

## HSE Inspection March 2025 – ACTION PLAN

Location	HSE Inspection Primary Comments	HSE Recommendations / Key Actions	Current Status
<b>Town Hall</b>  <b>Princess Theatre</b>  <b>Northbourne Deport</b>  <b>Clacton Leisure Centre</b>	<p>You have not ensured that the maps provided with your asbestos register and management plan was suitably clear and easy to interpret. A number of issues with the maps were identified including;</p> <ul style="list-style-type: none"> <li>• There were no building names marked upon the map, making it had to interpret or locate items in the register on site. This issue is exacerbated due to the small size of the map.</li> <li>• The numbers on the map are unclear as to what they relate to in relation to the asbestos register.</li> <li>• A number of Asbestos Containing Materials (ACM) identified on the original management survey were not identified on the map.</li> <li>• The room numbers on some maps no longer matches all the room numbers on site.</li> <li>• The locations of some ACMs are unclear due to the labelling used on the map. The large red circles used to identify the majority of ACMs are large enough to cover doorways and room names / numbers allowing for the potential for confusion as to the location of ACMs.</li> <li>• Asbestos management plans are not sufficiently detailed for controlling the risks from asbestos management detailing the suitable roles and responsibilities within the business including clearly defined responsibilities relating to annual inspections.</li> <li>• Clear instructions for who is responsible within TDC relating to who provides the relevant information to contractors.</li> <li>• Reference Clacton Leisure Centre Plan, you must ensure that there are adequate arrangements in place in the event of an accident incident or emergency should there be an unplanned release of asbestos on site.</li> </ul>	<ol style="list-style-type: none"> <li>1) Improvements to the Asbestos Management Plans required reference clarity of room numbering, key responsibilities/ duties and named contact officers.</li> <li>2) Ref the Asbestos Management Plans, ensure room numbers match those on the building layout maps for each site - to be completed by end of June 2025.</li> <li>3) New asbestos survey requested for Clacton Leisure centre to be completed by 30 June 2025.</li> <li>4) Fire box to be installed outside each site.</li> <li>5) To review Asbestos Management Plans for all sites annually</li> </ol>	<ol style="list-style-type: none"> <li>1) Plans updated using new HSE template and shared with HSE.  Town Hall, Theatre and Northbourne plans accepted / closed. HSE requested additional improvements to Clacton Leisure Centre Plan reference room numbering (see below)</li> <li>2) Ongoing for Clacton Leisure Centre. Completion required by 30 June.</li> <li>3) Started and remains ongoing at the time of finalising this report.</li> <li>4) Completed.</li> <li>5) Services reminded of the need for annual reviews and/or as part of any material building works/ changes. Internal H&amp;S team to ensure annual reviews during their inspection regime.</li> </ol>