

<b>Title</b>	Asbestos Management Plan	<b>Date</b>	April 2022
		<b>Review Date</b>	April 2023

## Asbestos Management Plan: [School Name]

### Contents

Asbestos management statement.....	2
Organisational responsibilities .....	4
Duty Holder .....	4
Responsible Person(s) .....	4
Person responsible for undertaking annual re-inspection.....	4
Author of this plan .....	4
Emergency Procedure.....	5
Asbestos Survey and Register .....	5
Asbestos Containing Materials .....	5
Staff Awareness .....	7
Monitoring and Inspection .....	7
Works and Visitor Protocols.....	8
Contractors.....	8
Emergency Services .....	8
Refurbishment or Demolition Works.....	8
Asbestos Works and Removals.....	8
Control Measures for Specific Areas .....	9
Appendix 1: Asbestos Containing Material Inspection Record.....	10
Good Practice Guidance: .....	10
Condition Key:.....	10
Appendix 2: Contractor Review of Asbestos Register/Survey.....	14
Appendix 3: Permit to work: Asbestos .....	17
Appendix 4: Staff Training Records .....	18
Appendix 5: Log of Asbestos Works .....	19

<b>Title</b>	Asbestos Management Plan	<b>Date Review Date</b>	April 2022 April 2023
--------------	--------------------------	-----------------------------	--------------------------

## Asbestos management statement

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) and best practice guidance.

A copy of this plan, [school name's] asbestos survey and register, and all other information relevant to the management of asbestos is held in a central folder, which can be found at [insert location details here].

This central folder will be made readily available to all those who need access to the asbestos documentation. Wherever possible, a copy of the asbestos register will be shared with anyone who may disturb asbestos during the undertaking of their work 5 business days prior to them attending the site.

This plan has been developed in consultation with Herefordshire Council, the schools leadership team, [please include the company names of any competent advisors such as your surveyor, if they have contributed to this plan] and has been approved by the Governing Body.

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:

- 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
- A system to ensure ACMs are identifiable through appropriate labelling and/ or colour coding where they are likely to be disturbed
- Provision of asbestos awareness training to relevant school employees and third parties as deemed necessary. Training records are kept in the central asbestos folder.
- Periodic visual inspections of easily accessible ACMs on a termly basis by a competent person within the school:
  - Is the surface of the material damaged, frayed or scratched?
  - Are the surface sealants peeling or breaking off?
  - Is the material becoming detached from its base? (This is a particular problem with pipe and boiler lagging and sprayed coatings.)
  - Are protective coverings, designed to protect the material, missing or damaged?
  - Is there asbestos dust or debris from damage near the material?

**IF ANY OF THE ABOVE ISSUES ARE APPARENT, A COMPETENT CONTRACTOR MUST BE ENGAGED TO CARRY OUT REMEDIAL WORKS OR REMOVE THE ACM.**

- Annual re-inspection by a competent asbestos surveyor from a UKAS accredited employer.
- Review this Asbestos Management Plan at least every 12 months; or where circumstances relating to the management of asbestos in the school have changed.
- Provide access to the asbestos management central folder to contractors carrying out maintenance and/or construction works (this includes IT contractors) prior to the commencement of works.
- A Refurbishments/Demolitions survey will be commissioned as necessary before any refurbishments or demolitions are carried out on site.

<b>Title</b>	Asbestos Management Plan	<b>Date</b>	April 2022
		<b>Review Date</b>	April 2023

- All work on ACMs, or that may disturb ACMs, will be carried out by a competent person with the necessary level of training, experience and skill.
- Inform Herefordshire Council of any instances of suspected exposure to ACMs so that the Council can provide professional assistance and guidance (see emergency procedures)

Following any changes to this AMP, a copy will be shared with Herefordshire Council's Sufficiency, Planning & Capital Investment Manager.



