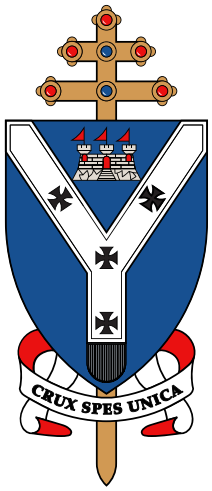
The Archdiocese of St Andrews & Edinburgh



Asbestos Management Plan

Date Approved:	20/08/2025
Approved by:	WorkNest
Next Review Date:	20/08/2025
Author/Reviewer:	WorkNest / Property Management Surveyor

worknest H&S

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Asbestos Management Policy Statement

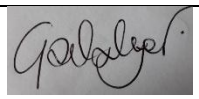
The Asbestos Management Plan sets out the actions taken within our premises to manage asbestos containing materials (ACMs) in accordance with The Control of Asbestos Regulations (CAR) and best practice guidance.

A copy of this plan and the survey and register for each premise, in addition to any other relevant information, is held on SafetyNest.

All asbestos related information will be made readily available to all those who need access to it.

To ensure our employees, clergy, volunteers, contractors and visitors to the premises do not disturb ACMs and are safe from potential exposure, the following effective asbestos management procedures are in place to ensure:

- The Duty Holder, being the person or organisation with the main responsibility for the management of asbestos, accepts and understands their responsibilities under The Control of Asbestos Regulations
- A designated person is responsible for the management of asbestos on our premises (referred to as the Responsible Person), including the updating of existing records
- A system is in place to ensure ACMs are identifiable through appropriate labelling
- Provision of appropriate training to staff and clergy as deemed necessary (including the keeping of appropriate training records)
- Monitoring of ACMs on a regular basis as specified within the asbestos register to ensure they remain in good condition
- Provision of asbestos information to contractors carrying out maintenance and / or construction works prior to commencement of works
- Where necessary, a refurbishment or demolition survey is undertaken before we commence any construction works
- Advice and guidance from suitably qualified UKAS accredited competent person/s, consultant or contractor on any asbestos related work activities that are to be undertaken
- Adequate record keeping of any instances of suspected exposure to ACMs
- The periodic review of the Asbestos Management Plan.

Signed: 	Dated: 20/08/2025
Name: Gail Dyer	Position: Principal Health and Safety Consultant (WorkNest)

ASBESTOS MANAGEMENT PLAN

Responsibilities

Duty Holder – The Trustees of the Archdiocese of St Andrews & Edinburgh are the legally designated Duty Holder.

The Duty Holder shall ensure they:

- Assess if there are ACMs present, the amount, where they are and their condition
- Presume materials contain asbestos unless there is strong evidence that they do not
- Make, and keep up to date, a record or register of the location and condition of the ACMs or presumed ACMs
- Assess the risk of anyone being exposed to airborne fibres from the ACMs
- Write an asbestos management plan to manage the risk, put the plan into action, monitor it and review it every 12 months or sooner if necessary
- Monitor the condition of any ACMs or suspected ACMs
- Provide information on the location and condition of ACMs to anyone who may work on or disturb them, including the emergency services.

Appointed persons – The following members of staff have been appointed by the Duty Holder to be responsible for managing asbestos on Archdiocesan premises:
Appointed Person: Director of Property – Lorcan Mooney
Deputy appointed Person: Property Management Surveyor – Amy Carroll

Asbestos Register and Site Plans

Prepared by: Robertson Surveyors and Consultants Ltd, Robins Wood, 18 Knowehead Road, Crossford, Fife, KY12 8PQ

Condition monitoring of ACMs

By: Archdiocese and by each Parish if not using the Archdiocese contractor
Frequency: annually
Update to register by: WorkNest

Management of Service Providers

Asbestos analysis, measurement and surveying is carried out only by UKAS accredited contractors, whose activities on our site are monitored throughout the course of the work.

Asbestos Management Advice: WorkNest

Surveys are carried out by: approved contractor
Air Monitoring is carried out by: approved contractor

Removal works

Licensed work on asbestos containing materials will only be conducted by HSE licensed contractors.

Note – Any parishes not using the Archdiocese approved contractor, must ensure the contractor has been vetted and approved by WorkNest prior to engagement.

