

Asbestos Management Plan with Asbestos Register

Reviewed: Spring 2024

Next Review: Spring 2025

OVERVIEW

This template is based on the Health and Safety Executive's template published January 2024 and has been adapted by SCC Schools Risk Management Team for school settings.

This document sets out our school's procedures for managing asbestos containing materials (ACMs) within the school's various buildings. The school recognises that asbestos may be present in various forms, conditions and types and that an effective Asbestos Management Plan needs to be in place to manage the risk to contractors, staff, pupils and members of the public.

In its management of asbestos, the school will:

- Ensure that an Asbestos Management Plan has been prepared and is reviewed annually or upon any significant change
- Ensure that any staff identified as requiring specific training (such as the Responsible Person, Premises staff) are trained and a record of this training is kept on file
- Ensure that staff are made aware of this Plan and the presence of asbestos containing materials and the school's control measures to prevent fibre release
- Ensure that any contractor working in the premises reviews the Asbestos Register and Asbestos Management Plan and sign that they have seen it.
- Ensure that no work is undertaken on the fabric of the building without conducting an intrusive refurbishment / demolition asbestos survey beforehand.
- Ensure that any works commissioned by the school that may involve the disturbance or removal of asbestos containing materials are done so within the requirements of the Control of Asbestos Regulations 2012 and by someone trained and competent to carry out licensable work or non-licensable work as appropriate.
- Ensure that asbestos containing materials remaining in the premises are subject to re-inspection at least every 12 months by an external specialist or trained competent person.
- Ensure that if there are any concerns over the condition of asbestos containing materials it is reported to the responsible person so that the necessary emergency procedure is followed.

Details of site covered by this Asbestos Management Plan:	Nutfield Church Primary School
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ROLES AND RESPONSIBILITIES	
Role	Name and contact details
Duty holder The organisation with the main responsibility for maintenance or repair	The Governing Body
Responsible person and deputy The person at the school with the resources, skills, training and authority to ensure that ACMs are managed effectively	Headteacher
Responsibility (as appropriate)	Designated role or name of person and contact details
Asbestos register and site plans • Preparation • Review and update	Headteacher / Premises Manager
Condition monitoring of ACMs a) Formal annual inspections b) Local termly visual inspections	Tetra Tech Limited (SCC Buy-Back)
Asbestos management plan • Preparation • Review and update	Headteacher / School Business Manager
Surveys and specialist asbestos advice For example, air monitoring, bulk sampling	Tetra Tech Limited (SCC Buy-Back)
Management of service providers Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements and quality checks	Tetra Tech Limited (SCC Buy-Back)
Delivery of 'site asbestos information briefing' to site staff • Detail the location of ACMs in specific areas they work • Include an instruction not to disturb ACMs • Explain what must be done if ACMs become damaged	Headteacher
Organising staff training For example, duty to manage, asbestos awareness and non- licensed work	Headteacher / School Business Manager
Pre-site arrival checks of contractors Check those doing asbestos work have: • had appropriate asbestos training / UKAS accredited • seen a risk assessment and plan of work detailing suitable control equipment and procedures	Premises Manager / School Business Manager
Providing asbestos information At planning stage for any refurbishment, installation, demolition work Ensuring that no work liable to disturb the fabric of the building is undertaken without conducting a targeted, intrusive (Refurbishment/Demolition) survey beforehand.	Headteacher / Premises Manager

Delivery of contractor site inductions Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to: • verify pre-site check • ensure contractor signs to acknowledge seen AMP and Register/Site Plan • issue a permit-to-work or equivalent	Headteacher / Premises Manager
Collating and storing evidence Following asbestos removal, repair work and safe site reoccupation, for example: • certificate of reoccupation • statement of cleanliness	Premises Manager / School Business Manager
Providing asbestos register and site plans to emergency services	Headteacher / Premises Manager / School Business Manager
Resilience testing of the asbestos management plan This is to check the procedures work for a range of scenarios, for example: • planned and unplanned work • accidental disturbance of ACM	Headteacher
Contact details Headteacher (Responsible Person) – Imogen Woods: head@nutfield.surrey.sch.uk Tetra Tech – Emma Freestone: 0207 250 7781, Emma.Freestone@tetrattech.com SCC Land and Property Helpdesk: FMHelpdesk.SCC@macegroup.com SCC School's Risk Management Team: srm.hands@surreycc.gov.uk Health and Safety Executive Info Online: 0845 345 005 Department for Education published guidance: Managing asbestos in your school or college - Guidance - GOV.UK (www.gov.uk)	

