



Asbestos Register

Asbestos Management Plan

Introduction

This document sets out Pinnacle's management plan and procedures for managing asbestos.

The presence of asbestos containing materials (ACM's) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACM's are most likely to present risks.

Staff and contractors are not expected to work with or be exposed to asbestos on Pinnacle sites.

A limited number of staff whose normal duties may bring them into contact with existing asbestos containing materials (e.g. electrical, mechanical or building maintenance staff) will be trained in asbestos awareness.

Asbestos Policy

The Pinnacle H&S Manual Policy section 20 "Managing Asbestos in Buildings" (attached at section 5 of this manual) conforms to the Health and Safety at work 1974 and The Control of Asbestos Regulations 2012.

The Policy, Plan and Procedures apply to all parts of the Pinnacle site without exception.

Pinnacle policy is to prevent exposure to the hazards associated with asbestos containing materials.

To promote awareness of the hazards of asbestos containing materials and the Pinnacle Asbestos Policy, Plan and Procedures through training of staff.

To provide and maintain an Asbestos Register.

To freely provide information, instruction and training on asbestos.

To regularly review the Asbestos Policy, Asbestos Management Plan and Procedures.

Asbestos Management Plan

All Premises, offices and depots occupied by Pinnacle are owned by third parties, however working on behalf of the client and instructing works is in Pinnacle duties. Any works that Pinnacle instruct, order or carry out, the Pinnacle managers have a duty to manage the asbestos in premises under their control.



Location and condition of asbestos

Existing information regarding the location and condition of asbestos containing materials within the premises is held within the Asbestos Register.

Materials and Priority Assessment

This Risk assessment forms the basis of asbestos management and is used to determine the Management and control actions necessary. This can also be outlined in a specialist contractors survey.

Action Plan and Identified Asbestos

Where previous surveys have identified asbestos containing materials, that information will be incorporated into the Asbestos register. This information will be freely available for reference.

Where no information regarding asbestos containing materials is available, it must be presumed that asbestos containing materials are present. This will be clearly indicated in the asbestos register.

Long Term Asbestos Management

The overall aim is to ensure that all asbestos containing materials, through re-inspections, remedial or removal works are effectively managed, and risk is reduced to its lowest practical level.

Monitoring and re-inspection regime

All asbestos containing materials will be re-inspected at intervals determined by risk assessment and a competent person will carry out inspections. This information will be used to update the asbestos register.

The Asbestos Register

Pinnacle hold paper and electronic copies of the register for each location on site for information and use. It will be updated as required by a qualified contractor (if appointed by landlord to carry out works), or by Pinnacle's local manager who will note condition of any asbestos present and advise on a suitable course of action.

The Manager will update the Register based on investigation, sampling and remedial works carried out, on information gained during inspection regimes or supplied by site owner

A regular audit/inspection will be undertaken to check that the Asbestos Register has been kept up to date. The audit/inspection will form part of the Health and Safety Team's 6 Monthly audits. These shall comprise a walk through and visual inspection.

Staff training

All staff that may have involvement with asbestos within the premises will receive training in asbestos awareness. This will cover:

- Type of asbestos
- Uses
- Law relating to asbestos
- Medical affects
- Further training may be given to cover
- Asbestos risk management
- Testing

The intention is to make the training as real as possible but also in proportion to the risks on site. Additional training will be given to those who wish to extend their knowledge in regard to Asbestos Risk Management.

Responsibilities

The Asbestos Manager will be a suitably qualified and competent employee within the contract, who has the and ability to perform the on-site duties and ensure onsite staff awareness.

Project Planning

Note: this will only apply to Pinnacle FM or Neighbourhoods if we are specifying, ordering or carrying out the premises work.

Prior to projects taking place, in particular refurbishment projects the asbestos register is examined to see if any asbestos is likely to be encountered. Where there may be doubt a full demolition or refurbishment survey will be undertaken as part of the enabling works. Removal will usually follow as part of enabling work so that asbestos issues do not affect the health and safety of the workers nor the project programme. See Annex 2 for further details.

Discovery of Asbestos during works

If Asbestos or materials believed to be asbestos is discovered during works on site, then all works must cease immediately, and the area sealed off. An approved contractor is to be instructed to carry out the necessary works and tests.

Risk Assessment

Risk Assessment for work activities include asbestos issues. In general, by tightly controlling the asbestos risk management issues the additional risk to other work activities such as maintenance work is reduced.



Risk control

As an outcome of the risk assessment process a series of risk controls are used. The guiding principle is that no pinnacle staff or contractors are to work on asbestos. This is carried out by the appropriate contractors holding the licence level required to remove the ACM. this is built into procedures for maintenance and project work including project plans. Other measures include:

- Labelling of asbestos materials
- Information such as the asbestos register and training.
- Supervision of contractors include use of outside support
- External audits of our procedures

The main approach to risk control is to transfer the risk to specialist's contractors. Also, by staff training and integrating health and safety into job roles to tighten controls on the people managing the risk.

Staff information and protection

The most important aspect is that the asbestos in the building is small and contained in areas which do not have any contact with the majority of staff or visitors. It is confined to small areas of the building and Pinnacle adopts a policy of informing all visitors and contractors about the location and the safety procedures we have in place.

Continual Improvement

At pinnacle we are always seeking to improve our safety procedures in the line with good practice. We will review legislation changes accordingly and ensure an up to date approach is adopted.