

Asbestos Management Plan

B & M Store (177) Musselburgh

91-93 High Street

Musselburgh

Lothian

EH21 7DA



1st December 2021

Next Re-Inspection due December 2024

Risk Assessment low

Asbestos Management Plan

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Asbestos Management Plan

1.0 General Statement

B & M Store 177 Musselburgh recognises the responsibilities and duties under the Health and Safety at Work etc Act 1974, to provide as healthy and safe an environment as is reasonably practicable for all employees, contractors, visitors and members of the public.

Under the Control of Asbestos Regulations (CAR) 2012

B & M Store 177 Musselburgh recognises and accepts its duty to manage asbestos in non-domestic premises.

This plan relates solely to the management of asbestos containing materials (hereafter known as ACM's), it is a live document and will be reviewed periodically as and when new legislation, Approved Code of Practice (ACOP) and good practice is changed.

2.0 Legal Responsibility

B & M Store 177 Musselburgh has an explicit duty to assess and manage the risks from asbestos and is ultimately responsible for the implementation of the Asbestos Policy.

B & M Store 177 Musselburgh will ensure that Asbestos management of 91-93 High Street, Musselburgh, Lothian is compliant with current HSE Control of Asbestos (CAR) 2012 legislation.

2.1 Duty Holders Responsibility

- Survey – 91-93 High Street, Musselburgh, Lothian and take reasonable steps to determine the location of ACM's.

- Presume materials to contain asbestos unless there is evidence not to do so.
- Make and maintain a written record of the locations of asbestos and presumed asbestos materials.
- Assess the risk of exposure and document actions necessary to manage the asbestos.

