

Kirk of Calder Asbestos Management Plan (incorporating the Asbestos Register)

Kirk of Calder

Scottish Charity No SCO13461

Main Church, Main St. Mid Calder, EH53 0AN W3W address [lifeguard.cherubs.endings](#)

The Malt Barn (within the grounds of the Church) EH53 0AN [diamond.overruns.owners](#)

The Glenalmond Hall, 42-48 Main St Mid Calder, EH53 0AN [demanding.tooth.loosens](#)

The Manse, 19 Maryfield Park, Mid Calder, EH53 0SB [torches.repeats.cowering](#)

Overview

The Kirk as well as the main Church Building and a small meeting room with toilet in the Church grounds (the Malt Barn), and the Glenalmond Hall (former School) 150m from the church and The Manse (19 Maryfield Park, EH53 0SB. Work to refurbish the Manse started in October 2023 and required a Refurbishment Survey.

Management Asbestos surveys were required by the Church of Scotland for our other buildings, (The Kirk, The Malt Barn and The Glenalmond Hall) and these were undertaken in October 2023

Elder Andrew McLeman FRICS IMaPS is a Chartered Surveyor and Health and Safety Consultant and CDM Advisor and is an Incorporated Member of the Association of Project Safety.. Elder Russell Neil is a Maintenance Manager with a major Bank and brings practical expertise to the Property team

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An Asbestos Register is required to identify ACM 's (Asbestos Containing Materials) in our buildings. This is set out in the Asbestos Register Section later in this document

The Following Asbestos Reports undertaken (all attached). In all cases the asbestos Identified is in good condition and the recommendation is that all items should be identified by signage and inspected regularly. If any building work is going to be considered in an area affected a Refurbishment survey will be required.

The Manse 19 Maryfield Park, Mid Calder, EH53 0SB Refurbishment Survey undertaken 27 July 2023 attached

The Kirk Building and Mat Barn, Main St Mid Calder, EH53 0AN Management survey undertaken 23-24 October 2023 attached

The Glenalmond Hall, 42-48 Main St Mid Calder, EH53 0AN Management Survey undertaken 23rd October 2023

(Further guidance at www.hse.gov.uk/asbestos/duty/asbestos-management-plan.htm)

The Construction Phase Health and Safety Plan incorporating the Client's Pre-Construction Information for the Manse works Late 2023, early 2024 is also included.

| Roles and responsibilities | |
|---|---|
| Role | Name and contact details |
| <p>Dutyholder The person or organisation with the main responsibility for maintenance or repair</p> | <p>Eleanor Blair Kirk of Calder Property Group Convenor eblair892@btinternet.com 07823 328609</p> |
| <p>Appointed person and deputy The person with the resources, skills, training and authority to ensure that ACMs are managed effectively</p> | <p>Andrew McLeman FRICS IMaPS (CDM Consultant) andrew@mcleman.net 07754 181446 Russell Neil (CDM operational matters) jamesneil949@btinternet.com 07952 818516</p> |
| Responsibility (as appropriate) | Designated role or name of person and contact details |
| <p>Asbestos register and site plans</p> <ul style="list-style-type: none"> ● Preparation ● Review and update | <p>Andrew McLeman andrew@mcleman.net 07754 181446 January 2025</p> |
| <p>Condition monitoring of ACMs</p> | <p>Russell Neil jamesneil949@btinternet.com 07952 818516</p> |
| <p>Asbestos management plan</p> <ul style="list-style-type: none"> ● Preparation ● Review and update | <p>Andrew McLeman andrew@mcleman.net 07754 181446 January 2025</p> |
| <p>Surveys and specialist asbestos advice For example, air monitoring, bulk sampling</p> | <p>Franks Portlock Asbestos and Environmental Consultancy. Refurbishment Survey - 2023 Manse (attached) Management Surveys 2023 Kirk, Malt Barn and Glenalmond Hall (all attached) Rosyth Business Centre, 16 Cromarty Campus, Rosyth, Fife, KY11 2WX T: 01383 427321</p> |

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| <p>Management of service providers Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements and quality checks</p> | <p>Andrew McLeman andrew@mcleman.net 07754 181446</p> |
| <p>Delivery of 'site asbestos information briefing' to site staff</p> <ul style="list-style-type: none"> ● Detail the location of ACMs in specific areas they work ● Include an instruction not to disturb ACMs ● Explain what must be done if ACMs become damaged | <p>Andrew McLeman andrew@mcleman.net 07754 181446</p> |
| <p>Organising staff training For example, duty to manage, asbestos awareness and non licensed work</p> | <p>Andrew McLeman andrew@mcleman.net 07754 181446</p> |
| <p>Pre-site arrival checks of contractors Check those doing asbestos work have:</p> <ul style="list-style-type: none"> ● had appropriate asbestos training ● seen a risk assessment and plan of work detailing suitable control equipment and procedures | <p>Andrew McLeman andrew@mcleman.net 07754 181446</p> |
| <p>Providing asbestos information At planning stage for any refurbishment, installation, demolition work</p> | <p>Andrew McLeman andrew@mcleman.net 07754 181446</p> |
| <p>Delivery of contractor site inductions Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to:</p> <ul style="list-style-type: none"> ● verify pre-site check ● issue a permit-to-work or equivalent | <p>Russell Neil jamesneil949@btinternet.com 07952 818516</p> |
| <p>Collating and storing evidence Following asbestos removal, repair work and safe site reoccupation, for example:</p> <ul style="list-style-type: none"> ● certificate of reoccupation ● statement of cleanliness | <p>Russell Neil jamesneil949@btinternet.com 07952 818516</p> |
| <p>Providing asbestos register and site plans to emergency services</p> | <p>Eleanor Blair eblair892@btinternet.com 07823 328609</p> |

