

North Scarle Parish Council

ASBESTOS MANAGEMENT PLAN

Signed copy of completed plan to be kept at the North Scarle Heritage Room / Post Office to where they relate with a further copy to be held by the Clerk of North Scarle Parish Council.

Additionally a copy of each completed plan must be submitted to Property Services at North Kesteven District Council and be held electronically.

1. Name of Premises	
North Scarle Heritage Room / Post Office	
2. Employee responsibilities	
Name, date, and signature of premises manager.	North Scarle Parish Council
Name of person that produced this plan.	North Scarle Parish Council
Name of the person responsible for a) managing asbestos in the premises, b) for updating the asbestos register (if any), and c) for reviewing this plan.	North Scarle Parish Council North Scarle Parish Council North Scarle Parish Council
3. Reviewing this management plan	
Date this management plan was first produced.	
Date of last review.	
4. How the location and condition of asbestos-containing material is recorded	
State how information about asbestos in the premises is recorded.	A report of the Visual monitoring following information from a full Asbestos Survey will be kept in the Asbestos Log.
State where information about asbestos in the premises is kept.	In an Asbestos Log on the premises – available on request if required. North Scarle Parish Council provided with a copy.

5. Results of the risk assessments and action required (if any)

How are ACMs risk assessed	All ACMs are assessed and managed based on their combined overall material and priority assessment scores.	
	Overall Score	Priority
	<10	Low
	10-17	Medium
	18-24	High

Briefly state the results of your visual inspection and risk assessment and the approximate date it took place. Any work that you have identified that still remains to be done should be added to the Action Plan.

Visual inspection and risk assessment concludes that where ACM's are identified they are of low risk and in good condition. Management should consist of regular monitoring.

Risk is low.

6. Monitoring arrangements for asbestos

State the arrangements for monitoring the known or presumed asbestos-containing materials to ensure that they remain in good condition and that there is no increased risk of disturbance.

Monitoring is carried out at annual inspections.
Works likely to disturb ACM's or areas presumed or not known will be subject to an R&D survey prior to commencement.

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

State how staff have been informed.

North Scarle Parish Council have a copy of the site survey which is to be kept in the Asbestos Log with access by staff as required and prior to commencement of any works. Copy to be held by The Clerk, North Scarle Parish Council.

State here what system is in place to control maintenance or building work. What is the procedure for ensuring that contractors and others check the asbestos register before starting work? Does the procedure allow for staff absence due to illness?

North Scarle Parish Council to manage and control all works orders and ensure all works carried out in line with procedures and asbestos regulations.

State here if warning labels have been used to alert workers to the presence of known asbestos.

Policy is not to label.

8. Training				
State here who has received training on asbestos management, and approximately when it took place.	<p>Those trained in P405 are: (North Kesteven District Council)</p> <p>M. Gadd R. Shortland D. Cropley L. Coombs M. Brown</p> <p>P405 Certificate holders are:</p> <p>M. Gadd (Feb 2011) R. Shortland (Feb 2011) D. Cropley (Sept 2020) L. Coombs (July 2023) M. Brown (July 2023)</p>			
Training arrangements for Employees and Contractors	All employees and contractors who work within premises must have a minimum of asbestos awareness training, with refresher training undertaken annually.			
Asbestos awareness training completed	Jules Loakes - 18 th February 2025			
9. Procedures				
Procedures can be found at \\SI-netdivnk\hpslibrary\Policies & Procedures\Property Services\Asbestos Management				
10. Action Plan				
Location and brief description of asbestos containing material	Risk Assessment Algorithm Scores HIGH MEDIUM LOW	Management Option	Target date for action	Date completed
External – Cement Fillets to Gables	5	Monitor	February 2024	
External – Eaves - Above plastic soffits (No access)	No access, Areas of presumed presence will be subject to a specific survey if affected by proposed works.			