials damaged by fire or vandalism

Asbestos containing materials damaged by fire or vandalism will be promptly inspected by a competent person and, if necessary, removed as soon as is practicable.

### 1.17: Standards and procedures for working with asbestos containing materials

Standards and procedures for the removal of asbestos containing materials laid down in this policy will be identical irrespective of the type of asbestos. Asbestos removal will only be carried out by specialist contractors. Contractors removing notifiable licenced asbestos are required to be members of the Asbestos Removal Contractors Association (ARCA) and be licensed by the Health and Safety Executive under Regulation 8 of the Control of Asbestos Regulations 2012.

To ensure adequate resources for the programme of work, to meet performance standards for speed of response, and to obtain value for money, asbestos removal contractors will be appointed to a term contract. Project specific removal procedures will be the subject of a plan of work and/or a method statement prepared by the term asbestos removal contractor.

The appointed asbestos consultant will be appointed to manage asbestos removal and will be responsible for checking the contractor's licence, insurance, plan of works, operative medical certificates, RPE face fit certificates, training certificates, 4 Stage air clearance, Re-occupation certificates etc.

Ensuring that the removal and disposal of asbestos waste satisfies The Control of Asbestos Regulations 2012, The Hazardous Waste Regulations 2005, The Environmental Protection Act 1990 and all other relevant HSE guidance.

Specific procedures are to be followed in accordance with the minimum standards for working with asbestos containing materials. Monitoring the asbestos removal works, carrying out air testing following the removal of asbestos. The asbestos register will then be updated by Squared Circle Group Limited (SCGL).

#### 1.18: Training, Awareness and Competence

Asbestos Awareness Training and the procedures adopted by The Company will be provided to relevant groups of staff, and for those who have the management responsibility for buildings, the procedures adopted by The Company for the management and removal of asbestos, and in the use of the asbestos register, appropriate for their area of work.

Contractors employed by The Company to carry out general repairs and maintenance on The Company's properties will be expected to provide asbestos awareness training for their employees and subcontractors. Refresher training will be carried out in the event of any changes to legislation, HSE requirements or policy and practice.

## 1.19: Health Surveillance

In the event that an employee is, or has been, exposed to the unplanned release of asbestos fibres in the workplace, The Company will comply with the requirements of Regulation 15 of the Control of Asbestos Regulations 2012 including informing any persons who may have been affected, and recording the exposure to asbestos on the employee's personal health record, and providing a copy of this to the employee with advice to keep the record indefinitely.

Counselling will be offered to any employee, contractor or other person that has been exposed or is concerned about possible exposure.

#### 1.20: Retention of documents

The Asbestos Consultant will keep records of all significant risk assessments and all accident reports, investigations, and other records relating to the removal of asbestos, as necessary to comply with legal requirements, and with the asbestos management system.

### 1.21: Monitoring and review of policy and management plan

Monitoring arrangements will be put in place to ensure that the systems and procedures outlined in this policy and management plan are carried out. Where shortfalls in performance are found, via either proactive or reactive monitoring, the causes will be identified, and the necessary corrective action will be taken at the appropriate management level.

Management reviews of the policy and management plan will be carried out annually. Periodic independent audits of the policy and management plan will be carried out.

#### 1.22: Emergency Procedures for uncontrolled release of asbestos fibres

Should an uncontrolled release of fibres take place on site the following procedure is to be adopted:

- Do not disturb the material or stay longer in the affected area than is essential.
- Contact the appointed person you signed in with and ask them to inform Squared Circle Group Limited (SCGL) immediately.
- If the emergency relates to a damaged Asbestos Containing Material, and it is safe to do so try and cover the material with a protective barrier to try and contain the product from being carried within the air current.
- Seal off the area by closing windows, doors etc., so long as this is possible without causing further disturbance to the material or prolonging the stay within the affected area.
- Evacuate the local area and prevent others from entering the area by using signage, sealing up doorways or positioning barriers at appropriate key areas to restrict access.
- Should the clothing be contaminated from the uncontrolled event then this must be removed under controlled conditions and placed within heavy duty plastic bags. Should the product be body hair then a shower is recommended.
- Accident reports to be complied and Incident safety file opened.
- Further actions to be controlled by respective Asbestos Consultancy and Licenced Contractor

# Section 2: Roles and Responsibilities

# 2.1: Management overview



# 2.2: Responsible Personnel

The following list of people have overall Health & Safety and Operational responsibility for this site:

- The 'Duty Holder'
- The Company

# Section 3: Work and Projects Involving Asbestos

#### 3.1: Project reviews

It is the responsibility of the 'Duty Holder' (Manager) for the building to provide all personnel who either work or attend site to conduct works with the Asbestos Management Plan.

