

## Asbestos Management Plan for Fleet Town Council

### Overview

This asbestos management plan sets out the arrangements in place to manage the risks from asbestos-containing materials (ACMs) at the site detailed below to minimise the potential for harm. An asbestos management survey has identified ACMs to be present in the following areas:

Backstage corridor	Vinyl floor tiles and adhesive
On Stage	High level wall panels High level beam casing
Outside Market store	Rear – panel within pipe duct exit to ceiling
Stairs from Kitchen	Vinyl floor tiles and adhesive
Entrance into basement corridor	Panel above door
Loft (via hatch GM Office)	Above light fitting
Main roof voids (via dance studio)	Floor covering Roof felt
Plant Room (loft)	Gaskets, pipe flanges
Function Room	Windows sealant to glazing
Duty Manager's Office	Under carpet/lino adhesive residues
Café area	Windows sealant to glazing
Dance studio	Windows sealant to glazing
First floor landing	Windows sealant to glazing
Basement boiler room	Gaskets to pipework flanges
Stairs off stage into basement	Under stairs packing pieces in corner – adjacent top step. Inside boxing packing pieces, adjacent to top step
Fire exit off auditorium (corridor to RVS)	Under carpet/lino residues beneath non asbestos floor tiles
RVS Loft	Floor – former roof felt
External	Gasket to gas meter flange
External	Windows sealant to glazing

The management survey did not access all the building so other ACMs may be present. No work can start on the fabric of the building without an appropriate assessment for the presence of asbestos. This should include any project-specific refurbishment survey reports.

The information from the last asbestos management survey is incorporated into an accompanying asbestos register and site plans – a link to these is provided at the end of this management plan.

<b>Name and details of site</b>	The Harlington, 236 Fleet Road, Fleet, Hampshire, GU51 4BY
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## Roles and Responsibilities

Role	Name and Contact Details
<b>Dutyholder</b> The person or organisation with the main responsibility for maintenance or repair	Fleet Town Council
<b>Appointed person and deputy</b> The person with the resources, skills, training and authority to ensure that ACMs are managed effectively	Rita Tong, Executive Officer  Deputies: <ul style="list-style-type: none"> <li>• Ben Crane, Facilities &amp; Open Spaces Manager</li> <li>• Charlotte Benham, Projects &amp; Committees Officer</li> <li>• Sarah Moore, Finance &amp; Admin Manager</li> </ul>
Responsibility (as appropriate)	Designated role or name of person and contact details
<b>Asbestos register and site plans</b> <ul style="list-style-type: none"> <li>• Preparation</li> <li>• Review and update</li> </ul>	Charlotte Benham, Projects & Committees Officer
<b>Condition monitoring of ACMs</b>	<ul style="list-style-type: none"> <li>• Ben Crane, Facilities and Open Spaces Manager</li> <li>• Charlotte Benham, Projects &amp; Committees Officer</li> </ul>
<b>Asbestos management plan</b> <ul style="list-style-type: none"> <li>• Preparation</li> <li>• Review and update</li> </ul>	Charlotte Benham, Projects & Committees Officer
<b>Surveys and specialist asbestos advice</b> For example, air monitoring, bulk sampling	We do not have a company on retainer but we will be contracting a licensed company to survey the building for The Harlington redevelopment
<b>Management of service providers</b> Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements and quality checks	Rita Tong and Ben Crane
<b>Delivery of 'site asbestos information briefing' to site staff</b> <ul style="list-style-type: none"> <li>• Detail the location of ACMs in specific areas they work</li> <li>• Include an instruction not to disturb ACMs</li> <li>• Explain what must be done if ACMs become damaged</li> </ul>	<ul style="list-style-type: none"> <li>• Ben Crane, Facilities and Open Spaces Manager</li> <li>• Charlotte Benham, Projects &amp; Committees Officer</li> </ul>
<b>Organising staff training</b> For example, duty to manage, asbestos awareness and non-licensed work	Sarah Moore, Finance & Admin Manager
<b>Pre-site arrival checks of contractors</b> Check those doing asbestos work have: <ul style="list-style-type: none"> <li>• had appropriate asbestos training</li> <li>• seen a risk assessment and plan of work detailing suitable control equipment and procedures</li> </ul>	Ben Crane, Facilities & Open Spaces Manager OR the person arranging the works if differs i.e. Duty Manager or Technical Manager
<b>Providing asbestos information</b> At planning stage for any refurbishment, installation, demolition work	Rita Tong, Executive Officer of Fleet Town Council

