

ASBESTOS MANAGEMENT PLAN

Gorse Hall Primary and Nursery School

Date Approved:	November 2021
Approved By:	Governing Board
Next Review Date:	November 2022
Author/Reviewer:	Headteacher and Governing Board
Version No.:	1

CONTENTS

1.	Introduction	3
2.	Management Procedure	3
3.	Responsibilities	4
3.1.	Duty Holder	4
3.2.	Responsible Persons	4
3.3.	Asbestos Survey and Register	4
3.4.	Asbestos Containing Materials	4
3.5.	Staff Awareness	5
3.6.	Monitoring and Inspection	6
3.7.	Works and Visitor Protocols	6
3.7.1.	Contractors	6
3.7.2.	Emergency Services	6
3.8.	Refurbishment or Demolition Works	6
3.9.	Asbestos Works and Removals	7
4.	Emergency Procedures	7
5.	Control measures for specific areas identified	8
	Appendix 1: Asbestos Containing Material Inspection Record	9
	Appendix 2: Contractor Review of Asbestos Register/Survey	12
	Appendix 3: Asbestos Permit to Work for Contractors/Maintenance	14
	Appendix 4: Staff Training Records	15

1. Introduction

Gorse Hall Primary and Nursery School adheres to the Asbestos Management Policy of TMBC.

This Asbestos Management Plan sets out the actions taken within the school premises to manage Asbestos Containing Materials (ACMs). It is in accordance with The Control of Asbestos Regulations 2012 (CAR), best practice guidance and TMBC policy.

A copy of this plan and the premises asbestos survey and register, in addition to any other relevant information as detailed in the schools and local authority guidance, is held in a central folder which can be found at the school office.

This central folder will be made readily available to all those who need access to the asbestos documentation.

This plan has been developed in consultation with TMBC, the school's leadership team and has been approved by the Governing Body.

2. Management Procedure

To ensure school employees, pupils, contractors and visitors to the premises do not disturb ACMs and are safe from potential exposure, the following asbestos management procedures are in place:

- There is a designated person/s responsible for the management of asbestos on the schools premises (referred to as the Responsible Person); including the updating of existing records
- Asbestos awareness training is provided to relevant school employees and third parties as deemed necessary and appropriate training records are maintained.
- There is regular periodic inspection of ACMs as specified within the asbestos register
- Periodic review of this Asbestos Management Plan
- Review of the Asbestos Register and completion of the Permit to Work (Asbestos) by all employees/contractors carrying out maintenance, refurbishment, restructuring or construction works (this includes anyone carrying out IT system related work) prior to the commencement of works
- Where necessary, a refurbishment or demolition survey is undertaken when the school undertakes any refurbishment, restructuring or construction works
- Advice and guidance is sought from suitably qualified and experienced Competent Persons on any asbestos related work activities that are to be undertaken (this may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works & air-monitoring)
- TMBC Health and Safety Team are informed of any instances of suspected exposure to ACMs.

3. Responsibilities

3.1. *Duty Holder*

In this school the responsibility of Duty Holder is

- Shared between the employer (the Local Authority) and the school.

3.2. *Responsible Persons*

The following members of staff have been nominated to be responsible for managing asbestos on the schools premises.

- 1) Lead Officers- Headteacher: Alexandra Flood, School Caretaker: Bernie Nicholson and School Business Manager: Janet Sculthorp
- 2) Deputy Officers- Deputy Headteachers: Jane Evans and Nazia Suleman

The members of staff detailed above have attended a recent asbestos awareness training course. Details of their attendance can be found in Appendix 4.

3.3. *Asbestos Survey and Register*

The Asbestos Survey provides accurate information on the location, amount and condition of ACMs. The information in the survey report will be used to form the asbestos register which is a key component of the management plan for the school.

The school will ensure that an up-to-date copy of the asbestos survey/register for the property will be available on the premises.

This will be kept at: the school office.