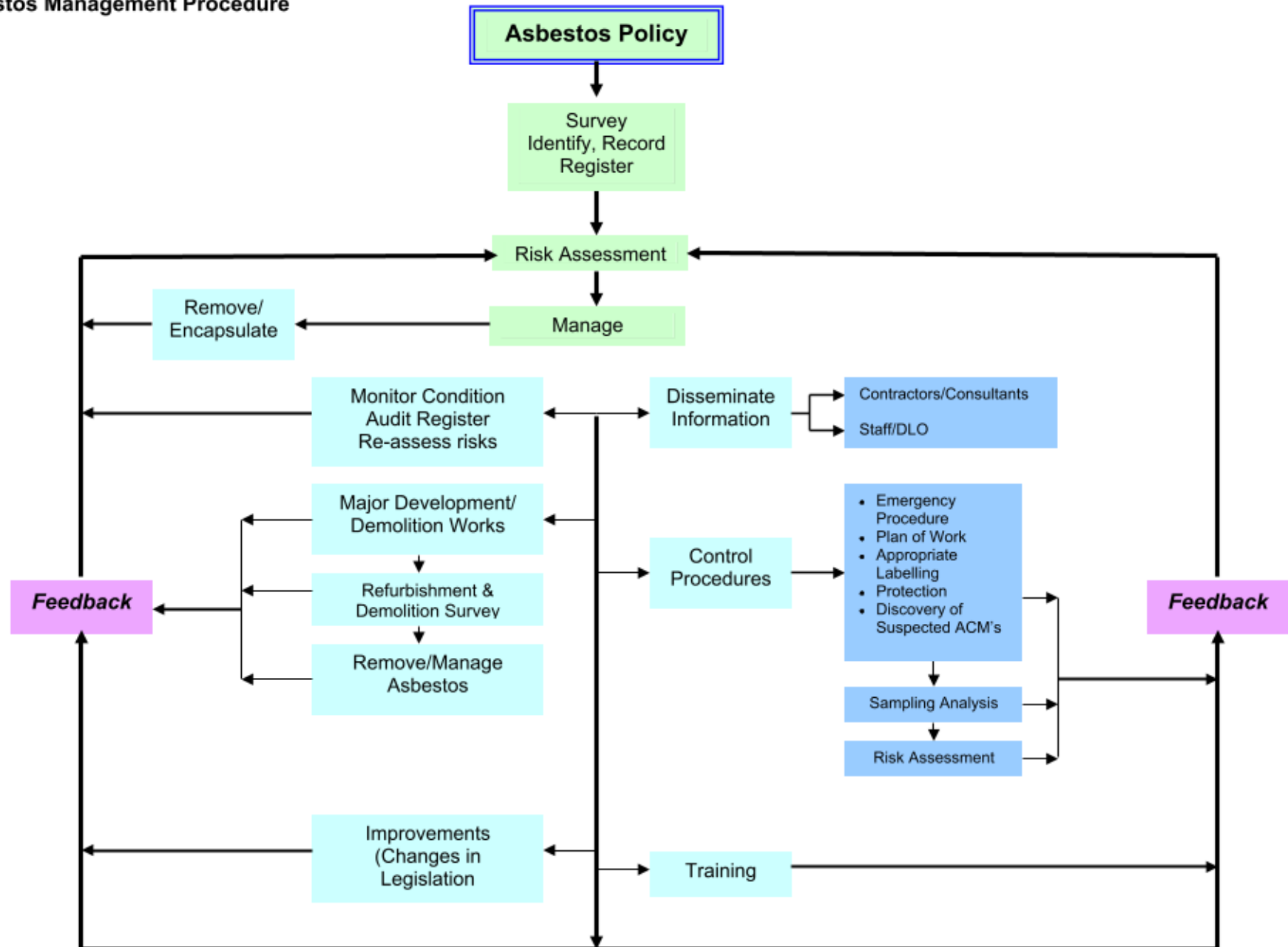
2.2 Management Responsibilities

- Identify and train personnel to oversee the Asbestos Management Plan.
- The Register of ACM's shall be kept up to date and shall provide a record of the location, condition, maintenance and removal for all ACM's on B & M Store 177 Musselburgh premises.
- To repair, seal, label or remove asbestos, if there is a risk of exposure due to its condition or location.
- Periodically monitor the condition of ACM's, update the asbestos register and reassess the risk.
- Make information available to those who will come into contact or disturb ACM's. Information shall be provided in a written/electronic format and shall be correct on the date it is presented.
- Arrangements shall be put in place so that works which will disturb the ACM's comply with current legislation.
- Ensure that prior to the commencement of any works which will have the potential to bring staff into contact with ACM's, the asbestos register should be consulted, and information used within the risk assessment for the works.

2.3 Employees Responsibilities

- Report any defects or suspected ACM's prior to starting/continuing with work.
- Make full and proper use of any control measures put in place for working with or adjacent ACM's e.g. PPE.
- Follow carefully all the procedures set out in the 'Plan of Work' for the works.
- Keep the workplace clean, Eat and drink only in agreed locations.

3.0 Asbestos Management Procedure



4.0 Surveying Premises for ACM's

In order to manage the risk from asbestos, the Duty Holder shall ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or isn't liable to be present B & M Store 177 Musselburgh.

An initial assessment shall be made as to whether ACM's will be present within B & M Store 177 Musselburgh buildings and areas of the Estate.

This will be followed by a full Management survey as recommended in HSE Guidance document HSG 264 Asbestos the survey guide. The survey shall be undertaken by a competent surveyor qualified to BIOH 402.

Asbestos survey reports shall be presented in a format compatible with the current asbestos register and shall provide the following minimum information: -

- Purpose and date of survey
- Annotated floor/site plans indicating sampling points and unique references
- Asbestos material assessment
- Priority Assessment (to be prepared in consultation with Duty Holder)
- Asbestos Risk assessment
- Recommendation

In advance of all major refurbishment and demolition work a Refurbishment & Demolition survey shall be carried out as recommended in HSG 264 Asbestos the survey guide.

Survey reports shall be presented in a format compatible with the current asbestos register. All information from the

Refurbishment & Demolition survey shall be made available to the Principal Contractor and included in the Pre Tender Health and Safety Plan where appropriate.

In the absence of information relating to ACM's within any B & M Store 177 Musselburgh it shall be assumed that asbestos is present and therefore appropriate controls dependant on activity shall be put in place to avoid any exposure to asbestos.

5.0 Asbestos Register

Current ACM risk assessments are based on a material/priority score and algorithm which is compatible with that recommended in HSG 264 Asbestos the survey guide.