<p><b>Delivery of contractor site inductions</b>          Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to:</p> <ul style="list-style-type: none"> <li>• verify pre-site check</li> <li>• issue a permit-to-work or equivalent</li> </ul>	Ben Crane, Facilities & Open Spaces Manager OR the person arranging the works if differs i.e. Duty Manager Or Technical Manager
<p><b>Collating and storing evidence</b>          Following asbestos removal, repair work and safe site reoccupation, for example:</p> <ul style="list-style-type: none"> <li>• certificate of reoccupation</li> <li>• statement of cleanliness</li> </ul>	Sarah Moore, Finance & Admin Manager
<p><b>Providing asbestos register and site plans to emergency services</b></p>	Duty Manager
<p><b>Resilience testing of the asbestos management plan</b>          This is to check the procedures work for a range of scenarios, for example:</p> <ul style="list-style-type: none"> <li>• planned and unplanned work</li> <li>• accidental disturbance of ACM</li> </ul>	Rita Tong

### **Asbestos Management Control Arrangements**

#### **Asbestos Condition Monitoring**

Inspect any identified or suspected ACM and assess its condition periodically, to check that it has not deteriorated or been damaged. The frequency of inspection will depend on the location of the ACMs and other factors which could affect their condition, for example the activities in the building, non-occupancy etc

- All ACMs (confirmed and presumed) detailed on the asbestos register are inspected every year by the appointed persons listed above
- Any deterioration in ACM condition must be reported to the duty holder so that inspection, testing and subsequently asbestos removal, remediation work or decontamination of facilities can be approved and arranged as required
- The asbestos register is updated by the appointed person listed above - inserting photos, details of location, state of ACM, any repairs or actions needed and date of inspection
- Any actions required are carried out in line with the prioritised action plan

#### **Access controls such as permit-to-work system, restricted areas**

These may be required for areas where asbestos is present or presumed and it is at risk of being disturbed.

*The Asbestos Licensing Unit (ALU) operates a permissioning regime that issues licences to carry out licensable work with asbestos as defined in regulation 2 of The Control of Asbestos Regulations 2012. In order to be granted a licence you will need to demonstrate that you have the necessary skills, competency, expertise, knowledge and experience of work with asbestos, together with excellent health and safety management systems*

Contractors are show the register when signing in to building so they know what areas not to disturb. If areas must be disturbed for works then we check if a permit is needed.

### Maintenance tasks on ACMs that can be carried out by non-licensed, trained workers

Some tasks, like cleaning vinyl floor tiles, can be done by workers who have had asbestos awareness training. Anyone doing non-licensed work must be suitably trained for the specific tasks and follow HSE's guidance: [www.hse.gov.uk/asbestos/essentials](http://www.hse.gov.uk/asbestos/essentials)

As above, the following tasks can be done by workers who have had asbestos awareness training:

- Cleaning of vinyl floor tiles – located: stairs to 1<sup>st</sup> floor from kitchen, backstage areas and RVS corridor from Hall

### Maintenance tasks on ACMs that can only be done with help from licensed contractors

Some tasks, for example removal of multiple damaged AIB ceiling tiles, must be done by a licensed contractor

Should any works be required that may disturb ACMs, we will check if a licensed contractor is required.

### Labelling of ACMs (optional)

ACMs can be labelled clearly with the asbestos warning sign or some other warning system (for example colour coding) can be used. Labelling is not mandatory and may not be appropriate in some settings and should not be relied on as a standalone control measure

### ACM's have a warning sticker displayed on them or nearby where able to do so– see below:

Backstage corridor	Vinyl floor tiles and adhesive	Sticker on floor
On Stage	High level wall panels	Sticker on panel
On Stage	High level beam casing	Sticker on casing
Market store	Rear – panel within pipe duct exit to ceiling	Sticker on pipe
Stairs from Kitchen	Vinyl floor tiles and adhesive	Sticker on floor
Entrance into basement corridor	Above doors	Sticker above door
Loft (via hatch GM Office)	Above light fitting	Sticker on entrance hatch
Roof Space	Floor covering Roof felt	Sticker on void entry door
Plant Room (loft)	Gaskets, pipe flanges	Sticker on pipe
Function Room	Windows sealant to glazing	Not practical to sticker
Duty Manager's Office	Under carpet/lino adhesive residues	Sticker on floor
Café area	Windows sealant to glazing	Not practical to sticker
Dance studio	Windows sealant to glazing	Not practical to sticker
First floor landing	Windows sealant to glazing	Not practical to sticker
Basement boiler room	Gaskets to pipework flanges	Sticker on pipes
Stairs off stage into basement	Under stairs packing pieces in corner – adjacent top step. Inside boxing packing pieces, adjacent to top step	Sticker on stairs
Fire exit off auditorium	Under carpet/lino residues beneath non asbestos floor tiles	Sticker on floor
RVS Loft	Floor – former roof felt	Sticker on hatch
External	Gasket to gas meter flange	Sticker on meter
External	Windows sealant to glazing	Not practical to sticker