<b>Title</b>	Asbestos Management Plan	<b>Date</b>	April 2022
		<b>Review Date</b>	April 2023

<b>School name:</b>			
<b>Address:</b>			
<b>Postcode:</b>			
<b>Email:</b>		<b>Telephone:</b>	
<b>Head</b>			
<b>Deputy Head</b>			

## Organisational responsibilities

### Duty Holder

[Name of Head/Duty Holder on site] is the legally designated duty holder for managing asbestos on the school premises.

### Responsible Person(s)

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

- 1) [Insert Name] - Responsible Person
- 2) [Insert Name] - Deputy

### Person responsible for undertaking annual re-inspection

Annual re-inspections are carried out by EMS. Re-inspections are arranged by Herefordshire Council.

### Author of this plan

This plan was written by and will be maintained by [Insert Name]. [If this is not the responsible person, also insert "under instruction from the Responsible Person"]

<b>Title</b>	Asbestos Management Plan	<b>Date</b>	April 2022
		<b>Review Date</b>	April 2023

## 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.

- Any staff affected will dispose of contaminated clothing, which will be double bagged, and be given access to school showers and clean clothes.
- 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 Herefordshire Council's Sufficiency, Planning & Capital Investment Manager on 01432 383042 and the Health and Safety team on 01432 260241
- Contact [name of asbestos contractor] on [phone number] to conduct removals and air sampling as necessary.
- 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

## Asbestos Survey and Register

The current asbestos survey was completed in 2021 and provides accurate information on the location, amount and condition of ACMs. The survey is kept in the central asbestos file along with the asbestos register, which can be found at [insert location details here].

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

## 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 central asbestos folder. A copy of the Asbestos Register is attached to this document. Controls for specific high-risk areas identified are included later in this plan under "Control measures for specific areas identified".




Where ACMs have been identified, the responsible person will ensure that the materials are identified to all staff and contractors through a robust system for sharing information. This system includes the following:

- All staff working in areas containing unobscured ACMs will be informed of their presence in writing and verbally, and instructed not to undertake any activity that could cause damage to the ACM resulting in the release of fibres.
- Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and pupils, which may be damaged intentionally or accidentally during the course of the normal school day, will be identified by a "Danger" label/sticker similar to those contained within the table below, or a colour coded label who's key is contained within the asbestos register.

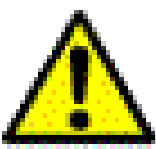
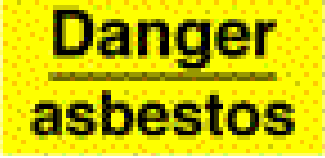

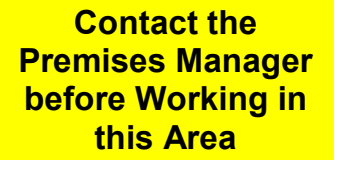
<b>Title</b>	Asbestos Management Plan	<b>Date Review Date</b>	April 2022 April 2023
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- Asbestos containing materials in other areas (plant rooms, ceiling voids, storage areas etc.) will be labelled using labels commensurate with legislative requirements i.e. a ‘tombstone’ label (see table below).
- Asbestos that is unlikely to be disturbed accidentally, but is visible to parents, pupils and members of the public will not be labelled. Anyone who needs to access areas containing these ACMs will be notified of their presence through sharing of the asbestos register and, where necessary, site induction.
- Anyone contractor working on site will be informed that the absence of stickers does not indicate the absence of ACMs, and that the asbestos register must be consulted and signed prior to work commencing.

**Examples of asbestos stickers used on the school site. [If the school uses a colour coding system, or alternative sticker system, this should be added to this table.]**

<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 – normal industry standard label used</b></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</i></p>

<b>Title</b>	Asbestos Management Plan	<b>Date</b>	April 2022
		<b>Review Date</b>	April 2023

	<i>specified above which may cause unnecessary concern</i>
 	 

### 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)

[School to insert details below on:]

- [How staff induction is carried out for new and temporary staff]
- [The procedure for staff to follow if they need to report any concerns in relation to an ACM (e.g. informing Site Manager)]
- [How periodic updates on any asbestos related works will be communicated to staff]

### Monitoring and Inspection

The school will ensure that a formal re-inspection of all ACMs is carried out at least annually by a Competent Person qualified to BOHS P402 certificate level, and recorded in this management plan. Any changes will be reflected in the asbestos register. Following annual re-inspection, this management plan will be updated to reflect any changes to management of asbestos required in the school.