Data contained within the asbestos register will be frequently reviewed and updated in line with physical alterations of B & M Store 177 Musselburgh along with asbestos removal, encapsulation and environmental cleaning works being carried out. The database will be regularly updated by a competent person.

Information regarding ACM's and general information on management of asbestos Will be obtained by contacting B & M Store 177 Musselburgh or **Asbestos Northwest Consultants (ANC LTD)** on **0845-260-6626** who will check the register and provide appropriate information.

B & M Store 177 Musselburgh or **Asbestos Northwest Consultants (ANC LTD)** on **0845-260-6626** strive to raise awareness of Asbestos materials and encourage staff to check the asbestos register prior to commencing any work activity. Awareness training can be provided to key personnel if

required to ensure asbestos is considered in all activities and that appropriate checks are made from the asbestos register.

5.1 Audit process

Asbestos materials identified within the B & M Store 177 Musselburgh asbestos register shall be periodically reviewed.

The audit process shall involve a visual inspection of all ACM's listed in the asbestos register. Each material shall be reassessed on its condition and likelihood of disturbance by **Asbestos Northwest Consultants (ANC LTD)**

Results from the audit survey shall be fed back into the asbestos database. Where changes are identified risk assessments will be revised and priorities adjusted, and appropriate management controls put in place.

5.2 Management of ACM's

Identified ACM's have been assessed for risk and categorised B & M Store 177 Musselburgh is committed to reducing the risks from asbestos to a minimum.

The programme for asbestos removal and environmental cleaning work shall continue in accordance with the B & M Store 177 Musselburgh Asbestos Policy.

Regardless of priority all ACM's shall as far as practicable be identified and totally removed by specialists in advance of major refurbishment and demolition works.

6.0 Asbestos Removal and Environmental Cleaning Works

Works involving the treatment, encapsulation or removal of ACM's shall be undertaken by approved licensed asbestos contractors or the Principal Contractor for the removal or treatment of asbestos shall:

- Consult the Asbestos Register and survey information in the Health and Safety plan to assess the risk and ascertain the scope and extent of asbestos removal.
- Provide a 'Plan of Work' for the Project Manager/ Principal Contractor as to how the asbestos shall be removed in compliance with current legislation.
- Notify Health & Safety Executive at least 14 days prior to works to which (CAR) 2012 applies.
- Notify B & M Store 177 Musselburgh Health and Safety Officer when preparing the works for removal to allow independent inspection and smoke testing to be carried out if required.

7.0 Airborne Monitoring

An Independent Analytical company UKAS accredited to ISO17025 (or equivalent) shall be employed to carry out these works.

7.1 Clearance Testing

All available information from B & M Store 177 Musselburgh Asbestos Register (applicable to areas concerned) shall be made available to the independent analyst prior to commencing these works.

On satisfactory completion of these works, the analyst shall produce a report that will allow B & M Store 177 Musselburgh Asbestos Register to be updated.

7.2 Reassurance Monitoring

Airborne monitoring shall be carried out in areas considered sensitive, or in situations where it is considered necessary, to provide documentary evidence that no leakage has occurred. Reassurance monitoring shall be carried out at the discretion of B & M Store 177 Musselburgh.

7.3 Personal Monitoring

Licensed contractors 'working with asbestos' shall take adequate steps to monitor the exposure of their employees to asbestos, all in accordance with current legislation.

8.0 Use of Direct Labour and External Contractor (non-licensed)

Only minor incidental work will be carried out by direct labour and contractors who are not licensed. Minor work being defined as work involving any of the following materials:

- Asbestos cement – asbestos cement products
- Articles of bitumen, resin or rubber which contain asbestos
- Asbestos insulating board where action levels are not likely to be exceeded or the duration of the work is less than 1 hour for 1 person or a total of 2 hours for all the people working on it within any 7-day period.

Any such work carried out shall be subject to a risk assessment undertaken on a job by job basis by a competent person. Working procedures shall strictly follow the 'Plan of Work' produced following the risk assessment, as well as recommendations published by the Health & Safety Executive: 'Asbestos Essentials' task manual.

