

# **SCHOOL ASBESTOS MANAGEMENT PLAN**

## **St Monica's Catholic Primary School**

Date Agreed by the Resources Committee: 16<sup>th</sup> October 2019

Approved By the Full Governing Body on:

Next Review Date: November 2020

Author/Reviewer: SBM

Version No.: 03

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## 1.0 ASBESTOS MANAGEMENT POLICY STATEMENT

St Monica's Catholic Primary School has a local Asbestos Management Policy which can be found on the Admin Shared Drive (Premises folder). The asbestos register file is kept in the School Business Manager's office.

This Asbestos Management Plan sets out the actions taken within the school premises to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations (CAR), best practice guidance, and the London Borough of Hackney's policy.

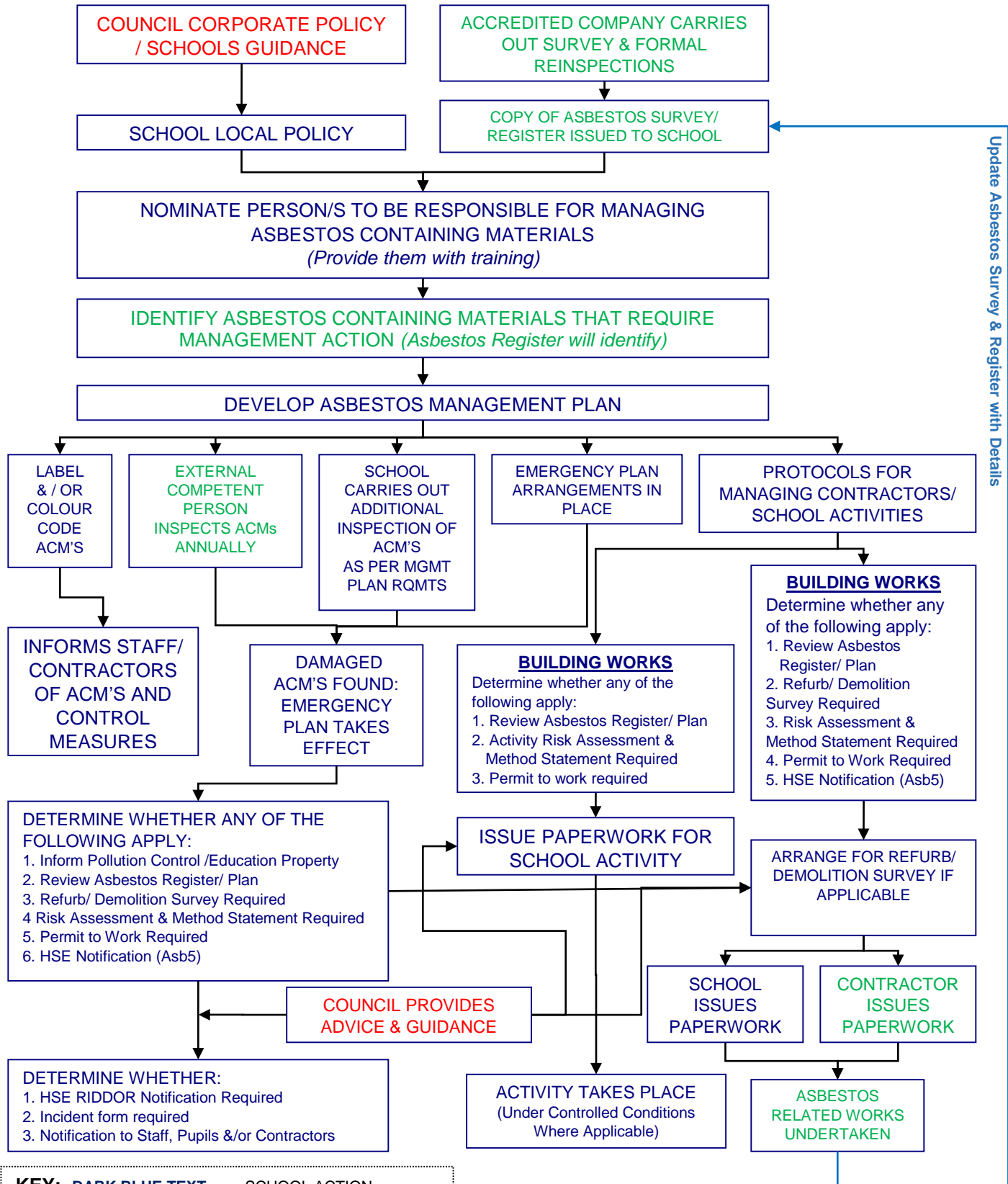
A copy of this plan and the premises asbestos survey and register, in addition to any other relevant information, will be held in a central folder which can be found at the School Business Manager's office. This central folder will be made readily available to all those who need access to the asbestos documentation.