The school will ensure regular visual inspections of all visible ACMs are carried out termly and recorded using a suitable pro forma (refer Appendix 1 for template). These visual inspections will be carried out more frequently if an ACM is easily accessible, unprotected, and likely to be damaged during the course of normal school activities. During these visual inspections, photographic records will be kept for the purpose of identifying any degradation of ACMs over time. These photographs should be recorded in appendix 1.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan (Damaged ACMs / Emergency Procedure).

Annual formal re-inspections are arranged by Herefordshire Council.

<b>Title</b>	Asbestos Management Plan	<b>Date</b>	April 2022
		<b>Review Date</b>	April 2023

## Works and Visitor Protocols

### 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 responsible person or other relevant member of staff within the school via email prior to contractors attending site, or in person upon arrival for emergency/unplanned works.

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 is duly authorised and implemented.

### Emergency Services

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival. The school will share the Asbestos register with the local Fire and Rescue service.

### Refurbishment or Demolition Works

Where the school or Herefordshire Council 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.

### Asbestos Works and Removals

The school will ensure that any works undertaken involving ACMs will be carried out by a competent person with the relevant skills, knowledge and training, 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.

Herefordshire Council will be contacted prior to any licenced or notifiable un-licensed works taking place in the school 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. All documentation produced as part of these works will be collated and recorded in the central asbestos register. These records should include:

- Scope of Works (SoW)
- Licensed Asbestos Removal Contractor (LARC) evidence of accreditation



<b>Title</b>	Asbestos Management Plan	<b>Date</b>	April 2022
		<b>Review Date</b>	April 2023

- Plan of Work (PoW)
- Consignment Notes (What happened to the ACM after leaving the school)
- Air Monitoring Records
- 4 Stage Clearance Certificate/Certificate for Reoccupation.

### **Control Measures for Specific Areas**

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.

[School to insert details of specific ACMs and their respective special control measures here. Where there are not any specific control measures in place, this should be recorded in this section as no specific control measures in place outside of the normal adopted practices.

Controls could include, but are not limited to, the following:

- Restrictions on the use of tape, pins, tacks, nails etc. on certain walls
- Refraining from using the top shelf in a store room with an ACM ceiling
- Limiting the weight on shelves near ACM insulation
- Restricting certain activities such as ball games in a room with accessible ACMs
- Access to certain areas containing high risk ACMs
- Keeping certain rooms locked while not in use... etc.]

## Appendix 1: Asbestos Containing Material Inspection Record

<b>School</b>		<b>Date of Inspection</b>	
<b>Inspection 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 asbestos labels/stickers. Loose stickers can be peeled off sealed ACMs and disposed of normally. Stickers on raw/unsealed ACMs should be removed as part of the annual re-inspection by a competent person, as removal can cause the release of asbestos fibres. If you are in any doubt, ask that stickers be replaced as part of re-inspection. There may be an additional charge associated with this.
- Where the condition is determined as either **Poor** or **Severs**, the emergency procedure needs to be instigated

### Condition Key:

<b>Good:</b> No visible damage; review at next inspection date	<b>Fair:</b> A few scratches or surface marks but no signs of asbestos debris; review at next inspection date for further signs of deterioration
<b>Poor:</b> Significant breakage of materials or several small areas where material has been damaged; encapsulation works likely - follow the emergency procedure	<b>Severe:</b> Visible asbestos debris; environmental clean and encapsulation works likely – follow the emergency procedure