ASBESTOS MANAGEMENT CONTROL ARRANGEMENTS
Asbestos condition monitoring Inspect any identified or suspected ACM and assess its condition periodically, to check that it has not deteriorated or been damaged. The frequency of inspection will depend on the location of the ACMs and other factors which could affect their condition, for example the activities in the building, non-occupancy etc • All ACMs (confirmed and presumed) detailed on the asbestos Register are inspected every year by the school's UKAS accredited specialist contractor • Any deterioration in ACM condition must be reported to the contractor / SCC Property Team • The asbestos Register is updated by inserting a photo, any changes to risk assessment, any repairs or actions needed and date of inspection • Any actions required are carried out in line with the prioritised action plan - see section below.
Access controls such as permit-to-work system, restricted areas These may be required for areas where asbestos is present or presumed and it is at risk of being disturbed. • School staff will not undertake any removal or work on ACMs. Specialist support from a Licensed Contractor will be sought • All contractors are made aware of the locations of ACMs and sign the Asbestos Register.
Maintenance tasks on ACMs that can be carried out by non-licensed, trained workers Some tasks, like cleaning vinyl floor tiles, can be done by workers who have had asbestos awareness training. Anyone doing non-licensed work must be suitably trained for the specific tasks and follow HSE's guidance: www.hse.gov.uk/asbestos/essentials The school will ensure all staff members who undertake the following work have completed Asbestos Awareness Training before working in an area where ACMs have been identified: - cleaning - painting (i.e. only non-invasive works / without disturbing the fabric of the building)
Maintenance tasks on ACMs that can only be done with help from licensed contractors Some tasks, for example removal of multiple damaged AIB ceiling tiles, must be done by a licensed contractor School staff will not undertake any removal or work on ACMs. Specialist support from a Licensed Contractor will be sought.

Controls for planned maintenance or other work on the building

Prior to any planned maintenance or other work on the building the school will ensure:

- the record/register is checked in good time before the work starts
- the information on the presence of asbestos has been understood and will be considered
- in advance of any refurbishment and demolition work liable to disturb the fabric of the building, an intrusive Refurbishment & Demolition Survey will be carried out as recommended in [HSG264](#).
- the correct controls will be used
- competent asbestos-trained contractors will carry out the work
- handover arrangements are in place at the start and end of work, managed by the Premises Manager.

ACTION PLAN FOR ACM REMOVAL, REMEDIATION OR ONGOING MANAGEMENT

When deciding on actions and priorities for ACMs in the asbestos register, take the following points into account:

- ACMs which have a high potential to release fibres, for example with material assessment scores above 10, must be prioritised for immediate action
- ACMs in good condition, but with a high potential for disturbance either during normal occupancy or foreseeable maintenance, should be protected or removed
- ACMs likely to be disturbed by any major planned refurbishment works must be removed unless work can be designed to avoid the ACMs
- some ACMs may require more frequent condition checks to inform long-term management actions
- some locations may be subject to activity changes and will require a review of the actions and priorities
- if further information becomes available through surveys or condition checks, include their impact and prioritise these in the action plan

There is further guidance on management options at www.hse.gov.uk/pubns/books/hsg227.htm This includes decision flowcharts to help you decide on the appropriate management options

A number of actions over the ACM's lifespan are likely and, depending on the risk assessment, these may be immediate, or in the medium or long term

Update the register as ACM works are completed and evidence recorded, for example a certificate of reoccupation

Record details of decisions on prioritisation and actions relating to any future plans for building use or planned works.

- All of the ACMs have Material Assessment Scores of 3/4 (Very Low).
- These ACMs will be monitored by annual re-inspection surveys.
- None of the ACMs require immediate action and are in areas where they are unlikely to be disturbed.

ASBESTOS COMMUNICATION PLAN

Everyone who needs to know about the ACMs at the site, for example maintenance workers, contractors and occupants, should be provided with information in sufficient detail

This should include the location of ACMs and relevant arrangements set out in this management plan A communication plan can be helpful and could include:

- the strategy for sharing information about the location of ACMs on site
- how the asbestos register is maintained as a 'live' current document
- where information is kept
- how to access that information
- what to do in the event of an accidental disturbance including emergency contacts

Staff within the school will be given appropriate and relevant information in relation to the risks from asbestos containing materials and how the establishment is intending to control those risks including:

- where information is kept and how to access that information,
- how the asbestos register is maintained as a 'Live' document,
- what to do in the event of an accidental disturbance including emergency contacts.