This document will be reviewed annually or earlier if required due to changes.

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

- A designated person has been appointed, responsible for the management of asbestos on the schools premises (referred to as the Responsible Person), including updating existing records
- A system to ensure ACMs are identifiable through appropriate labelling and/ or colour coding is in place
- Asbestos awareness training has been provided to relevant school employees and third parties as deemed necessary (including the keeping of appropriate training records)
- Regular inspection of ACMs on a regular basis as specified within the asbestos register, by the school's premises management company
- To periodically review this Asbestos Management Plan
- Provide access to the asbestos management central folder to contractors carrying out maintenance and/ or construction works (including IT contractors) prior to the commencement of works
- Ensure that, where deemed necessary, a refurbishment or demolition survey is undertaken when the school undertakes any construction works (further advice is available from the Education Property Team by emailing [pmo.educationproperty@hackney.gov.uk](mailto:pmo.educationproperty@hackney.gov.uk))
- Seek advice and guidance 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)
- Inform Hackney Council of any instances of suspected exposure to ACMs so that the Council can provide professional assistance and guidance (refer to emergency procedures in [section 3.3](#) below)

## 2.0 SCHOOL MANAGEMENT FLOWCHART



**KEY:** DARK BLUE TEXT = SCHOOL ACTION  
 RED TEXT = COUNCIL ACTION  
 GREEN TEXT = CONTRACTOR ACTION

## **3.0 ASBESTOS MANAGEMENT PLAN**

### **3.1 Duty Holder**

The school has appointed the Headteacher as the legally designated Duty Holder (unless an alternative person has been identified and appointed by the Governing Body).

### **3.2 Responsible Persons**

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

- |                                  |   |              |
|----------------------------------|---|--------------|
| 1) Elizabeth Bart-Williams (SBM) | - | Lead Officer |
| 2) Site Manager – SOS            | - | Deputy       |

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

### **3.3 Damaged ACMs / Emergency Procedure**

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

- Secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate)
- Review impact on the schools operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used
- Contact the Council's Asbestos Team, by emailing Jed Morrison [Jed.Morrison@Hackney.gov.uk](mailto:Jed.Morrison@Hackney.gov.uk) or calling by 07814 168633, or Gerald Cassell [Gerrald.Cassell@Hackney.gov.uk](mailto:Gerrald.Cassell@Hackney.gov.uk) or by calling 0208 356 5252 and notify them of the damage
- The council's team will then provide professional advice and guidance as necessary. This may include, but is not limited to, inspecting the damage reported, arranging an air monitoring test and arranging and managing any associated remedial works required
- Maintain controlled access to the area until such time as formal clearance has been confirmed
- Maintain good communication with school staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached

### **3.4 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 will be available on the premises.





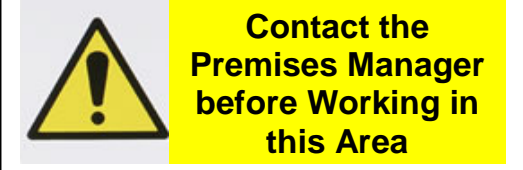
This will be kept at: The School Business Manager's Office

### **3.5 Asbestos Containing Materials (ACMs)**

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 4.0 \(Control measures for specific areas identified\)](#).

