



MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

Category: Procedure	Status: Adopted
Responsible: Clerk/RFO	Adoption minute ref: 23/312
Applicable to: Finance & Policy Committee	Adoption date: 18/12/2023
Version: 1.0	Next review: 12/2025

Asbestos Risk Register

Asbestos is a microscopic mineral fibre that is so small that it cannot be seen with the naked eye. Once disturbed, fibres can remain in the air for hours. If fibres are inhaled, they can cause serious health hazards which might not become apparent for years.

Regulation 4 of the Control of Asbestos Regulations 2012 obliges the 'duty holder', to manage the risk from asbestos in non-domestic premises, so to ensure that workers are no longer knowingly exposed to any potential or real risk.

In many cases a duty holder is a person or organisation, in this case the Parish Council, which has clear responsibility for maintenance or repair of non-domestic premises by virtue of a contract or tenancy. Duty holders must:

- Take reasonable steps to identify asbestos within their premises, the amount present and its condition. This will probably involve carrying out an asbestos audit.
- Presume materials contain asbestos unless there is evidence that they do not
- Complete a written record of the location of the asbestos or presumed asbestos
- Carry out a risk assessment (See Appendices Asbestos survey Report (*Supernova*) 02/10/2023)
- Prepare an Asbestos Management Plan (See below) setting out how any risk will be managed
- Implement the plan
- Pass on information about asbestos containing materials to those who need it
- Monitor and review all the above arrangements periodically

Non-compliance with Regulation 4 is a criminal offence, punishable with a fine of an unlimited amount and/or imprisonment for up to two years.

Executive Summary of Supernova Asbestos report 02/10/2023 ([Appendix A](#))

“ A Management Survey was carried out at Specified areas of Parish Meeting Rooms, Main Road, Middleton Cheney, Banbury, OX17 2LR on the 02/10/2023 - 02/10/2023

The purpose of the survey was to identify, as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials (ACMs) in the areas inspected and assess their condition. Management survey information was requested for this building.

This type of survey is designed to be used for assessing risks during normal work activities and simple or routine maintenance tasks. It is not designed to be used by those carrying out major refurbishments or for work involving alterations to the fabric of the building. If any refurbishment or demolition works are to be undertaken, A Refurbishment or Demolition survey will be required prior to the start of any work.



MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

This is a fully intrusive survey intended to find any hidden ACMs contained within the main structure of the building. This report was published on 04/10/2023.

Updated information may be present on the asbestos management system which should be checked on a regular basis. During this Survey 1 sample(s) were taken for analysis. There were 0 asbestos items identified or presumed to contain asbestos within the property." (*Supernova Asbestos Report 2nd October 2023*)

Middleton Cheney Parish Council Management Plan

Room/locations containing High Risk Material:

- **Of the areas inspected, there were no locations identified (or presumed) to contain High Risk ACMs**

Inaccessible Room/locations:

- There was 1 inaccessible area under **vinyl tiles in kitchen area** which were not taken up although report suggests no evidence of asbestos beneath. Therefore Survey records this as High Risk and any future work to remove or renovate this area should begin with a further investigation.

The following actions will be taken to manage the asbestos:

- This plan will be reviewed periodically by the Parish Council
- The contents of this plan will be explained to key members. Any visitors, suppliers or contractors will have access to the asbestos management plan and appendices. Records will be kept at the back of this plan
- Key personnel will be briefed on what action to take if any asbestos is accidentally disturbed.
- The Parish Council will update the asbestos management plan if any asbestos is found and has to be removed or treated.
- The Parish Council will ensure that no work is undertaken in any part of the building that will disturb asbestos by either staff or contractors.
- The condition of any asbestos, if found, will be monitored regularly in accordance with the asbestos management plan. If it is found to be damaged or becoming crumbling, the area will be evacuated until the risks are reassessed and controlled.
- The Parish Council will make the asbestos survey report available to anyone who may need to see it.
- Any works proposed which will affect the asbestos must first be approved by the Parish Council after taking advice from a competent person. Contractors carrying out such work will need to be licensed and demonstrate their competence before being allowed to start. A full risk assessment and method statement will need to be produced, including disposal arrangements for the waste.
- Any asbestos waste disposed of must be properly documented and copies of consignment notes filed with the Parish Council. Amendments to the asbestos management plan must be made.

Appendix A



SNG26144.pdf

Version	Author	Date	Changes	Status	Minute ref
1.0	Nigel Mills	27-11-2023		Draft	