All projects are to be reviewed by a <u>competent person</u> in order that the information is assessed as to what impact the works will have and the potential for operatives coming into contact with asbestos.

In the first instance Project/Site Managers are to contact Squared Circle Group Limited (SCGL) to review project scope and possible impacts on the works to be conducted.

# ALL MAINTENANCE CONTRACTORS ARE TO REVIEW THE ASBESTOS INFORMATION PRIOR TO COMMENCING WORKS

# Appendix A Asbestos Action Plan

Asbestos Management Plan Asbestos Action Plan

#### **Asbestos Action Plan**

The overall aim is to ensure that all asbestos containing materials, through re-inspections, training, remedial or removal works are effectively managed, and risk is reduced to its lowest practical level.

With any management plan it is important to schedule actions required, owners and a timeline for these actions by the owners. As these actions are numerous the action plan timetable is detailed below:

Building / Level / Location	Item	Material	Action	By When?	By Whom?	Page
SSOB Alexandra Working Men's Club / 0 / G.03	Toilet Cistern	Reinforced Plastic (Bakelite)	Manage/Reinspect	30 Sep 2024	Squared Circle Group Limited	17
SSOB Alexandra Working Men's Club / 0 / G.05	Floor Beneath Modern Vinyl	Vinyl Tile	Manage/Reinspect	30 Sep 2024	Squared Circle Group Limited	18
SSOB Alexandra Working Men's Club / 0 / G.05	Stair Tread Nosing's	Reinforced Plastic	Manage/Reinspect	30 Sep 2024	Squared Circle Group Limited	19
SSOB Alexandra Working Men's Club / 0 / G.09	Electrical Switch Boxes	Woven Product	Manage/Reinspect	30 Sep 2024	Squared Circle Group Limited	20
SSOB Alexandra Working Men's Club / 0 / G.10	Safe	Enclosed Insulation	Manage/Reinspect	30 Sep 2024	Squared Circle Group Limited	21
SSOB Alexandra Working Men's Club / 0 / G.12	Ceiling	Textured Coating	Manage/Reinspect	30 Sep 2024	Squared Circle Group Limited	22
SSOB Alexandra Working Men's Club / 0 / G.12	Walls	Textured Coating	Manage/Reinspect	30 Sep 2024	Squared Circle Group Limited	23

# Appendix B

Asbestos Register & Reports Available

# Asbestos Register & Reports Available

# Summary of Findings

Building / Level	Location	Material	Licensable Product	Recommendation	Page
SSOB Alexandra Working Men's Club/0	G.03 - Toilet Cistern	Reinforced Plastic (Bakelite)	No	Manage/Reinspect	17
SSOB Alexandra Working Men's Club/0	G.05 - Floor Beneath Modern Vinyl	Vinyl Tile	No	Manage/Reinspect	18
SSOB Alexandra Working Men's Club/0	G.05 - Stair Tread Nosing's	Reinforced Plastic	No	Manage/Reinspect	19
SSOB Alexandra Working Men's Club / 0	G.09 - Electrical Switch Boxes	Woven Product	No	Manage/Reinspect	20
SSOB Alexandra Working Men's Club / 0	G.10 - Safe	Enclosed Insulation	Yes	Manage/Reinspect	21
SSOB Alexandra Working Men's Club / 0	G.12 - Ceiling	Textured Coating	No	Manage/Reinspect	22
SSOB Alexandra Working Men's Club / 0	G.12 - Walls	Textured Coating	No	Manage/Reinspect	23

Very Low Low	Medium	High
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# **Previous Reports**

Title	Company / Ref	Date
Management Survey	9826	16th Oct 2017
Reinspection Survey	9826	5th Sep 2019
Reinspection Survey	PE1325-01	4th May 2022

# Appendix C

Asbestos Photographic Record

Building	SSOB Alexandra Working Men's Club	Level	0
Location	G.03	Item	Toilet Cistern
Material	Reinforced Plastic (Bakelite)	Extent	2 No.

Surface Coating	Composite	Condition	Good:No Visible Damage
Ease of Access	Medium	Asbestos Type	Amosite

Material Score / Category 4 / Very Lo	Priority Score / Category	7 / Medium	Total Risk Score / Category	11 / Medium
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Action	Manage/Reinspect
By When?	30 Sep 2024
By Whom?	Squared Circle Group Limited

Building	SSOB Alexandra Working Men's Club	Level	0
Location	G.05	Item	Floor Beneath Modern Vinyl
Material	Vinyl Tile	Extent	70 sq. m.