Location of ACM and description	Photograph of ACM	Condition (delete as applicable)	Inspection comments
		<b>Good / Fair</b>	

Location of ACM and description	Photograph of ACM	Condition (delete as applicable)	Inspection comments
		Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair	

Location of ACM and description	Photograph of ACM	Condition (delete as applicable)	Inspection comments
		Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair Poor / Severe	
		Good / Fair	

Location of ACM and description	Photograph of ACM	Condition (delete as applicable)	Inspection comments
		<b>Poor / Severe</b>	
		<b>Good / Fair</b> <b>Poor / Severe</b>	
		<b>Good / Fair</b> <b>Poor / Severe</b>	
		<b>Good / Fair</b> <b>Poor / Severe</b>	
		<b>Good / Fair</b> <b>Poor / Severe</b>	
		<b>Good / Fair</b> <b>Poor / Severe</b>	
		<b>Good / Fair</b> <b>Poor / Severe</b>	

## Appendix 2: Contractor Review of Asbestos Register/Survey

This sheet should be signed by all those carrying out repair/maintenance work on the premises (including voluntary workers or staff) that will involve disturbing the fabric of the premises.

Persons signing this sheet are signing to say that they have seen the Asbestos Register and Management Plan and checked whether there is any known or presumed asbestos in the area in which they are working.

Where an asbestos containing material is suspected, no work should be carried out until all relevant procedures have been carried out as detailed in this plan.

Date	Company	Details of Work	Print Name	Signature

Date	Company	Details of Work	Print Name	Signature

Date	Company	Details of Work	Print Name	Signature



### Appendix 3: Permit to work: Asbestos

Date of works/activity:			Time:	
<b>1</b>	Location and description of works.			
<b>2</b>	<b>Asbestos register</b>			
<b>2.1</b>	Has the asbestos register been reviewed by the staff member/contractor		YES	NO
<b>2.2</b>	Will the work disturb any asbestos containing materials YES – continue to section 3 No – continue to section 4		YES	NO
<b>3</b>	<b>Work ON asbestos containing materials</b>			
<b>3.1</b>	Contractor's competency to work with asbestos confirmed. (Asbestos Awareness (CAT A) and non-licensable work with asbestos (CAT B) training for all non-notifiable work with asbestos. For licensed notifiable works, a copy of the 3-year license provided by the HSE must be obtained.		YES	NO
<b>3.2</b>	Method statement and risk assessment provided by contractor.		YES	NO
<b>3.3</b>	Herefordshire council have been informed of the works.		YES	NO
<b>4</b>	<b>Activity/work NEAR asbestos containing materials</b>			
<b>4.1</b>	Method statement and risk assessment provided by contractor. <b>Works must stop if you or the contractor believed an ACM has been disturbed, and the emergency plan enacted.</b>		YES	NO
<b>5</b>	<b>School approval</b>			
<b>5.1</b>	Responsible person signature		Date	
<b>5.2</b>	Duty holder signature		Date	
<b>6</b>	<b>Contractor confirmation</b>			
<b>6.1</b>	Signature		Date	

## Appendix 4: Staff Training Records

Any staff member involved in maintaining this management plan, conducting visual inspections or working in an area with unprotected asbestos must receive an appropriate level of training or inspection.

All training and instruction, including asbestos awareness, duty to manage asbestos and instruction regarding ACMs on site, is recorded below.

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

## Appendix 5: Log of Asbestos Works

Over the life of an ACM, works may be carried out to repair, encapsulate or remove ACMs, or dispose of ACMs unintentionally brought on to the site. These works should be recorded in the below table, and the asbestos register updated.

Upon completion of asbestos works, all documentation provided to the school should be collated and kept alongside this Asbestos Management Plan. Collections of work should be given a reference number to help identify documents. This record should be shared with the competent person completing your annual re-inspection, and kept updated by your duty holder.

Location of ACM	Notifiable Y/N	Work Carried Out	Date Work Completed	Ref.