9.0 Control of Waste Asbestos

9.1 Storage and Disposal of ACM's

During and on completion of asbestos removal and environmental cleaning works, ACM's shall be double bagged/wrapped as it is produced. Bags shall be sealed, labelled and cleaned prior to removal from the enclosure. Bags containing asbestos waste shall be transported along an agreed route for immediate removal from site, or safe storage within a lockable container located in an agreed position on site.

Asbestos waste material generated from 'non licensed' works either by contractors or direct labour such as asbestos cement and bitumen products shall be double bagged/wrapped and stored in a secure lockable location.

Where damage cannot occur. Final removal and disposal of these items shall be arranged via a licensed asbestos removal contractor.

All asbestos waste shall be disposed of strictly at a site licensed to receive it all in accordance with the Special Waste Regulations 1996. The Contractor responsible for disposal of asbestos waste shall provide B & M Store 177 Musselburgh with documentary evidence of safe disposal via copies of consignment notes.

10.0 Work carried out by/on behalf of B & M Store 177 Musselburgh Prior to commencement of any work where there is a possibility of disturbing ACM's (however minor), the person who is intending to commission work shall carry out a risk assessment.

A check for the presence of ACM's should be made by contacting B & M Store 177 Musselburgh or **Asbestos Northwest Consultants (ANC LTD)** on **0845-260-6626** who will check the asbestos register and provide an assessment report either verbally or written. This report shall be supplied to the competent person responsible for managing the Asbestos Register and who is able to interpret the information and correctly assess any risks identified.

If an initial enquiry is negative it must not be assumed that there is no asbestos. Although every effort has been made to identify locations, destructive investigations have not taken place and no building can be said to be completely free of asbestos. If any suspect material is encountered prior to or during works, works must cease and suspected material must be reported to B & M Store 177 Musselburgh or **Asbestos Northwest Consultants (ANC LTD)** on **0845-260-6626**.

If there is any uncertainty as to the accuracy of the details in the register, then asbestos survey should be carried out.

11.0 Non-Removal of Asbestos during Building Work

Where a decision is taken by B & M Store 177 Musselburgh not to remove ACM's then precautionary measures shall be put in place. This will include:

- Information regarding ACM's shall be made available to the contractor prior to the commencement of works.
- The Contractor shall provide details of the measures to be taken in order to protect the material from damage/disturbance of ACM's arising from the works.
- Routine airborne monitoring of the working area will be requested as reassurance that the work is not disturbing ACM's.

- Limitation of access controls to be put in place.
- Limitation of extent of works to be put in place.

12.0 Emergency Procedure: - Reporting of Suspected ACM's Identification of Disaster Zone

The following procedure should be followed whenever suspected ACM's, or a disaster zone is identified: -

- Stop work immediately.
- Isolate the area, i.e. shut doors and windows etc.
- Post warning notices and inform people in the immediate area and request that everyone keep away.
- Make contact with B & M Store 177 Musselburgh and/or **Asbestos Northwest Consultants (ANC LTD)** on **0845-260-6626** and provide details of the occurrence.
- B & M Store 177 Musselburgh or **Asbestos Northwest Consultants (ANC LTD)** on **0845-260-6626**
- In circumstances where no records are available B & M Store 177 Musselburgh or **Asbestos Northwest Consultants (ANC LTD)** on **0845-260-6626** shall organise for samples to be taken for analysis by a UKAS accredited testing, sampling and analysis laboratory.
- Appropriate risk assessments and control procedures shall be agreed following consultation with B & M Store 177 Musselburgh or **Asbestos Northwest Consultants (ANC LTD)** and implemented to avoid exposure of ACM's to building users.
- Encapsulation, treatment or removal of disturbed ACM's shall be carried out in accordance with current legislation before areas are re-occupied. In circumstances where a 'site' is under the control of a Principal Contractor and

ACM's are discovered the Procedures contained in the Health & Safety Plan should be followed and the Project Manager and Planning Supervisor

- Informed as soon as practical.