## Controls for planned maintenance or other work on the building

The plan should identify procedures and arrangements to make sure:

- the record/register is checked in good time before the work starts
- the information on the presence of asbestos has been understood and will be taken into account
- the permit-to-work (or similar) is completed
- the correct controls will be used
- competent asbestos-trained contractors will carry out the work
- handover arrangements are in place at the start and end of work

For any work to remediate or remove asbestos, the following will be checked by the duty holder or appointed persons:

- Where asbestos remediation is required (removal, encapsulation, making safe) only competent contractors will be used
- Any contractor working in a way that disturbs asbestos must:
  - be trained for the task
  - have company insurance which should state they are insured
  - provide a risk assessment and plan of work

### Licensed asbestos work

Only a licensed asbestos contractor will be used for this type of work

- Duty holder or appointed persons will review licensed asbestos removal plans of work and risk assessments
- We will appoint a UKAS accredited analyst who will complete the mandatory 4 stage clearance independently of the contractor

### Non-licensed work

Non-licensed work plans of work and risk assessments should comply with the information provided in HSE's asbestos essentials: [www.hse.gov.uk/pubns/guidance/em0.pdf](http://www.hse.gov.uk/pubns/guidance/em0.pdf)

At the start and end of specified works, the duty holder or appointed persons will sign a handover document to or from the contractor to ensure all works have been completed to scope and are of a satisfactory standard

## Action plan for ACM removal, remediation or ongoing management

When deciding on actions and priorities for ACMs in the asbestos register, take the following points into account:

- ACMs which have a high potential to release fibres, for example with material assessment scores above 10, must be prioritised for immediate action
- ACMs in good condition, but with a high potential for disturbance either during normal occupancy or foreseeable maintenance, should be protected or removed
- ACMs likely to be disturbed by any major planned refurbishment works must be removed unless work can be designed to avoid the ACMs
- some ACMs may require more frequent condition checks to inform long-term management actions
- some locations may be subject to activity changes and will require a review of the actions and priorities
- if further information becomes available through surveys or condition checks, include their impact and prioritise these in the action plan

There is further guidance on management options at [www.hse.gov.uk/pubns/books/hsg227.htm](http://www.hse.gov.uk/pubns/books/hsg227.htm)

This includes decision flowcharts to help you decide on the appropriate management options

A number of actions over the ACM's lifespan are likely and, depending on the risk assessment, these may be immediate, or in the medium or long term

Update the register as ACM works are completed and evidence recorded, for example a certificate of reoccupation

Record details of decisions on prioritisation and actions relating to any future plans for building use or planned works

**Asbestos action plan contained within asbestos register and site plans document in regards to potential to release fibers, likelihood of disturbance, condition, checks and any remediation works required.**

- The highest risk areas for contact with asbestos area the roof voids – these are rarely accessed and anyone accessing should wear a suitable mask.
- There is moderate damage to asbestos containing panels on stage where paint has chipped away – this area is at high level so not accessible and will be repaired.
- There is moderate damage to panel above basement door where pain has chipped away – this will be repaired.
- There is moderate damage to panel within pipe duct in market store – this will be repaired.
- There is minor damage to vinyl flooring backstage, in corridor to RVS and stairs from kitchen to first floor, where sections or full tiles are missing – this is low risk to due nature of use but will be repaired.

The Harlington is due to be refurbished approx. March 2025 – March 2028 – asbestos containing materials will be assessed and removed by an approved contractor as part of these works.

## Asbestos Communication Plan

Everyone who needs to know about the ACMs at the site, for example maintenance workers, contractors and occupants, should be provided with information in sufficient detail. This should include the location of ACMs and relevant arrangements set out in this management plan.

A communication plan can be helpful and could include:

- the strategy for sharing information about the location of ACMs on site
- how the asbestos register is maintained as a 'live' current document
- where information is kept
- how to access that information
- what to do in the event of an accidental disturbance including emergency contacts

- Asbestos warning stickers/signs are affixed to all ACMs where practical to do so.
- All current employees have been informed about the ACMs through a toolbox talk on 29.05.24. Any new starters will be briefed during induction. ACM Toolbox talk will be reviewed after each yearly Asbestos Register reinspection and where there are changes employees will be informed.
- All contractors are provided with information relating to ACMs at tender stage.
- All contractors liable to disturb ACMs on the premises are provided with a copy of the asbestos plan when signing in at reception on site. In addition, all Contractors that need to carry out intrusive works into the fabric of the building will be asked not to commence – or to halt any such work until such time as an appropriate assessment can be carried out for the presence of ACMs by a competent person. A copy of the Asbestos Management Plan and Asbestos Register & Site Plans are stored in a folder on Box Office/Reception.