Staff will be reminded and encouraged regularly to report any potential damage to areas containing an Asbestos Containing Material to the Responsible Person or their deputy.

Designated person or people	Type of information	Method of communication, who is responsible and confirmation
General school staff	• Location of ACMs • What to do in the event of an accidental disturbance • Who to contact in an emergency	Staff briefing / INSET training
Premises Manager	• Full asbestos records • Location of ACMs • What to do in the event of an accidental disturbance • Who to contact in an emergency	Staff briefing / INSET training
Cleaning staff	• Location of ACMs • What to do in the event of an accidental disturbance • Who to contact in an emergency	Verbal through conversations with Premises Manager
Contractors / Visitors	• Location of ACMs • What to do in the event of an accidental disturbance • Who to contact in an emergency	Verbal through conversations with Premises Manager

ARRANGEMENTS FOR ASBESTOS TRAINING

Asbestos awareness training is a minimum requirement for those who could disturb asbestos, such as maintenance staff or those who supervise or influence the work, but it does not allow the person to work on asbestos. Non-licensed work on asbestos requires non-licensed training and this should be specific to the task.

The school will ensure where staff members require training that such training is provided and undertaken and refreshed when required.

The school will not undertake any work on ACMs and understands that if required, specialist (e.g. Licensed) contractors with suitable training will be engaged to undertake such work.

People	Training need	Date training completed
Headteacher	Asbestos Awareness Training	19/11/2023
Premises Manager	Asbestos Awareness Training	21/03/2024
School Business Manager	Asbestos Awareness Training	27/07/2023

INCIDENT PROCEDURE

Details of what to do and who to contact if asbestos is discovered or accidentally disturbed

In the event of discovery or disturbance of a material which is known, or suspected, to contain asbestos the following procedure shall be followed:

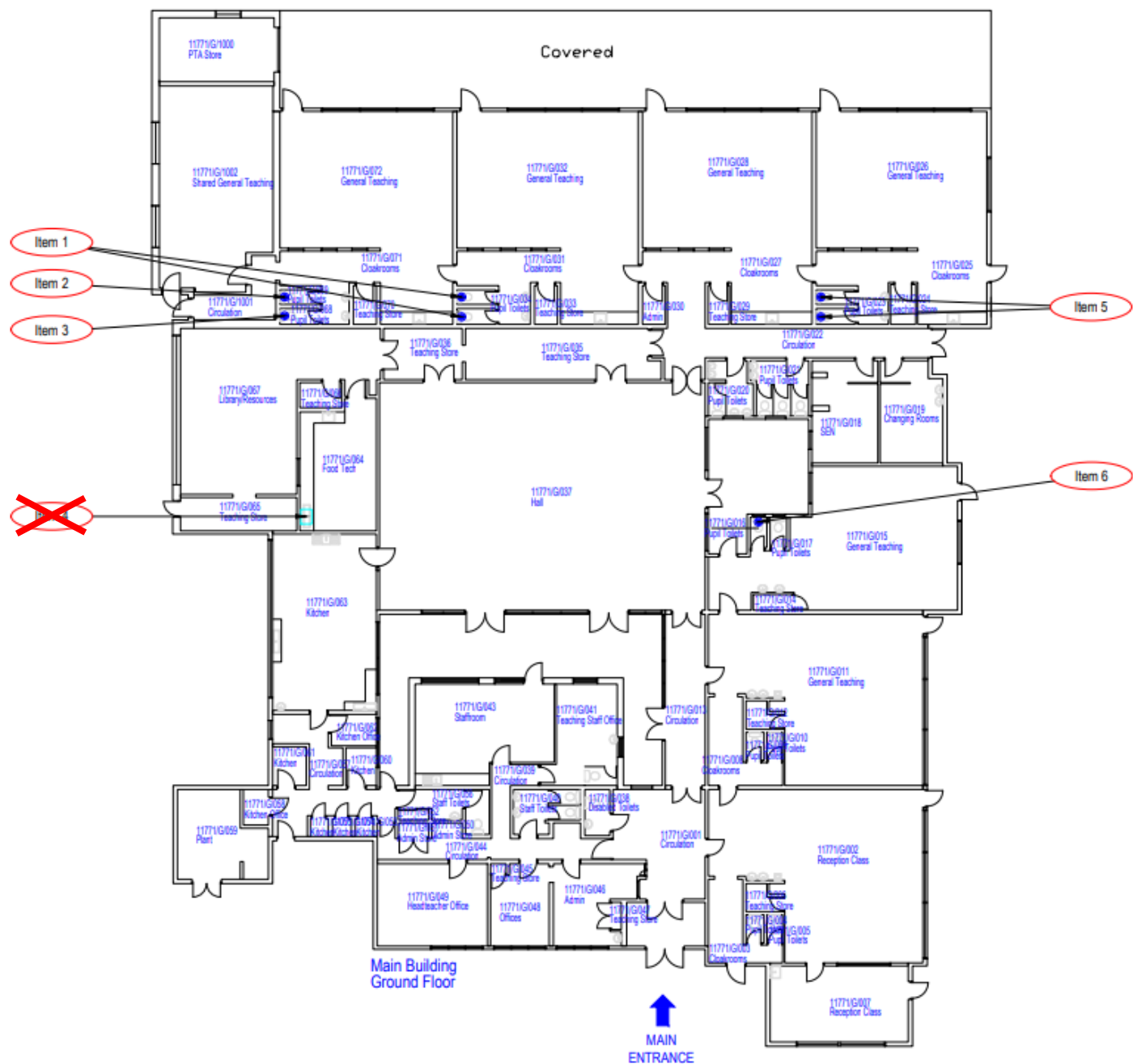
- immediately stop all work in the area
- evacuate and seal off the immediate area, for example by closing doors
- prevent anyone else entering the area
- report the incident to the Responsible person or Deputy as soon as possible
- contact Tetra Tech for inspection, testing or asbestos removal or remediation work, or decontamination facilities as required
- report and record in the incident log and review and update as necessary.