Resilience testing of the asbestos management plan

This is to check the procedures work for a range of scenarios, for example:

- planned and unplanned work
- accidental disturbance of ACM

Andrew McLeman
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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

Provide details of arrangements, for example:

- Frequency of inspections - Annual
- who does the inspection - Andrew McLeman
- who updates the register and actions - Andrew McLeman

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

Asbestos Register - Refer to each building **Asbestos Surveys** to indicate where asbestos has been identified.

If Alterations/Refurbishment Works are being planned in the future in the **Kirk, The Malt Barn or The Glenalmond Hall** an upgraded Refurbishment Asbestos Survey will then be required.

Kirk (Management Survey)– Any work in the Electrical cupboards Ref 06 or 08 Insulation Board and cable wrap

- Any work within organ cupboard (Area unable to be accessed)
- Any work to roofspace RV01 (Area unable to be accessed)
- Any work to roofspace RV02 Fash Guards in Electrical Boxes
- Any work to the upper Bell Tower (Area was unable to be inspected due to safety of upper ladder)

Malt Barn (Management Survey)– No suspect asbestos materials identified

Glenalmond Hall (Management Survey)

- Any work to the cable in the Electrical Cupboard in the vestibule
- Any work disturbing stair nosings in the stair to the upstairs office
- Any work in the attic space of the hall (area not able to be inspected in the asbestos survey)

Manse – (Refurbishment Survey) undertaken prior to refurbishment work undertaken Late 2023 and early 2024)

- Any work (cutting/drilling etc) that involves disturbing the Artex ceiling finish in all rooms.- A risk assessment and method statement has been prepared for this

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

Provide details (as appropriate)

Electricians or Power Company operatives in Electrical Cupboards 06 and 08 in the Kirk or the porch vestibule in the Glenalmond Hall.

Any disturbance to the stair nosings to the Glenalmond Hall stair to 1st floor office

Any access to areas not able to be surveyed The Organ Cupboard in the Kirk, the top of the Bell tower in the Kirk, Roofspace RV01 in the Kirk, the Attic space of the Glenalmond 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

Replacement Electrical components in the Kirk stores 06 or 08

Replacement Electrical components in the Glenalmond Hall porch elec cupboard

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

All areas where ACM's have been identified or could not be inspected have been labelled

Controls for planned maintenance or other work on the building

Before Maintenance works commence:

- the Asbestos 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
- A permit-to-work is completed
- The correct controls will be used
- Where required competent asbestos-trained contractors will carry out the work
- Handover arrangements are in place at the start and end of work

All works to be assessed before commencement in respect of the Asbestos Register and the presence of Asbestos

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

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

Provide details

- Consider each maintenance or alterations planned in accordance with the above and HSE recommendations

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

Provide details below and in the table

- Consider each maintenance or alterations planned in accordance with the above and HSE recommendations

| Designated person or people | Type of information | Method of communication, who is responsible and confirmation |
|-----------------------------|---------------------|--|
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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

Provide details

Keep Asbestos Awareness Training up to date (every 3 years)

Andrew McLeman has last undertaken Asbestos Awareness Training Course 03/02/2023

| People | Training need | Date training completed |
|----------------|-----------------------------|-------------------------|
| Andrew McLeman | Refresher Asbestos Training | 03/02/2023 |
| Russell Neil | Refresher Asbestos Training | |
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Incident procedure

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

In first place Contact Russell Neil (on site contact)

In second place advise Andrew McLeman H&S Advisor

In third place advise Eleanor Blair (Property Convenor)

Accidental damage and incident log

| Details | Action required | Responsible person | Completion date |
|---------|-----------------|--------------------|-----------------|
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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

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| Date of plan | |
| Next review due date | |
| Plan produced by | |

Relevant documents and forms

You can include supporting documents (or links to them), such as:

- asbestos register
- site plans showing location of ACMs and areas not accessed where ACMs must be presumed present
- asbestos survey reports
- asbestos policy statement
- flowcharts of work processes, for example reactive repair and maintenance
- permit-to-work forms
- training needs analysis and training logs
- schedule of maintenance tasks and permissions
- asbestos management checklists, for example, construction projects, managing asbestos removal works

Date of Plan 19/01/2024

Next Review date 19/01/2025

Plan Produced by Andrew McLeman