The following points should be noted:

- **Do not** allow works to continue on any materials, which are suspected of containing asbestos.
- If suspected ACM's have been damaged or disturbed during work(s) in progress, the materials should be left in-situ, the work(s) suspended and the area isolated pending further investigation.
- **Do not** attempt to take a sample. The actual act of sampling asbestos can expose the sampler to dangerous levels of fibres and it is possible to contaminate the surrounding area.
- Samples should **only** be taken by **Asbestos Northwest Consultants (ANC LTD) on 0845-260-6626**

13.0 Training

It is essential that as well as recognising the hazard, every effort is made to minimise/eliminate the risks to the working population by effectively controlling and managing all work where asbestos is present.

Training can play an important role to help reduce the risk of exposure. B & M Store 177 Musselburgh is committed to reducing the potential of this risk to both staff and anyone who visits or undertakes maintenance works at B & M Store 177 Musselburgh

Asbestos awareness training sessions will be provided where appropriate.

ASBESTOS PERMIT TO WORK

For

B & M Store 177 Musselburgh

PERMIT TO WORK (ASBESTOS)

This permit to work is issued to the following person. No other work other than that detailed must be carried out.

(Complete in Block Capitals)

Work to Carry Out:	Company Name:
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Name of personnel:	Position
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Date/s of work:	Duration of Permit:
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Location/s of work in the building

Description of work (specific)

The contractor must view the asbestos report prior to the commencement of work and satisfy themselves to the best of their knowledge that their work activities will not displace the known locations of the asbestos containing materials.

* Delete as applicable

One Copy for Office

Duplicate copy to contractor

◆ **Contractor**

I acknowledge that I/we have examined the asbestos report [in relation to the proposed area of work as defined by the Responsible Person](#) and that the work activities will not displace the asbestos materials. I hereby declare that no other work than that stated above will be carried out, and all precautionary measures will be adhered to:

Name:	Signature:		
Designation:	Time:	Date:	

◆ **Authorisation**

Name of person issuing permit (Responsible Person):	Signature:		
Designation:	Time:	Date:	

◆ **Clearance**

I hereby declare that the work stated above has/has not* been completed
Details:

Name:	Signature:		
Designation:	Time:	Date:	

◆ **Cancellation**

All copies of this permit to work are hereby cancelled:

Name:	Signature:
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Actual Work involving licensed asbestos containing materials will only be carried out by a licensed asbestos removal contractor and with the appropriate forms of asbestos controls in place. Non licences asbestos containing material can be worked upon provided HSE guidelines are followed

* Delete as applicable

One Copy for Office

Duplicate copy to contractor

Permit to Work - Guidance

CONTROL

A Permit to Work procedure is a formal written system used to control certain types of work which are potentially hazardous. The term 'Permit to Work' refers to the pro-forma or certificate which forms a part of an overall safe working system.

The essential features of Permits to Work are:

1. Clear definition of who will authorise particular work.
2. Clear identification of who is responsible for specifying the necessary precautions to be taken.
3. Effective instruction and training to all personnel in the issue and use of permits.
4. Performance monitoring in order to ensure that the safe system is implemented as intended.

The permit is therefore a written document that gives authorisation to certain people to carry out specific work within certain time constraints and which sets out the main precautions needed to complete the work safely and without any risks to health to those people who are involved. The mere issue of a Permit to Work does NOT
(i) Simply give permission to carry out dangerous work or (ii) makes a job safe.

RESPONSIBLE PERSON

For the purpose of this Permit to Work, the Responsible Person is deemed to be a member of the Company who is appropriately conversant with the current Asbestos Survey Report and any accompanying documentation. The Responsible Person should check the exact work areas affected against the Asbestos Survey Report. If asbestos containing materials are likely to be disturbed Asbestos Northwest Consultants Ltd (ANC Ltd) should be contacted on [0845-260-6626](tel:0845-260-6626) or by email: steve@ancLtd.co.uk

ASSESSMENTS OF RISK

The purpose of a Permit to Work system is to ensure that proper consideration is given to the risks of particular work and that these are assessed and controlled before work starts.