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

- Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and pupils will be identified by a label/ sticker similar to those contained within the table below
- Asbestos containing materials in other areas will be labelled using labels commensurate with legislative requirements i.e. a 'tombstone' label (please see table on next page)

<b>Examples of acceptable asbestos stickers/ labels to be used</b>	
<p>The following examples of labels/ stickers are suitable for use within the school premises as part of the management control procedures outlined within this Asbestos Management Plan.</p> <p>These examples are not extensive and other appropriate stickers/ labels may be used.</p>	<p><b>Asbestos ‘tombstone’ sticker –</b> <i>normal industry standard label used</i></p> 
<p><b>Presumed asbestos sticker –</b> <i>used when similar materials have been proven to contain ACMs</i></p>	<p><b>Encapsulated asbestos sticker –</b> <i>used when ACMs have been encapsulated</i></p>
	
<p><b>Asbestos sticker –</b> <i>An alternative to the ‘tombstone’ sticker highlighted above</i></p>	<p><b>Warning sticker –</b> <i>Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern</i></p>
	

### **3.6 Staff Awareness**

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

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

All new staff are made aware of the Management Plan at induction, with regular refreshment at annual Inset Day training sessions.

All concerns and/or queries re Asbestos should be directed to the Site Manager or the School Business Manager.

### **3.7 Monitoring and Inspection**

The school will ensure formal visual inspections of all known ACMs are carried out, recording the details of such inspections using a suitable proforma (please refer to Appendix 1 for template).

Formal visual inspections of retained ACMs will be conducted on at least an annual basis, by a Competent Person qualified to BOHS P401 or P402 certificate level. All other periodical inspections stipulated will be undertaken by the Responsible Person/s identified earlier in this plan. These will be conducted and recorded at least termly.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan at [Section 3.3](#) (*Damaged ACMs / Emergency Procedure*).

To arrange the annual external competent persons inspections, please contact the Council's Asbestos Team: Jed Morrison at [jed.morrison@hackney.gov.uk](mailto:jed.morrison@hackney.gov.uk) or Gerald Cassell at [Gerald.cassell@hackney.gov.uk](mailto:Gerald.cassell@hackney.gov.uk). If a different surveyor is used, they must be qualified to BOHS P401 or P402 certificate level, as set out above.

### **3.8 Works and Visitor Protocols**

#### **3.8.1 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.



### **3.8.2 Emergency Services**

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

### **3.9 Refurbishment or Demolition Works**

All major refurbishment works are commissioned under the project management of the Property Team of the Diocese of Westminster.

Where the school commissions any construction works involving an upgrade, refurbishment or demolition work a refurbishment or 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. A free copy of this document can be downloaded at <http://www.hse.gov.uk/pUbns/priced/hsg264.pdf>

Where necessary, the school will seek further advice and guidance from the Council's Asbestos Team, using the contact details specified earlier in this plan.

### **3.10 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 (please email [pmo.educationproperty@hackney.gov.uk](mailto:pmo.educationproperty@hackney.gov.uk)) prior to any such works taking place and provided with a copy of the contractor's method statement, etc. The Council will confirm it is 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 the Council's Asbestos Team will be sought.

## **4.0 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.

**The school has contracted its maintenance company – Schools Offices Services – as follows:**

- To conduct annual visual checks on the ACM around the school;
- To record the dates of such checks and any comment, observation or advice as necessary;
- To ensure that the key responsible staff undertake Asbestos Awareness training and to repeat the training as required and especially any time there is a change in staffing.