3.4. *Asbestos Containing Materials*

The areas of the school which have asbestos containing materials (ACMs) that require management will be noted from the asbestos register within the asbestos survey report. A copy of the Asbestos Register is attached to this document. Controls for specific high risk areas identified are included later in this plan at Section 5 (*Control measures for specific areas identified*).

Where ACMs have been identified and the person/s named earlier in this plan as being responsible for managing asbestos want to ensure that the materials are capable of being identified visually by all staff and contractors, the following stickers may be used:

- Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and pupils can be identified by a label/ sticker similar to;



- Asbestos containing materials in other areas will be labelled using labels commensurate with legislative requirements i.e. a 'tombstone' label.



3.5. Staff Awareness

All staff within the school will be provided with relevant information on:

- I. Types and location of ACMs (via the Asbestos Register and Plan)
- II. The visual means of identifying ACM's (labels/colour coding)
- III. How to avoid risks from asbestos (e.g. not disturbing)
- IV. How to report concerns about ACMs (e.g. to the Duty Holder)

New and temporary staff will as part of their staff induction are introduced to the control of Asbestos Containing Materials in school and their known locations by the Headteacher/Business Manager/Caretaker, outlining the Management Plan procedures and the location of the Asbestos Management Plan in the school office and in the Policies Folder on the school server. All members of staff can raise concerns that they may have with ACMs, its locations and methods of work in its vicinity initially through communication with the Headteacher/ School Business Manager/ Caretaker. A record of any concerns and action taken will be kept in the

Health and Safety Folder in the School Office. Asbestos related work such as removal is planned over holiday periods. Notice of all work included within 'holiday work programmes' which are compiled for Governing Board Premises meetings and Leadership Team meetings and will be communicated to staff. Periodic updates on any asbestos related works will be communicated to staff through staff briefings.

3.6. Monitoring and Inspection

Monitoring and Inspection

The school will ensure formal visual inspections of all known ACMs are carried out as stipulated within the Asbestos Register, recording the details of such inspections. (see Appendix 1 for template).

Formal visual inspections of retained ACMs will be conducted on an annual basis, by a Competent Qualified Person. All other periodical inspections stipulated will be undertaken by the Responsible Person/s identified earlier in this plan. These will be conducted and recorded termly.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan at Section 4 (*Emergency Procedure*).

3.7. Works and Visitor Protocols

3.7.1. Contractors

Everyone attending the school to carry out any works will be required to access and review the asbestos survey, register and plan before undertaking any work.

This will be provided by the person/s responsible for managing asbestos or other relevant member of staff within the school.

All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan using Appendix 2 below.

Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate method statement of work is produced and the Permit-to-Work procedures detailed in Appendix 3 duly authorised and implemented.

3.7.2. Emergency Services

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival.

3.8. Refurbishment or Demolition Works

Where the school commissions any construction works involving an upgrade, refurbishment or demolition works a Refurbishment & Demolition survey will be undertaken as necessary to locate and describe, as far as is reasonably practicable, all ACMs in the area where the work will take place.

This will be undertaken in accordance with the requirements of the Health and Safety Executive guidance HSG264.

Where necessary, the school will seek further advice and guidance from their competent advisor and/or TMBC Health and Safety Team.

3.9. Asbestos Works and Removals

The school will ensure that any works undertaken involving ACMs will be carried out within the requirements of the Control of Asbestos Regulations 2012. Guidance from the Health and Safety Executive can be found at: <http://www.hse.gov.uk/asbestos/index.htm>.

Control measures will be detailed in the method statement provided by the contractor.

Where ACMs are to be removed or encapsulated etc, the council will be contacted prior to any such works taking place and provided with a copy of the contractor's method statement etc. The council will confirm they are happy for the school to proceed and will update their records accordingly.

The school asbestos register will be updated accordingly following completion of the asbestos related works.

Where the school requires further guidance in relation to the Control of Asbestos Regulations 2012, the support of TMBC Health and Safety Team will be sought.