OBJECTIVES

The primary objectives of the procedure are to:

Ensure proper authorisation of designated work which will be of: certain types any type within certain designated areas

UNDERSTANDING

Management and Supervision must ensure that persons involved in such work fully understand the exact:

- Identity, nature and extent of the job
- the hazards involved
- the precautions to be taken
- limitations as to the extent of the work and of the time during which the work Will be carried out

LINE MANAGEMENT

It is important to ensure that the line manager in direct charge of an area, location, unit, plant, installation or equipment is fully aware of all the work being done. A system of control must be provided. Provision must be made for a record showing that the nature of the work and the necessary precautions have been checked by the appropriate persons. Line management should also provide a formal hand-back procedure to ensure that the part of the plant, installation or equipment affected by the work is in a safe condition before production is resumed and normal work etc.

INDIVIDUAL RESPONSIBILITIES

Clear information, instruction, training and guidance should be given to all who have responsibilities under Permit to Work procedures including:

- i) Management and, where appropriate, occupiers and owners
- ii) Contractors and sub-contractors
- iii) Supervisors and Foremen
- iv) other employees or non-management and supervisory staff

CIRCUMSTANCES IN WHICH PERMITS MUST BE USED

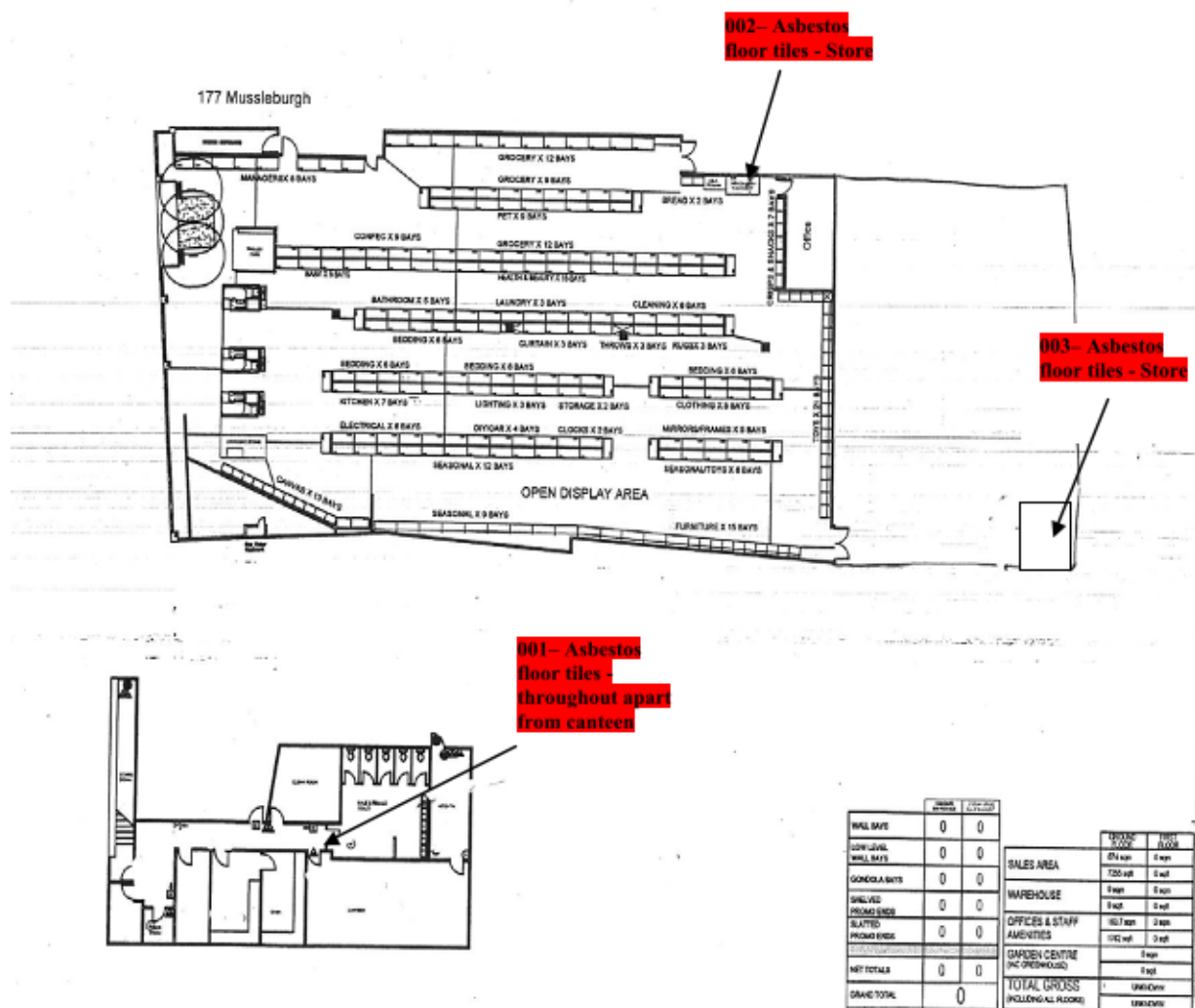
These include potentially hazardous work for which Permits to Work are normally required e.g.