ASBESTOS MANAGEMENT CONTROL ARRANGEMENTS

Management Survey

Parish Priests and / or Curia Management (where appropriate) will arrange for an Asbestos Management Survey to be conducted of the premises to:

- Provide accurate information on the location, amount and condition of ACMs
- Assess the level of any damage or deterioration of ACMs and whether remedial action is required
- Provide information to produce an asbestos register and an Asbestos Management plan for the premises.

If ACMs are found during the initial survey, an annual review should be carried out to inspect for deterioration. Both the initial survey and the review should be carried out by someone who is UKAS Accredited or by a UKAS Accredited Third Party.

Refurbishment or Demolition Surveys

Where any refurbishment or demolition work is to be carried out, the Parish Priest and / or Curia Management (where appropriate) will ensure a specific refurbishment or demolition survey is carried out to identify hidden ACMs to be removed before any work is carried out.

We will ensure surveys are accurate by checking:

- For unagreed caveats or disclaimers
- Diagrams and plans are clear and accurate
- All rooms and areas have been assessed
- Enough samples have been taken (usually 1-2 per area or room) and sample numbers are not disproportionate (e.g. dominated by one ACM type).

Asbestos Register

Following receipt of an asbestos survey, a register will be developed and updated at any time following an action on, or deterioration of an ACM.

When deciding on actions and priorities for ACMs in the asbestos register, the Parish Priest and / or Curia Management (where appropriate) will take the following points into account:

- ACMs which have a high potential to release fibres, for example with material assessment score above 10, will be prioritised for immediate action.
- ACMs in good condition, but with high potential for disturbance either during normal occupancy or foreseeable maintenance, will be protected or removed.
- ACMs likely to be disturbed by any major planned refurbishment works will be removed unless work can be designed to avoid 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, the Parish Priest and / or Curia Management (where appropriate) will include their impact and prioritise these in the action plan.

The Parish Priest and / or Curia Management (where appropriate) will record details of decisions on prioritisation and actions relating to any future plans for the buildings use or planned works.

Asbestos-Containing Materials (ACMs)

The areas of the Diocesan Premises which have ACMs that require management will be noted in the asbestos register within the asbestos survey report. A copy of the asbestos survey and register is available within SafetyNest.

Where ACMs have been identified the Parish Priest and / or Curia Management (where appropriate) will ensure that the materials are capable of being identified visually by all staff and contractors using the following:



Asbestos 'tombstone' sticker - Normal industry standard label used for presence confirmed or presumed ACMs

Monitoring & Inspection

Parish Priests and / or Curia Management (where appropriate) will ensure formal visual inspections of all known ACMs are carried out as stipulated within the asbestos register, recording the details of such inspections. These will be completed by a contractor and documentation held within SafetyNest.

Formal visual inspections of retained ACMs, where able to be inspected, will be conducted on at least an annual basis.

Maintenance Work

Where any maintenance work is planned, Parish Priests and / or Curia Management (where appropriate) will ensure the following:

- 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
- Where construction work is commissioned involving an upgrade, refurbishment or demolition, a refurbishment or demolition survey will be undertaken as necessary to locate and describe, as far as is reasonably practicable, all ACMs in the area where the work will take place.

Contractors

Everyone attending the site to carry out any works will be inducted on to site and will be required to access and review the asbestos survey, register and plan before undertaking any work.

This will be provided by the person(s) responsible for managing asbestos as previously described in this plan or other relevant member of staff.

All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan. This will be documented using an acknowledgement form in appendix 1 of this policy. **This form should be retained by parishes and uploaded to the compliance section of WorkNest once signed by contractors.**

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

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

Asbestos Works and Removals

Licensed Work

Parish Priests and / or Curia Management (where appropriate) will ensure that any works undertaken involving ACMs will be carried out within the requirements of the Control of Asbestos Regulations 2012.

Appropriately experienced and qualified licensed contractors will be appointed to carry out licensable removal works who will provide information on training for their staff and ensure all staff attending site are conversant with their site-specific risk assessments, method statements and plan of work.

Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate risk assessment, method statements and a plan of work produced by a specialist UKAS licenced asbestos removal contractor and all HSE notification procedures given within the

time scales for the HSE to authorise prior to works commencing.

