Commanding Officer/Head of Establishment Site Management Arrangements for Asbestos Containing Materials (ACM)

Site: INSERT MOD Site NAME
Commanding Officer/Head of Establishment Site Management Arrangements for Asbestos

Site/ Establishment Name

Document Approvals

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Commanding Officer/Head of Establishment Site Management Arrangements for Asbestos

Site/ Establishment Name

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**SECTION 1 GENERAL INFORMATION**

Introduction
Purpose
Asbestos Policy
Definitions
Roles and Responsibilities
Scope of the Arrangements
Monitoring and review of the Arrangements

**SECTION 2 SITE ARRANGEMENTS**

Organisation & Responsible Persons
Emergency procedures
Medical advice
Instruction and Training
Communication and Co-ordination

**Appendices**

**Appendix 1**: Roles and Responsibilities (Attached)

**Appendix 2**: Organisation and Responsible Persons (Attached)

**Appendix 3**: MoD Form 960 (Soft Copy can be located via the MOD Intranet and inserted when required)

**Appendix 4**: Example Letters to be sent to Tenant and Leaseholders and to Area Custodians, (Attached after Appendix 2)
SECTION 1. GENERAL INFORMATION

INTRODUCTION

1. Under the MOD internal management structure arrangements, the Commanding Officer/Head of Establishment (CO/HoE), as the Co-ordinating Duty Holder, has the “duty to manage asbestos in non domestic premises”, in accordance with Regulation 4 of the Control of Asbestos Regulation 2006 (CAR). Therefore, the CO/HoE is responsible for the management of Asbestos Containing Material (ACMs) through the development, implementation and operation of an Asbestos Management Plan, (AMP) for the totality of the Establishment under their control.

2. The detailed CO/HoE Asbestos Management Plan (AMP) will include Site Survey Results, Asbestos Register, Asbestos Action Plan and the Site Management Arrangements covering DE, the Maintenance Management Organisation (MMO) and other site personnel, contractors or 3rd parties working on assets under the control of the CO/HoE. The CO/HoE’s AMP and associated and supporting documentation have been fully developed to comply with:
   a. Control of Asbestos Regulations (CAR) 2006
   d. JSP 375 Volume 2, Leaflet 34
   e. JSP 375 Volume 2, Leaflet 54
   f. JSP 815

3. The Asbestos Management Arrangements (AMA) referred to within this document as “The Arrangements” contains the site specific management arrangements and guidance for the Co/HoE staffs, visitors, contractors and 3rd parties attending the establishment, who have responsibilities with regard to the management or potential interaction with ACMs as part of their normal duties.

4. These arrangements also detail those emergency arrangements that are in place in the event of accidental exposure to ACMs.

PURPOSE

5. The purpose of these arrangements is to set out the overall strategy for ensuring that:
   a. CO/HoE staffs, visitors, contractors and 3rd parties have the information, training and competence to carry out their responsibilities with regard to their duties in relation to ACMs.
b. The MoD 4C's process is followed with regard to the:
   i. Control of any Works that have the potential to disturb asbestos.
   ii. Co-operation and Co-ordination with all interested parties to ensure the safe management of ACMs at site.
   iii. Communication of all relevant and significant asbestos related information to those interested parties in a timely manner.

c. The CO/HoE is provided with full details of known ACMs.

d. ACM condition is being assessed, monitored and maintained.

e. Removal work, where appropriate, is undertaken in a safe manner.

f. Any risks from ACMs are identified to CO/HoE staffs, visiting workers, contractors and 3rd parties.

g. Suitable and sufficient information on the location and condition of ACMs, is provided to anyone who is liable to work on, or has the potential to disturb it.

h. Work is only being carried out by competent persons authorised to do so.

i. Work on ACMs is carried out in such a way as to minimise the release of airborne fibres.

j. Asbestos waste(s) generated as part of any works is disposed of as Hazardous Waste in accordance with the Hazardous Waste Regulations.

k. Unintentional exposure of persons to asbestos fibres is monitored and recorded.

l. Emergency procedures to be implemented when there is an accidental/uncontrolled release of asbestos.

m. The Arrangements are being reviewed and monitored and accord with the outcomes from the Asbestos Action Plan.

ASBESTOS POLICY

6. The CO/HoE will fully comply with the requirements of the Control of Asbestos Regulations 2006 and the Health & Safety at Work Act 1974. The CO/HoE Asbestos Policy and Site Management Arrangements for the Presence of, and Work on, ACMs will be applied to all of the activities undertaken on the Establishment under the control of the CO/HoE without exception. It is the CO/HoE’s policy to:

   a. Take whatever reasonable practicable actions including training, detection, assessment and recording as are necessary to prevent exposure to the hazards associated with asbestos to CO/HoE, CO/HoE staffs, visitors, contractors and 3rd during any works activities.
b. Produce and maintain an asbestos register, asbestos action plan and comprehensive management arrangements (as and when information from ongoing surveying, inspection and data gathering activities are received).

c. Freely share any asbestos information within the CO/HoE possession or within his/her organisation, in a timely manner, with all parties, to facilitate and assist their own asbestos management arrangements, procedures and activities and to follow the 4C’s process.

d. Implement an effective and comprehensive Asbestos Management Plan (AMP) complete with Site Survey Results, Asbestos Register, Asbestos Action Plan and Site Management Arrangements, to ensure that appropriate measures are taken, when necessary, to prevent exposure to the hazards of asbestos.

e. Regularly review the Asbestos Management Plan, Site Survey Results, Asbestos Register, Asbestos Action Plan and Site Management Arrangements.

DEFINITIONS

7. The following are defined:

a. Asbestos means any of the following materials, chrysotile (White Asbestos), amosite (Brown Asbestos), crocidolite (Blue Asbestos), fibrous actinolite, fibrous anthophyllite, fibrous tremolite and any mixture containing any of those materials.

b. “Common Areas” - means those parts of premises that are used in common by, or providing services to, or common facilities for, the occupiers of the premises.

c. “4C’s Co-ordinator” – This person is a person(s) (depending on the needs of the Establishment) with the appropriate attributes, competence and authority formally appointed in writing by the CO/HoE to manage on his/her behalf the process for the management of visiting workers and contractors on their establishment(s). The 4C’s Duty Holder(s) does not need to be a subject matter expert, as this is a coordination role. However, they must have access to competent health and safety support and advice.

d. “Area Custodian” – An Area Custodian is a person of suitable rank or grade with the correct attributes, appointed by the line manager (in consultation with the appointed 4C’s Duty Holder) to compile a hazard register(s) for their 4C’s Area(s) of responsibility and to communicate and coordinate on health and safety matters with any visiting workers and/or contractors, prior to work commencing.

e. “Host” – The Host is the sponsor of a work activity, and therefore all visiting workers will have an identifiable host, on whose behalf they are acting.

f. “Asbestos Surveys” - are detailed in MDHS 100. They are:

i. Type 1. Location and assessment survey. A presumptive survey; this is the normal survey that forms the basis of many registers that are then added to as definite presences are confirmed. It includes a ‘walkabout site’ inspection. All materials must be presumed to be asbestos unless proven otherwise.

ii. Type 2. Standard sampling, identification and assessment survey in which representative samples are taken and analysed. If samples prove positive, similar locations etc. can be presumed to contain asbestos. It is the most effective way of gathering evidence in support of the AMP.
iii. Type 3. Full access sampling and identification survey. This is a full intrusive survey usually required before demolition or major refurbishment/alterations to a building, or any other works involving access to areas not accessible in Type 1 or Type 2 surveys. Type III surveys are used to identify ACMs prior to removal.

NOTE
Until such time as materials have been tested, it is to be PRESUMED that all materials contain asbestos unless there is strong evidence to suggest it does not or until testing confirms otherwise.

ROLES AND RESPONSIBILITIES
8. Defence Estates PG 02/07, dated; 30 August 2007, describes the roles and responsibilities of those who hold responsibility for the Management and Control of Asbestos. These are defined in Appendix 1 of this document. For a comprehensive list of Roles and Responsibilities please see Annex A of the HoE Site Asbestos Management Plan.

SCOPE OF THE ARRANGEMENTS
9. Whilst Regulation 4 (1) (a) of the Control of Asbestos Regulations 2006 specifically covers the management of Asbestos in Non-Domestic Premises, Barrack Blocks and Messes are deemed to be within their scope. Similarly any domestic properties under the control of the CO/HoE will, under the Management of Health and Safety at Work Regulations 1999, constitute a workplace. When any member of CO/HoE staffs, visitors, contractors and 3rd parties enters such domestic premises to undertake work activities it becomes a workplace and will be subject of the Control of Asbestos Regulations 2006. MoD also owes a duty of care to the occupiers of domestic premises.

MONITORING AND REVIEW OF THESE ARRANGEMENTS
10. These Arrangements will be reviewed by the CO/HoE at least every 6 months to ensure they are up to date and compliant.
11. In addition the Arrangements will be reviewed on other occasions such as:
   a. Incident of accidental exposure to asbestos on site.
   b. Changes in legislation or HSE Guidance
   c. A significant non compliance
   d. Changes to the use or nature of the site
   e. When there is reason to suspect the Management Arrangements are no longer valid.

NOTE - Any changes will be communicated to all relevant parties

SECTION 2 SITE ARRANGEMENTS
12. This section of the Asbestos Management Arrangements contains those arrangements specific to this Establishment/Site.
Organisation & Responsible Persons

13. The table contained at Appendix 2 provides the details of those persons at the Establishment/Site who have responsibilities under Regulation 4(1) of the Control of Asbestos Regulations 2006. Those persons named in the Table are to make themselves fully aware of their responsibilities.

NOTE: ON POPULATION OF THE TABLE AT APPENDIX 2 (HIGHLIGHTED IN YELLOW), WITH DETAILS RELEVANT TO THIS ESTABLISHMENT/SITE, DELETE THIS TEXT BOX. APPENDIX 2 CURRENTLY HOLDS EXAMPLE DETAILS FOR BICESTER SITE.

Emergency Arrangements for CO/HoE, CO/HoE staffs, visitors, contractors and 3rd parties

14. In case of emergency requirements, the MMO should hold a small stock of Asbestos Protection Removal Kit on site. Ref: Kit-ASB-SSE available from Willis Safety (0141 892 0666).

15. In any circumstance where there is an accidental/uncontrolled release of asbestos which directly involves any CO/HoE, CO/HoE staffs, visitors, contractors and 3rd parties, the following steps must be followed:

a. In the event of any asbestos emergency, the first point of contact is the MMO helpdesk on INSERT TELEPHONE NUMBER

b. In the event of contamination with asbestos fibres, the first priority is to secure your safety and prevent or minimise exposure to others. Having contacted the MMO helpdesk, the MMO Service Delivery Manager (SDM) will inform you of the actions to take to minimise the risk to personal health and to restrict the spread of the contamination.

c. Ensure that all personal details of the affected individuals are recorded and advise them of the medical advice in paragraph 16 of this document.

d. Communicate the situation to the CO/HoE (INSERT POST TITLE), Health and Safety Advisor. – See Appendix 2 for organisational details.

e. All asbestos fibre exposure to unprotected personnel must be recorded and placed on the person’s employment records using MOD Form 960, a copy of which can be found via the MoD Intranet. This form is to be completed by the individual but support will be provided by Co/HoE (INSERT POST TITLE) and the appropriate Line Manager. For further guidance on medical advice please see paragraph 16 of this document.

f. An entry should also be made on the MoD Incident Recording and Information System(IRIS).

Medical Advice: (THIS PARAGRAPH IS TO BE MODIFIED IF REQUIRED TO MEET TLB/CO/HoE STANDING ORDERS)

16. In the absence of structured MoD policy on Medical advice following an incidental exposure to Asbestos, the CO/HoE has developed the following set of steps for MoD Employees. These have been extracted from the information contained with HSE Medical Guidance Note MS13 and following advice from D Ops Health and Safety Advisors. The individual should:
a. Inform their Line Manager of the exposure and jointly complete MoD Form 960 – copy attached at Appendix 3. A copy of this document should be sent to PPPA/JPA (PMA) to be uploaded onto your personal records.

b. Contact the CO/HoE H&S Advisor for further advice on the occupational health issues associated with exposure and any further steps to take.

c. Report the incident to the INSERT NAME ON INCIDENT NOTIFICATION CELL (E.g DINC, AINC…)

d. In line with HSE guidance, make an appointment with your personal/military GP to record the exposure on their medical record for future reference.

INSTRUCTION AND TRAINING

17 Induction Training. – Hosts must decide what level of safety briefing would be appropriate for their guests and arrange any briefings with either the 4CDH or Guardroom. On arrival at the Establishment, visiting workers/contractors will receive a site induction briefing. Those who are likely to come into contact with ACMs through their work activity will be briefed of any known asbestos hazards by the Area Custodian. The briefings must: take place prior to the commencement of the work, ensuring that all hazards in the specific area are identified and explained. This will cover the existence of these arrangements. It will specifically include details regarding emergency arrangements.

18 Awareness Training/Duty to Manage: - As part of the measures to reduce the risk of accidental exposure to as low as is reasonably practicable, the CO/HoE will ensure arrangements are in place for those members of his staff who are involved with the asbestos management process to receive appropriate Asbestos Awareness Training to enable them to undertake their duties.

19. Specialists. Any person who is employed or has a responsibility as a specialist with regard to the management, maintenance and/or removal of ACMs must have the required qualifications and competence as described within the Control of Asbestos Regulations, 2006 Regulation 10. This training may include British Occupational Hygiene Society (BOHS) qualifications such as P405 and P402 for some specialist appointments.

20. Duration and Refresher Training: - The duration and refresher times for each type of training are listed below:

   a. Induction. The length of time taken for Induction training for visiting workers/contractors is dependant on frequency of visits and their reason for attending site, for most persons, however; it would not be expected to take more than a few minutes. For new starters it is only once on starting and appropriate to the role they have been employed to fulfil, the training should form part of their overall induction training.

   b. Awareness. This training is specific to the subject of asbestos and will on employee start, be approximately of 4 hours duration being refreshed annually, the refresher taking approximately no more than an hour.

   c. The P405 Management of Asbestos Course is a two day course and will be refreshed annually, the refresher taking approximately no more than an hour. The full course is to be renewed as a minimum, every 3 years.
d. All other training for specialists etc. will be as required, each training course must have a run out date and a refresher date where appropriate unless the course is progressive and subject to continued professional development (CPD)

21. Training Records: All training that takes place is to be recorded on the individuals HRMS account or via their PMA

COMMUNICATION AND CO-ORDINATION

22. The CO/HoE has put in place arrangements that ensure that any information related to and/or involving the management of ACMs, is communicated to those that need it in a timely manner and all works under their control involving ACMs are coordinated in such a way as to reduce risk to health from exposure to asbestos fibres.

23. The CO/HoE will ensure that through the AMP suitable management arrangements are in place where work is undertaken on any part of the establishment under the CO/HoE control. This will, where practicable, include receiving copies of those Management Arrangements and ensuring updates are forwarded to the 4CDH. Copies of letters for the SER or 4CDH to send to Area Custodians, Tenants and Leaseholders are contained in Appendix 4. The Area Custodians, Tenants and Leaseholders are responsible for ensuring the information relating to ACMs is made available to and discussed with any person who may be working on the fabric of the facility appropriate to the activities and work(s) they are carrying out.

24. Any works that may result in a change to the information contained within the CO/HoE AMP, its associated asbestos register or asbestos action plan, will be communicated to the relevant parties as required.
Appendix 1 to Annex B1 of CO/HoE Asbestos Management Plan

Key Duties & Responsibilities

Key duties to be carried out; please note that further information is available in PG02/07

Commanding Officer (CO)/Head of Establishment (HOE) (Co-ordinating Duty Holder)

The CO/HoE is responsible for the preparation, review, and maintenance of the AMP.

i) Ensure that an AMP is prepared and implemented for the establishment.

ii) Ensure that the contents of the AMP, and associated procedures are communicated to all contractors and building users, who may, through their normal work activity have cause to disturb any ACM contained within buildings and facilities over which he exercises control.

iii) Ensure that the AMP is reviewed at regular intervals.

iv) Ensure that the effectiveness of the AMP is monitored.

v) Ensure that any organisation undertaking work related to the AMP has suitable competence and training.

vi) Ensure that all works on ACMs will be carried out in accordance with the requirements of CAR 2006 and The Hazardous Waste Regulations 2005.

vii) Ensure that the contents of the AMP and associated procedures are communicated to all building users and Hosts.

viii) Ensure that an AMP is implemented in those areas for which he is responsible.

ix) Ensure that surveys to identify and record ACMs are undertaken.

x) Receive reports and advice from visiting workers / contractors, with regard to ACMs, and act accordingly.

xi) Be responsible for the provision and maintenance of the record of ACM for all buildings and facilities over which he exercises control.

Other Duty Holders – DDEM/IPTL

The DDEM/IPTL is responsible for the advising the Co-ordinating Duty Holder on the preparation, review, and maintenance of the AMP, and will:

i) Ensure that an AMP has been prepared and implemented in those areas for which he has responsibility for maintenance and provide the Co-ordinating Duty Holder with general advice on the suitability of information provided by others for inclusion in the AMP.
Commanding Officer/Head of Establishment Site Management Arrangements for Asbestos

Site/ Establishment Name

ii) Ensure that the contents of the AMP and associated procedures are communicated to all contractors under their control who may, through their normal work activity, have cause to disturb any ACM contained within buildings and facilities which he occupies, and/or has a responsibility to maintain.

iii) Ensure that the AMP is reviewed 6 monthly.

iv) Ensure that the effectiveness of the AMP is monitored.

v) Ensure that any organisation undertaking work related to the AMP on his behalf, has suitable competence and training.

vi) Ensure that all works on ACMs will be carried in accordance with the requirements of CAR 2006 and The Hazardous Waste Regulations 2005.

vii) Ensure that an AMP has been implemented in those areas for which he is responsible.

viii) Ensure that surveys to identify and record ACMs are undertaken.

ix) Receive reports and advice from visiting workers / contractors via the SER, with regard to ACMs, and act accordingly.

x) Be responsible for the provision and maintenance of the record of ACMs for all MMO assets for which he has a maintenance responsibility.

Other Duty Holders – SER/4CDH

The SER/4CDH is responsible for the advising the Co-ordinating Duty Holder on the preparation, review, and maintenance of the AMP, and will:

i) Ensure that an AMP has been prepared and implemented in those areas for which he has responsibility and provide the Co-ordinating Duty Holder with general advice on the suitability of information provided by others for inclusion in the AMP.

ii) Ensure that the contents of the AMP and associated procedures are communicated to all contractors and building users under their control who may, through their normal work activity, have cause to disturb any ACM contained within buildings and facilities within their area of responsibility.

iii) Provide copies of the AMP, on request, to other interested parties (e.g. PFI IPTLs)

iv) Ensure that the AMP is reviewed 6 monthly.

v) Ensure that the effectiveness of the AMP is monitored.

vi) Ensure that any organisation undertaking work related to the AMP on his behalf, has suitable competence and training.
vii) Ensure that all works on ACMs will be carried in accordance with the requirements of CAR 2006 and The Hazardous Waste Regulations 2005.

viii) Ensure that an AMP has been implemented in those areas for which they are responsible.

ix) Receive reports and advice from visiting workers / contractors, with regard to ACMs, and act accordingly.

Be responsible for the provision and maintenance of the record of ACMs for all MMO assets for which they have responsibility.

**Maintenance Management Organisation.**

i. The Maintenance Management Organisation (MMO) is responsible for ensuring the health and safety of their employees and those of their subcontractors. The MMO must ensure that they are made aware of the hazards and the impact of their activities on the health and safety of themselves, or others.

ii. The MMO is responsible for compiling the Asbestos Register and Asbestos Action Plan for the Establishment, and monitoring the compliance of his staff and his supply chain contractors, with the AMP and relevant health and safety legislation.

iii. The MMO is also responsible for making recommendations to the SER and the Co-ordinating Duty Holder regarding any action required on asbestos related issues, including the immediate action required following discovery of, or damage or degradation to ACM.

iv. The structure of the AMP provides the framework to achieve this duty with respect to ACMs. The MMO will therefore additionally:

a. Ensure that all works, under their contract, are procured in accordance with the AMP Safe Working System, requiring a risk assessment and method statement for all works undertaken with ACMs.

b. Where work is to be undertaken on, or near, any ACM, ensure that the method statement / risk assessment is specified by a competent person, in accordance with CAR 2006.

c. Ensure that any work on ACM, under their control, is supervised and undertaken by suitably competent and trained persons, in accordance with CAR 2006.

d. Ensure that all works under their control are undertaken on site in accordance with the relevant AMP Safe Working System.

e. Ensure that any suspected exposure is dealt with in accordance with emergency procedures.
**ORGANISATION & RESPONSIBLE PERSONS**

1.1 This section of the Asbestos Management Arrangements contains the details of those persons within INSERT ESTABLISHMENT NAME who have responsibilities under the CAR 2006, Regulation 4, in relation to the MMO activities and undertakings within the INSERT CONTRACT NAME. Those persons listed below are to be made fully aware of the information contained within this document and their responsibilities as described within the table below. For non-INSERT MMO NAME employees the responsibilities have been extracted from their CO/HoE’s AMP’s and has been agreed with the individual listed through the MoD 4C’s process.

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**Key:**  
- Level 1 = Heads of Establishment and H of E staff.  
- Level 2 = Defence Estates Staff.  
- Level 3 = MMO Staff.  
- Level 4 = MMO employed Specialist Sub-Contractors.
Commanding Officer/Head of Establishment Site Management Arrangements for Asbestos

Site/ Establishment Name

Annex A4 to CO/HoE Asbestos Management Plan

Example Letters to be sent to Tenant and Leaseholders and to Area/Building Custodians.

1. Example of Letter to Tenants and Leaseholders and 3rd Party Income generators

CUSTOMER HEADED PAPER AND CUSTOMER REFERENCE

LETTER TO TENANTS, LEASEHOLDERS AND 3RD PARTY INCOME GENERATORS WHERE THESE PARTIES HAVE A REPAIRING OBLIGATION OR ARE ENTITLED TO UNDERTAKE WORKS TO THEIR PREMISES

CONTROL AND MANAGEMENT OF ASBESTOS CONTAINING MATERIAL ON INSERT SITE ESTABLISHMENT NAME

Reference A: Control of Asbestos Regulations 2006

You may be aware that within (INSERT SITE ESTABLISHMENT NAME) assets are likely to contain asbestos containing materials (ACM) within their construction.

Under regulation 4 (1) the Coordinating duty holder (CO/HoE) is required to manage the risk from asbestos and ensure that suitable and sufficient assessment is carried out as to whether asbestos is or is not liable to be present.

In supporting the Co-ordinating Duty Holder under Regulation 4 (1) the Regional Prime Contractor, has carried out a Type 2 non intrusive survey of your premises to establish whether asbestos is present. Although asbestos exists it does not present a risk in its current condition.

Where under the terms of your occupation you are required to undertake repairs and maintenance and/or are entitled to undertake alteration works which would involve the employment of your own contractors, for example electricians, plumbers, decorators, BT or other telephone engineers etc.. you have a duty, as a duty holder, under the Control of Asbestos Regulations 2006, to ensure that any such works are undertaken in accordance with these Regulations. Would you please send a copy of the arrangements you have, to manage asbestos, to the Site Estates Representative (SER) named below.

Under Regulation 4(2) you are required to cooperate with the Co-ordinating Duty Holder (Head of Establishment) prior to the commencement of any such works. To comply with the Commanding Officer/Head of Establishment Asbestos Management Plan (AMP) and the Control of Asbestos Regulations 2006 no contractors, save for those employed directly by INSERT MMO NAME, are not to carry out any works without first gaining the written authorisation of the SER. This includes for any work that may be carried out by non contracted staff under self help arrangements Where there is any work already underway please notify the SER immediately and seek advice.

SER/4C’s Duty Holder Name, address and tel no.

Insert Date
2. Example of Letter to Building Custodians

CUSTOMER HEADED PAPER AND CUSTOMER REFERENCE

Distribution

LETTER TO BUILDING CUSTODIANS

CONTROL AND MANAGEMENT OF ASBESTOS CONTAINING MATERIAL ON
INSERT SITE ESTABLISHMENT NAME

Reference A: Control of Asbestos Regulations 2006

You may be aware that within (INSERT SITE ESTABLISHMENT NAME) assets are likely to contain asbestos containing materials (ACM) within their construction.

Under Regulation 4 (1) the Co-ordinating Duty Holder (Commanding Officer/Head of Establishment) is required to manage the risk from asbestos and ensure that suitable and sufficient assessment is carried out as to whether asbestos is or is not liable to be present.

In supporting the duty holder under Regulation 4 (1) the Regional Prime Contractor, has carried out a survey to establish whether asbestos exists. Although asbestos exists within the majority of assets it does not present a risk in its current condition.

To comply with the Head of Establishment Asbestos Management Plan (AMP) and the Control of Asbestos Regulations 2006, no contractors, save for those employed directly by INSERT MMO NAME, are to carry out any works without first gaining the written authorisation of the Site Estates Representative (SER), named below. This includes for any work that may be carried out by non contracted staff under self help arrangements.

Where there is any work already underway please notify the SER immediately and seek advice.

SER/4C’s Duty Holder Name, address and tel no.