



# Asbestos Management Plan

*(Approved by Trustees 19 September 2017)*

**Signed:** *Elliot Sharp*  
Chair of Trustees

**Date:** September 2017

**Signed:** *Tony Draper*  
CEO

**Date:** September 2017

**Review by:** Autumn 2018

## **ASBESTOS MANAGEMENT POLICY STATEMENT**

Lakes Academies Trust and Knowles Primary School are committed to the safe management of Asbestos, this policy statement/management plan and associated documents can be found in the asbestos file in the main reception area.

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 and the premises asbestos survey and register, in addition to any other relevant information as detailed in the schools guidance, will be held in a central folder which can be found in main reception area.

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 THC Asbestos Services, the leadership team of Knowles Primary School and has been approved by Trustees.

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/s responsible for the management of asbestos on the school 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.
- Provision of asbestos awareness training to relevant school employees and third parties as deemed necessary (including the keeping of appropriate training records).
- To periodically inspect ACMs on a regular basis as specified within the asbestos register.
- To periodically review this Asbestos Management Plan.
- 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.
- Ensure that where deemed necessary, a refurbishment or demolition survey is undertaken when the school undertakes any construction works.
- 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 Milton Keynes Council as landlord of any instances of suspected exposure to ACMs so that the Council can provide professional assistance and guidance.

## **ASBESTOS MANAGEMENT PLAN**

### **1 Duty Holder**

The Trust/school has appointed the Headteacher and Trust Business Director as the legally designated Duty Holder (unless an alternative person has been identified and appointed by the Trustees).

### **2 Responsible Persons**

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

Kevin Walker - Lead Officer - Site Manager  
Gio Iannotta - Deputy Officer - Caretaker

The members of staff detailed above have completed an asbestos awareness training course. Details of these records can be found in their training records.

### **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 operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used.

Contact THC Asbestos Services Limited or other designated company, seek advice immediately and arrange an on site visit. 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. Also contact Milton Keynes Council Health and Safety Team.

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.

### **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 is available on the premises, located in the asbestos file in the main reception.

## 5 **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 Survey Report containing the Asbestos Register should be kept with this document at all times.

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.

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. These examples are not extensive and other appropriate stickers/labels may be used.



## 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)

New staff will receive an induction which will include asbestos awareness training.

If staff have any concerns, however small, in relation to an ACM they need to contact the Site Manager and Caretaker via email and telephone, also reporting any concerns to the school office so the Lead and Deputy Officer can assist.

Any updates on any asbestos related issues will be communicated to staff by email.

## **7 Monitoring and Inspection**

The school will ensure formal visual inspections of all known ACMs are carried out monthly, recording the details of such inspections using the appropriate form.

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 monthly.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan.

## **8 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 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.

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 duly authorised and implemented.

### **Emergency Services**

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival. Copy to be kept in the fire evacuation box.

## **9 Refurbishment or Demolition Works**

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.

## 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 school will be contacted prior to any such works taking place and provided with a copy of the contractor's method statement etc.

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 THC Asbestos Services Ltd will be sought.

### **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.

Currently there are no specific control measures in place outside of the normal adopted practices.

### **ASSOCIATED DOCUMENTS TO BE READ IN CONJUNCTION WITH THIS PLAN**

A copy of all documents to be kept in the asbestos file kept in the main office.

A copy of this statement and plan

A copy of the Asbestos Survey Plan and Register

Staff training records

Permission to Work form

Asbestos Risk Assessment

