# **Asbestos Management Plan (AMP)**

# **🡺**Enter building name

Date: 🡺Plan written/revised date

**Property ID Information**

Street Address: 🡺Enter street address

Town: 🡺Enter town

Region: 🡺Enter region

Parish / Church entity: 🡺Name of parish or church entity that stewards the property

MCNZ property ID (office use): Connexional office use

**Key building dates** *Building age helps establish the likelihood of asbestos*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Pre 1920** | **1920-2001** | **Post 2001** |
| **Building built** | Year | Year | Year |
| **Any Renovations done** | Year | Year | Year |
| **Additions built** | Year | Year | Year |
|  | *No AMP needed* | *AMP needed* | *No AMP needed* |

***Buildings that are 100% Pre 1920 or Post 2001*** *– asbestos is extremely unlikely but still possible. No more work required except post the appropriate asbestos statement and report to MCPC.*

**Built or modified between 1920 and 2001, an AMP will be necessary**

Who is the “font” of all property knowledge **🡺Enter name of person who knows the building best**

*(who knows: property age, renovation dates, materials used, builders names...)*

|  |  |  |  |
| --- | --- | --- | --- |
| *Mark as applicable* | **Owner?** | **Landlord?** | **Tenant?** |
| **Is MCNZ...** | [ ]  | [ ]  | [ ]  |
|  | *Parish responsible for AMP* | *Sight the landlords plan and follow it* |

**Building use** *Communicate, consult and coordinate with these people*

|  |  |  |
| --- | --- | --- |
| ***Building Area*** | ***Mark if applicable*** | ***Used by*** |
| Chapel | [ ]  | Parishioners |
| Worship Centre | [ ]  | Parishioners |
| Office space | [ ]  | Parish staff |
| Presbyter office | [ ]  | Presbyter |
| Hall – hired out | [ ]  | Various groups |
| Presbytery/parsonage | [ ]  | Presbyter |
| Residential Rental | [ ]  | Tenants |
| Other offices | [ ]  | Enter the group |
| Leased other | [ ]  | Enter the group |
| Op shop | [ ]  | Enter the group |
| School (any age) | [ ]  | Enter the group |
| Aged Care | [ ]  | Enter the group |
| Retail spaces | [ ]  | Enter the group |
| Afterschool care | [ ]  | Enter the group |
| enter a building area | [ ]  | Who uses that area |

**Tenant List**

*Plans to control asbestos need to be shared with these organisations, they need to share with their clients and maintenance workers. Update this list whenever tenancies change.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Name** | **Contact** | **Phone** | **Activity** |
| enter business name | enter contact person name | enter phone number | enter what they do |

**Stage 1 Contact names and duties**

1. Coordinate between Property and Health & Safety Committee.
2. Keep Asbestos item updated in H&S Risk register, detail the plans to isolate or eliminate asbestos risk in all areas of the building/s until Refurb/demo occurs
3. Inform all tenants and building occupants of the plan!

H&S Officer**: 🡺Enter H&S Officer’s name and contact details, or**

Property Convenor**: 🡺Enter Property Convenor’s name and contact details**

**Documents to Append to AMP** *Keep good records to demonstrate and justify the decisions made in the AMP*

* Asbestos Management Statement
* A Site Plan/Building Plan (show room locations/names)
* General Photos
* Report to MCPC

**Review this Plan**

This plan must be regularly reviewed particularly when one of the following occur:

* Building use change
* Tenancy change
* Property committee membership change
* Planning for property projects or maintenance. Demolition/Refurbishment Asbestos Survey is required at this stage.

***Review this plan at least every 5 years until all asbestos is gone!***

**Work and Visitor Protocols***Ensure everyone coming onto the property is aware of the asbestos control plans that are put in place.*

**Contractors**

Everyone carrying out any work in this building/s will be required to access and review any asbestos surveys and the asbestos management plan before undertaking any work.

This will be provided by the person/s responsible for managing asbestos or other relevant team member and will form part of the induction processes.

Where potential Asbestos containing materials are to be worked on, no work will take place until an appropriate method statement of work is produced and the Permit-to-Work procedures are authorised and implemented.

If you suspect asbestos is present, cease work and inform the Property Convenor or H&S Officer.

**Emergency** **Services**

Emergency Services attending site must be given access to the asbestos survey and management plan on arrival if their work involves interaction with the building/s.

**Emergency Procedures***Follow these steps if an asbestos event occurs.*

Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes, the Property Committee will instigate the emergency procedure below:

* Secure the affected area immediately ensuring no access is permitted (signage should be displayed and barriers erected where appropriate);
* Review impact on the building's operational procedures i.e. if a room is affected, alternative arrangements would need to be made as the room cannot be used;
* Contact the Connexional property team who can provide advice and guidance as necessary.
* Maintain controlled access to the area until such time as formal clearance has been confirmed; and
* Maintain good communication with all tenants and other relevant parties (including neighbours and others who may be in the immediate vicinity), providing updates as necessary to ensure the access arrangements are not breached.

# **Asbestos Management Statement**

# **🡺Enter building name**

Street Address: **🡺Enter street address**

Town: **🡺Enter town**

Region: **🡺Enter region**

Parish / Church entity: **🡺Name of parish or church entity that stewards the property**

**Select one...**

|  |
| --- |
| **For buildings built, refurbished or added onto between 1920 - 2001**We, the parish, do not yet know what does, or does not, contain asbestos within our buildings. Therefore, we will treat all surfaces and building materials as if they contain asbestos, which means: * + We will leave all surfaces and building materials alone until they have been further assessed
	+ We will undertake indepth assessment before we start any building work.
	+ Work on asbestos containing materials will only be carried out by qualified contractors
 |
| **For buildings completely built after 2001**No Asbestos Containing Materials were specified for this building,and this building was built to code and specification.All other care should be taken when working on this building,however you are at extremely low risk of exposure to asbestos.If you suspect any materials of containing asbestos, leave it alone and then tell the parish Propery Convenor or H&S Officer. |

This sign is to be displayed where all building users, visitors and contractors can see it.

Dated: 30/06/2021