4. Emergency Procedures

The following procedures must be followed in the event that you discover or accidentally disturb and release asbestos during your work. This procedure reflects the guidance in HSE document em1 of the asbestos essentials series.

- Stop work;
- Warn anybody who may be affected;
- Exclude from the area anyone not needed to deal with the release;
- Identify the cause of the uncontrolled release;
- The situation must be reported immediately to The Growth Directorate and TMBC Health and Safety team;
- The Growth Directorate will check the asbestos survey report for the premises and confirm whether known ACM's are present. They will advise on an appropriate course of remedial action;
- If there is no survey information available then a sample of the suspect material must be taken, by a competent survey organisation, in accordance with HSG 264.
- No activity in the area is to recommence until the material has been identified and any necessary remedial works have been undertaken.

- Where the material has been found to be ACM, and if required, subsequent remedial and clearance work must be carried out by a contractor licensed to do so. Clearance testing must be carried out before the area is handed back for re-use or occupation.
- Where clearance/removal is not required but ACM's have been damaged/exposed then background monitoring must be carried out to ensure exposure levels are below $0.1\text{f}/\text{cm}^3$.
- The responsible manager should complete an accident/incident report form and submit it to the Health and Safety Team.

In the event that known/presumed ACM's are disturbed or damaged a full investigation will be undertaken by the Health and Safety Team to determine why this has happened.

The Health and Safety team will be responsible for reporting to the HSE any incident involving accidental asbestos exposure as a dangerous occurrence under RIDDOR.

5. Control measures for specific areas identified

This section outlines specific control measures adopted by the school, which are outside of the normal adopted practices, for ACMs which staff, visitors, emergency services attending site and/or contractors must be made aware of. Details of specific ACMs are detailed on the Asbestos Survey Report with special control measures identified. No specific control measures in place outside of the normal adopted practices

Appendix 1: Asbestos Containing Material Inspection Record

School		Date of Inspection	
Inspection By (signature)		Print Name	

Good Practice Guidance:

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration since the last inspection
- Replace missing/ damaged asbestos labels/ stickers
- Where the condition is determined as either **Medium** or **High**, the emergency procedure needs to be instigated

Condition Key:

Good: No visible damage; review at next inspection date

Low: A few scratches or surface marks but no signs of asbestos debris; review at next inspection date for further signs of deterioration

Medium: Significant breakage of materials or several small areas where material has been damaged; encapsulation works likely - follow the emergency procedure

High: Visible asbestos debris; environmental clean and encapsulation works likely – follow the emergency procedure

LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	

LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	

Appendix 3: Asbestos Permit to Work for Contractors/Maintenance

Date of Works: _____

Location and description of works;

Have you read and checked the Asbestos Management Plan / Asbestos Register?

Yes – Proceed to next question

Are there known or suspected Asbestos Containing Materials (ACM's) present in the area of work?

No – Work can proceed. However it must be understood that there may still be asbestos present and caution must be taken

Yes – Contractor to make assessment as to whether the ACM's will be disturbed whilst undertaking the work

Is there likelihood that ACM's will be disturbed whilst undertaking the work?

No - Work can proceed. However it must be understood that there is asbestos present and caution must be taken

Yes – Work is not to be undertaken. Sign below stating that the work cannot be carried out and state the reason. Bring to the attention of the premises manager.

Contractor Declaration:

I have read the above in conjunction with the asbestos register and will fully abide by the criteria laid down:

I have read the above in conjunction with the asbestos register and **CANNOT** undertake this work for the following reasons:

Signed: _____ Dated: _____

Print Name: _____ Company: _____

School Approval:

Signed: _____ Dated: _____

Print Name: _____ Position: _____

Appendix 4: Staff Training Records

Staff's training needs are subject to periodic review.

Periodic asbestos awareness training will be provided to those staff where the school identifies the need. Other professional training will be undertaken as and when required.

Staff Name	Details of Training Attended	Date Training Attended	Next Training Date

These training records should be reviewed as a minimum annually and should form part of the staff's Personal Development Plan and Performance Review.