- | | |
|------------------|----------------------|
| i) Maintenance | vii) Re-construction |
| ii) Repairs | viii) Dismantling |
| iii) Inspection | ix) Adaptation |
| iv) Testing | x) Modification |
| v) Alteration | xi) Cleaning |
| vi) Construction | |

This permit need only be issued where the Responsible Person is aware of the presence of asbestos in the proposed work area and/or if the nature of the work Will in any foreseeable way lead to the disturbance of asbestos in this or any adjoining areas.

SITE PLAN
OF
B & M Store 177 Musselburgh

B & M Store (177) Musselburgh - 91/93 High Street - Musselburgh - Lothian



Negative

Positive

Please note this drawing is not to scale



001 – First floor – Floor tiles throughout apart from canteen – ref Asbestos floor tiles



002 – Ground floor – Store, Floor tiles – ref Asbestos floor tiles



003 – Ground floor – Store, Floor tiles – ref Asbestos floor tiles

Material Assessment Score

- 4.1 The Material Assessment Score is derived by adding together the above classification numbers and assigning the scores High, Medium and Low as follows:

High

Material Assessment Score of 10 or more.

The asbestos-containing material is in a condition or in a location that requires urgent attention. It should either be removed or treated as soon as possible. All fallen asbestos debris and loose surface material is assigned a high risk rating, because any disturbance of materials is likely to release airborne respirable asbestos fibres and may spread contamination throughout the building.

Medium

Material assessment Score of between 7 and 9.

The asbestos-containing material is in a location or in a condition that requires remedial action. The action may entail minor repairs to damaged surfaces or encapsulation of exposed asbestos surfaces. Following the remedial measures, the Material Assessment Score may be reduced to Low. However, in the long term it is recommended that all materials in this risk category should be removed as soon as possible.

Low

Material Assessment Score of between 5 and 6.

The asbestos-containing material is in a condition or in a location that does not create a significant health risk, provided that it remains undisturbed. A Low Material Assessment Score applies only if there is little or no risk of disturbance. However, changes in work methods, or building use could change this assessment. The Material Assessment Score could increase to High if it were decided to carry out building works that would disturb the material.

Very Low

Material Assessment Score of 4 or less.

The asbestos-containing material is in a condition or form that represents a very low risk to health, provided that it remains undisturbed. Examples includes composite resin products where the asbestos fibres are securely bound into the product.

ASBESTOS MANAGEMENT REGISTER

For

B & M Store 177 Musselburgh

Asbestos Register

Client: B & M Store 177 Musselburgh

Site
Address: 91-93 High Street
Musselburgh
Lothian
EH21 7DA

Date: 1st December 2021

Asbestos Northwest
Consultants Limited
111 Imperial Court,
Exchange Street East,
Liverpool L2 3AB
Tel: 0845 260 6626
E-mail: info@ancld.co.uk
www.ancld.co.uk

Sample No.	Building Ref.	Level/Floor	Room/Area	Product Type	Proposed Action	Review Date	Comments
001	Musselburgh	First	Throughout floor apart from canteen – floor tiles	Asbestos floor tiles	Monitor	December 2024	Inspection carried out on 1 st December 2021, All Satisfactory
002	Musselburgh	Ground	Store – floor tiles	Asbestos floor tiles	Monitor	December 2024	Inspection carried out on 1 st December 2021, All Satisfactory
003	Musselburgh	Ground	Store – floor tiles	Asbestos floor tiles	Monitor	December 2024	Inspection carried out on 1 st December 2021, All Satisfactory