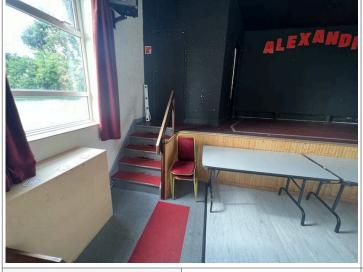


Surface Coating	Composite	Condition	Good:No Visible Damage
Ease of Access	Medium	Asbestos Type	Chrysotile

Material Score / Category	3 / Very Low	Priority Score / Category	7 / Medium	Total Risk Score / Category	10/Low	
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Action	Manage/Reinspect
By When?	30 Sep 2024
By Whom?	Squared Circle Group Limited

Building	SSOB Alexandra Working Men's Club	Level	0
Location	G.05	Item	Stair Tread Nosing's
Material	Reinforced Plastic	Extent	4 lm





Surface Coating	Composite	Condition	Good:No Visible Damage
Ease of Access	Medium	Asbestos Type	Chrysotile

Material Score / Category 3 / Very Low	Priority Score / Category	5/Low	Total Risk Score / Category	8/Low
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Action	Manage/Reinspect
By When?	30 Sep 2024
By Whom?	Squared Circle Group Limited

Building	SSOB Alexandra Working Men's Club	Level	0
Location	G.09	Item	Electrical Switch Boxes
Material	Woven Product	Extent	2 No.



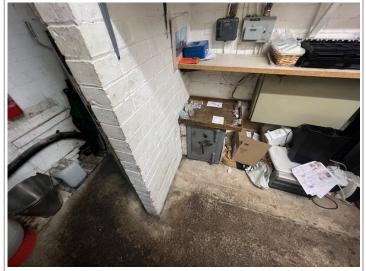


Surface Coating	Metal case	Condition	Good:No Visible Damage
Ease of Access	Medium	Asbestos Type	Chrysotile

Material Score / Category	5/Low	Priority Score / Category	4 / Very Low	Total Risk Score / Category	9/Low
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Action	Manage/Reinspect
By When?	30 Sep 2024
By Whom?	Squared Circle Group Limited

Building	SSOB Alexandra Working Men's Club	Level	0
Location	G.10	Item	Safe
Material	Enclosed Insulation	Extent	1 No.





Surface Coating	Metal case	Condition	Good:No Visible Damage
Ease of Access	Medium	Asbestos Type	Crocidolite

Material Score / Category	9 / Medium	Priority Score / Category	5/Low	Total Risk Score / Category	14 / Medium
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Action	Manage/Reinspect
By When?	30 Sep 2024
By Whom?	Squared Circle Group Limited

Building	SSOB Alexandra Working Men's Club	Level	0
Location	G.12	Item	Ceiling
Material	Textured Coating	Extent	5 sq. m.





Surface Coating	Composite	Condition	Good:No Visible Damage
Ease of Access	Easy	Asbestos Type	Chrysotile

Material Score / Category 4 / Very Low	Priority Score / Category	6/Low	Total Risk Score / Category	10/Low	
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Action	Manage/Reinspect
By When?	30 Sep 2024
By Whom?	Squared Circle Group Limited

Building	SSOB Alexandra Working Men's Club	Level	0
Location	G.12	Item	Walls
Material	Textured Coating	Extent	15 sq. m.





Surface Coating	Composite	Condition	Good:No Visible Damage
Ease of Access	Easy	Asbestos Type	Chrysotile

Material Score / Category 3 / Very Le	Priority Score / Category	6/Low	Total Risk Score / Category	9/Low
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Action	Manage/Reinspect
By When?	30 Sep 2024
By Whom?	Squared Circle Group Limited

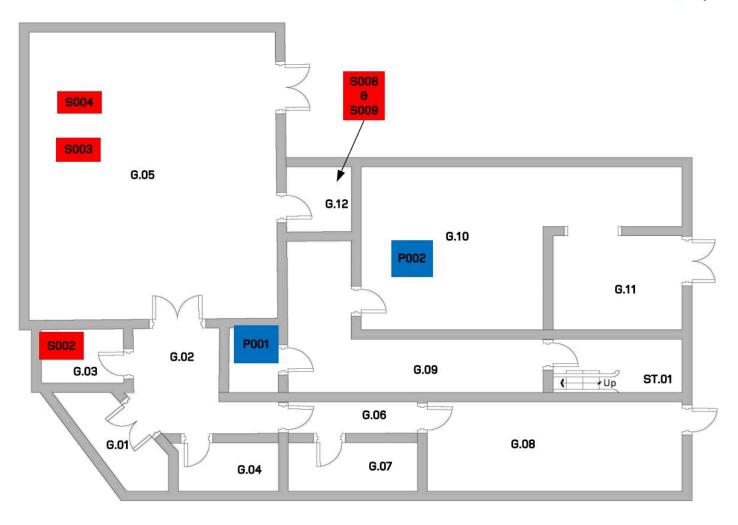
Appendix D

**Building Plans** 

Asbestos Management Plan Floor Plans > Level 0

### Site Plan





# KEY:

