



**Asbestos Management Plan
& Risk Assessment**

New Policy Approved: 17.01.22
Reviewed and approved: 18.07.22
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Summary

An asbestos management survey at Berkeley Town Hall was carried out on 9th September 2021. The report was received on 10th November 2021.

Asbestos materials were identified. The materials identified are in a fair condition with minimal areas of damage. The material is recommended to be left and remain in situ and to have periodic inspections to manage the condition of the material, the management of the asbestos material will need to be undertaken in accordance with current control of asbestos regulations CAR 2012.

It is noted that prior to any future refurbishment/demolition works a ‘Pre-refurbishment and demolition asbestos survey’ will need to be undertaken.

As the building owner Berkeley Town Council has a duty to manage the asbestos in the building.

Asbestos Register

Sample	Area	Location	Description	Asbestos	Amount	Recommended Action-complete
VERY LOW RISK						
S001	Ground Floor	Entrance foyer (002)	Ceiling-Textured coating	Chrysotile	18m2	Affix ID labels & manage as part of the management plan
S003	1 st Floor	Kitchen (010)	Ceiling-Textured Coating	Chrysotile	14m2	Affix ID labels & Manage as part of the Management plan
S003	Ground Floor	Stairs including top and bottom Ceiling (007)	Ceiling-Insulating Board	Chrysotile	36m2	Affix ID labels & manage as part of the management plan

See Appendix 1 for survey/site drawing

Risk Assessment

Inspections

As part of the monthly inspections at the Town Hall, the caretaker will inspect the material to check that its condition has not deteriorated, if so it may require enclosure, encapsulation or

removal. These inspections will be recorded. An annual re-inspection asbestos survey will be commissioned (annually in September).

Risk Assessing anyone being exposed to the asbestos

The scores are very low risk, so the likelihood of exposure to the staff and hirers of the Town Hall is very low as they will not be in contact with the affected areas. The foyer, stairs and kitchen are mainly used to access other areas of the building so time spent in them is limited.

A plan on how to manage these risks

- Asbestos warning stickers are in place.
- An asbestos location plan is posted on the noticeboard in the foyer (to inform users of the hall).
- Monthly checks for condition of asbestos will be made and recorded.
- Staff are aware of the issue and have been instructed to report any damage immediately to the Town Clerk.
- Berkeley Town Council will protect anyone using or working in the premises from the risks to health that exposure to asbestos causes. We will not undertake any work with asbestos without having prepared a written plan of work detailing the project. Any level of maintenance activity must be taken into consideration. We will plan to protect trades people, and planned work will be assessed and carried out using procedures and controls to reduce exposure to asbestos. Occasionally, unplanned work requires the situation to be dealt with immediately, and therefore controls may be limited.
- If the material is planned to be disturbed and drilled it may need to be removed or another option explored prior to commencement of work.
- Any type of refurbishment or demolition works will require a further more detailed survey by a fully qualified company.

This management plan will be provided to anyone who might work or disturb the asbestos in the Town Hall (it will also be posted on the Noticeboard).