*For ref. stored electronically here > Fleet Town Council\FTC - Documents\Health and Safety\6. Harlington\Asbestos*

Designated person or people	Type of information	Method of communication, who is responsible and confirmation
External Contractors	Asbestos register, site plans, asbestos management plan and incident procedure	Contractor induction and permit-to-work
Site Staff	Info about ACMs in their work areas, instruction not to disturb and how to report incidents	Asbestos Toolbox Talk

### Arrangements for asbestos training

A training needs analysis may be helpful. Determine the content of asbestos training by the role and responsibilities assigned and include those relating to asbestos management detailed in this plan

Asbestos awareness training is a minimum requirement for those who could disturb asbestos, such as maintenance staff or those who supervise or influence the work, but it does not allow the person to work on asbestos

Non-licensed work on asbestos requires non-licensed training and this should be specific to the task

Charlotte Benham and Ben Crane have both completed a 'Duty to Manage Asbestos' course. Duty managers and line managers have also completed asbestos awareness training – details of persons listed below.

People	Training Need	Date Training Completed
Alex Robins	Asbestos Awareness	29/01/24
	Duty to Manage Asbestos	12/03/25
Charlotte Benham	Duty to Manage Asbestos	19/02/25
	Asbestos Awareness	05/02/24
Rita Tong	Asbestos Awareness	09/07/24
	Duty to Manage Asbestos	19/02/25
Sarah Moore	Duty to Manage Asbestos	18/02/25
Rodney Marshall	Asbestos Awareness	19/12/23
Ruari McNulty	Asbestos Awareness	13/10/22
Sarah McKibbin	Asbestos Awareness	05/01/24
Ben Crane	Duty to Manage Asbestos	12/03/25
Sam Joliffe	Asbestos Awareness	13/02/25

### Incident Procedure

Details of what to do and who to contact if asbestos is discovered or accidentally disturbed

In the event of discovery or disturbance of a material which is known, or suspected, to contain asbestos the following procedure shall be followed:

- Immediately stop all work in the area
- Evacuate and seal off the immediate area e.g. closing doors
- Prevent anyone else from entering the area
- Report to your line manager or the Executive Officer as soon as possible
- Line Managers (if competent and authorised) or Managers will follow the procedure below and do a risk assessment to decide how to proceed. Work may need a licensed contractor for inspection, testing, removal, remediation or decontamination
- Report and record in the incident log further on in this document

All workers must be aware of the locations of asbestos in the areas where they work if they are likely to disturb them. They should also know to report any suspected discovery or disturbance



**Materials that could contain asbestos have been damaged or discovered**

**Stop work immediately and;**

Keep everyone else out of the area

Report the problem to the person in charge as soon as possible

Put up a warning sign 'Possible Asbestos Contamination'

Tell client to get the material sampled and analysed

Does it contain asbestos?

NO

No action required

YES

The client must make an Asbestos management Plan and decide if the task needs a contractor licensed by the Health and Safety Executive.

Is there dust or debris on clothing?

A little e.g. dust on sleeve, on shoes

Get help. All put on RPE

Wipe down with damp rags

A lot e.g. contaminated clothes, hair, footwear

Stay put

Call for help. All put on RPE, helper put on PPE

Wipe down with damp rags

Undress. Shower, wash hair

Put contaminated clothes, towels, etc. in a plastic bag for a specialist laundry. Leave washing facilities clean

Dispose of rags as asbestos waste

Keep a record of the event

## Accidental Damage and Incident Log

Details	Action required	Responsible person	Completion date

### Review and Update

As a minimum, review this asbestos management plan, including register and site plans, every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed, for example:

- changes to organisation or personnel
- change of use of building
- work being carried out
- ACMs removed or repaired

Note: the asbestos register should be updated at any time following any action on, or deterioration of, an ACM

Update the plan, including register and site plans, accordingly

Develop a review procedure which could include auditing sections of the plan through the year. Key aspects to check include:

- how the plan has been implemented over the year
- if everything in the incident log has been actioned, root causes have been identified and changes implemented as necessary

It may also be helpful to test the plan using realistic scenarios, for example a burst pipe or installing a new fire alarm system

<b>Date of plan</b>	March 2025
<b>Next review due date</b>	By March 2026
<b>Plan produced by</b>	Charlotte Benham

### Relevant Documents:

- Asbestos Register and Site Plans showing location of ACMs



Asbestos Register and Site Plans.docx

Fleet Town Council\FTC - Documents\Health and Safety\6. Harlington\Asbestos\2025

- Asbestos Survey Reports  
**covers areas not accessed where ACMs must be presumed present**

**2024 HARLINGTON**



Harlington  
Asbestos Survey 202

**2024 RVS**



Asbestos Survey  
Report - WRVS - 14.

**2024 THE POINT**



Asbestos Survey  
The Point 2024.pdf

**2014 HARLINGTON**



Harlington  
Asbestos Survey 201