Accidental damage and incident log

Details	Action required	Responsible person	Completion date

ASBESTOS REGISTER										
Area	Item Number	Feature	Extent	Material Type (Friability)	Asbestos Fibre	Material Assessment Score	Priority Assessment Score	Risk Assessment Score	Sample Number	Recommendations
Main Building, Ground Floor, Pupil Toilets (034)	1	Toilet cisterns	2 no.	Cistern (Low)	(1) Chrysotile	3 (Very Low)	5	8 (Band C)	Presumed	Manage & periodic re-inspection of ACM
Main Building, Ground Floor, Pupil Toilets (069)	2	Toilet cistern	1 no.	Reinforced Composite (Low)	(2) Amosite	4 (Very Low)	5	9 (Band C)	B/SU14/8/006 {CP000599}*	Manage & periodic re-inspection of ACM
Main Building, Ground Floor, Pupil Toilets (068)	3	Toilet cistern	1 no.	Cistern (Low)	(1) Chrysotile	3 (Very Low)	5	8 (Band C)	Presumed	Manage & periodic re-inspection of ACM
Main Building, Ground Floor, Food Tech (064)	4	Acoustic pad to skink	3 no.	Well Bound Material (Low)	(1) Chrysotile	5 (Low)	6	11 (Band C)	B/SU14/8/008 {CP000601}*	Repair or remove REMOVED – 25/11/22
Main Building, Ground Floor, Pupil Toilets (023)	5	Toilet cisterns	2 no.	Cistern (Low)	(2) Amosite	4 (Very Low)	5	9 (Band C)	Presumed	Manage & periodic re-inspection of ACM
Main Building, Ground Floor, Pupil Toilets (016)	6	Toilet cistern	1 no.	Cistern (Low)	(2) Amosite	4 (Very Low)	5	9 (Band C)	Presumed	Manage & periodic re-inspection of ACM

SITE PLAN



Item	Room	Where	Notes
Item 1	Year 5	Toilet cistern (x2)	
Item 2	Year 6	Toilet cistern	
Item 3	Year 6	Toilet cistern	
Item 4	Ark Kitchen	Under sink pad	Removed by Tetra Tech on 25/11/2022
Item 5	Year 3	Toilet cistern (x2)	
Item 6	Year 2	Toilet cistern	

REVIEW AND UPDATE

As a minimum, review this asbestos management plan, including register and site plans, every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed, for example:

- changes to organisation or personnel
- change of use of building
- work being carried out
- ACMs removed or repaired

Note: the asbestos register should be updated at any time following any action on, or deterioration of, an ACM

Update the plan, including register and site plans, accordingly

Develop a review procedure which could include auditing sections of the plan through the year. Key aspects to check include:

- how the plan has been implemented over the year
- if everything in the incident log has been actioned, root causes have been identified and changes implemented as necessary

It may also be helpful to test the plan using realistic scenarios, for example a burst pipe or installing a new fire alarm system

Date of plan	Spring 2024
Next review due date	Spring 2025