Clean air tests must be taken and certificated that the area(s) are safe to enter on completion of licensed removal works. The asbestos register will be updated accordingly following completion of the asbestos related works.

Where Parish Priests or Curia Management require further guidance in relation to the Control of Asbestos Regulations 2012, the support of an external UKAS accredited consultant or licenced asbestos removal contractor will be sought.

Non-licensed Work

Where non-licensed work with asbestos is required, Parish Priests and / or Curia Management (where appropriate) will appoint a competent contractor to carry out the work.

Where staff required to undertake non-licensed work with ACM's will be required to undertake UKATA accredited Non-Licensed Asbestos Removal Training.

Emergency Services

Emergency Services personnel attending site will be given access to the asbestos survey, register and plan on arrival. These will either be hard copies kept on each premises or downloaded from SafetyNest.

COMMUNICATION AND TRAINING

Communication

Everyone who needs to know about the ACMs at the site, for example maintenance workers, contractors and occupants, will be provided with information in sufficient detail.

This will include the location of ACMs and relevant arrangements set out in this management plan.

Arrangements for asbestos training

UKATA approved Asbestos Awareness training is required if you plan to carry out the Asbestos Annual Review, alternatively, this review can be carried out by a suitably qualified UKAS Accredited third party, as stated on page 5. UKATA approved Asbestos Awareness training courses can be sourced online as part of the NATAS National Asbestos Training Accreditation Scheme.

Duty Holder

The Trustees of the Archdiocese of St Andrews & Edinburgh

Appointed Person

Lorcan Mooney – Director of Property
Amy Carroll – Property Management Surveyor

All Staff

During the induction process for all new and temporary staff, they will receive information on:

- Types and location of ACMs (via the Asbestos Register and Plan)
- The visual means of identifying ACMs (labels)
- An instruction not to disturb ACMs
- How to report concerns about ACMs (e.g. to the Duty Holder)

INCIDENT PROCEUDRES

Damaged ACMs

Where ACMs have been damaged, or damaged materials / suspected deterioration are identified during inspection processes we will investigate the emergency procedure below:

- Evacuate the area immediately and secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate) to prevent unauthorised entry. All belongings and equipment are to be left in-situ and not removed.
- Contact the Appointed Person to implement the above and instigate the emergency procedure.
- Review impact on operational procedures.
- Contact a UKAS accredited contractor or consultant to provide professional advice and guidance. This may include, but is not limited to inspecting the damage reported, arranging an air monitoring test and arranging and managing any associated remedial works required which could include encapsulation or removal and re-testing.
- Maintain controlled access to the area until such time as formal clearance has been confirmed.
- Maintain good communication with staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached.

Accidental damage and incident log

An accidental damage and incident log will be maintained by each Archdiocese premises and where there is a risk of exposure details will be recorded on the individuals personnel file and retained for 40 years.

REVIEW & UPDATE

As a minimum, the Parish Priest and / or Curia Management will review, and where appropriate update this asbestos management plan, including register and site plans, every 12 months. A review will also take place if there is reason to believe that circumstances have changed, for example:

- Changes to organisational personnel
- Change of use of building
- Work being carried out
- ACMs removed or repaired

Our review process will include:

- How the plan has been implemented over the year.
- Checking the register and site plans have been updated.
- If everything including the incident log has been actioned, root causes have been identified and changed implemented as necessary.

Appendix 1

ARCHDIOCESE ASBESTOS ACKNOWLEDGEMENT FORM

TO BE SIGNED BY CONTRACTORS

I/We hereby acknowledge that The Archdiocese of St Andrews & Edinburgh has provided us with information on the locations of asbestos-containing material in:

Name of Parish:_____

Building: Church / Hall / Presbytery / Other

If 'other', please specify: _____

and that I have read and understand this information.

If asbestos-containing materials may be disturbed during the course of our work, we will ensure that the Archdiocese is advised of the proposed schedule and procedures for performing the work, that any and all of our workers who will perform the work have received training as required under the Control of Asbestos at Work Regulations 2002 and that the work will be conducted in accordance with the measures and procedures prescribed under the Control of Asbestos Regulations 2012. Approved Code of Practice and guidance.

Furthermore, if any work is subcontracted, we will ensure that all of the above requirements are complied with by our subcontractor.

Name (Print): _____

Company: _____

Signature: _____

Date: _____