## Appendix 1: Asbestos Register

<b>School Name</b>	<b>St Monica's Catholic Primary School</b>	<b>Date of Inspection</b>	
<b>Inspected By (signature)</b>		<b>Print Name</b>	

### 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 (set out in [Section 3.3](#)) 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	CONDITION (delete as applicable)	INSPECTION COMMENTS
Boiler Room – Car Park  All works carried out have been done by fully qualified workers (mainly Diocese approved CDMs).  There has been no disturbance to the identified areas	<ul style="list-style-type: none"> <li>• Asbestos insulation board ceiling panelling</li> <li>• Pipe lagging to metal enclosed pipework</li> </ul>	<b>Good / Low</b>	
Toilet Cisterns  The pupils' toilets in KS1 and KS2 are quite old and dated. These should be considered for replacement, subject to LCVAP funding.	<ul style="list-style-type: none"> <li>• Suspected asbestos to old toilet cisterns</li> </ul>	<b>Good / Low</b>	

LOCATION OF ACM	ACM DESCRIPTION	CONDITION (delete as applicable)	INSPECTION COMMENTS
Sink pad - Kitchen	<ul style="list-style-type: none"> <li>The sinks have now been replaced</li> </ul>	Good / Low	
Artex Textured Ceiling coating – throughout school main buildings  Mainly undisturbed throughout the school, except during building maintenance by qualified personnel	<ul style="list-style-type: none"> <li>These ceiling types are generally considered to contain Asbestos.</li> </ul>	Good / Low	
External windows to main school building  Generally left undisturbed. Windows very old (single glazed) and should be considered for replacement.	<ul style="list-style-type: none"> <li>The under-window panelling and soffit boarding to exterior of school</li> </ul>	Good / Low	
	<ul style="list-style-type: none"> <li></li> </ul>		
	<ul style="list-style-type: none"> <li></li> </ul>		



## Appendix 3: Asbestos Permit to Work Proforma

### Permit to Work Issuing Instructions

To be used when any work on/near asbestos containing materials is to take place.

The form should be issued to the relevant contractor, and completed by them and the School's Responsible Person prior to any works being conducted.

If in any doubt of the contractor's commitment to obey the statutory requirements for managing asbestos, or use the school's existing asbestos management plan, work should **not** be allowed to commence.

If any materials are encountered that were not expected and prepared for (i.e. 'prepared' meaning that the contractor has the correct expertise, qualifications and equipment to deal with it safely and in accordance with the law) and are suspected of containing asbestos, or are presumed to contain it, **WORK MUST CEASE IMMEDIATELY AND THE EMERGENCY PROCEDURE SET OUT IN [SECTION 3.3](#) ABOVE SHOULD BE FOLLOWED.**

## ASBESTOS PERMIT TO WORK

School site:..... Completed by:.....

Date/s for Works/ Activity:..... Times:.....

Section 1: Location and description of work:

### Section 2: Asbestos Register

2.1 Has the Asbestos Register been reviewed by the staff member/Contractor? **Yes / No**

2.2 Will the work disturb any asbestos containing material? **Yes / No**

*If the answer to 2.2 is YES – please proceed to Section 3; if NO – proceed to Section 4*

### Section 3: Work ON asbestos containing materials

3.1 Contractors competency to work on ACM's been confirmed? **Yes / No**

3.2 Worked planned in accordance with the requirements of The Control of Asbestos Regulations 2012? **Yes / No**

3.3 Has the LBH Education Property Team been informed and given approval? **Yes / No**

*Work can commence once the above are confirmed*

### Section 4: Activity / Work NEAR asbestos containing materials

4.1 Has a method statement been prepared for the work? **Yes / No**

*The activity / works can commence once the above is confirmed but must stop immediately if any suspicious materials are discovered*

### Section 5: School Approval

Signature:..... Date:.....

Print Name:..... (Responsible Person)

### Section 6: Staff / Contractor Confirmation

I confirm that the activity / work will be undertaken in accordance with the requirements of this permit and school asbestos management plan.

Signature:..... Date:.....

Print Name:..... Company Name:.....

## 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 schools Training Needs Analysis (TNA) identifies the need. Other professional training will be undertaken as and when required/ determined by the TNA.

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

**These training records should be reviewed at least annually and should form part of the relevant staff's Personal Development Plan and Performance Review.**