



# Asbestos Management Plan

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# 1. Introduction

This document sets out “Our Lady of Walsingham Catholic Multi Academy Trust (the Trust)” procedures for managing asbestos containing materials (ACMs) within the various schools buildings.

We recognise that asbestos may be present, at the different sites managed by the Trust, 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.

# 2. Asbestos Management Plan

The asbestos management plan details the requirements to effectively manage asbestos so as to minimise the asbestos related health risks to personnel working within the premises. The Control of Asbestos Regulations 2012 (CAR) states that all duty holders with known or presumed asbestos within their premises must have an effective written asbestos management plan in place. The following plan includes details of how we intend to:

- Have clear procedures for the management of asbestos containing materials
- Protect those working within the premises
- Effectively control any works likely to affect ACMs
- Identify and categorise ACMs and to manage these hazards
- Monitor and maintain the condition of identified ACMs
- Develop and maintain a central database recording all information
- Outline the actions required upon discovery of unidentified or damaged ACMs
- Provide an asbestos register which is available on site

## 2.1 Flow chart of management plan process



## 3. Responsibilities

### 3.1 Board of Directors

- Ensure adequate resources are provided and allocated to implement the Asbestos Management Plan
- Ensure that relevant persons are adequately trained to perform their responsibilities

### 3.2 Headteachers

- Holds the responsibility for ensuring that the Asbestos Management Plan is implemented and managed effectively
- Ensure that the Asbestos Register is regularly communicated to members of staff and on induction
- Ensure that all members of staff are reminded of the presence of asbestos, in whichever way is deemed suitable by the school (emails, signed document etc)

### 3.3 Site Manager

- Arranging for the premises to be professionally risk assessed in sufficient detail so as to identify and assess the risk of ACMs from work activities
- Implement the necessary control and precautionary measures
- Managing building or maintenance projects to ensure that any risk from ACMs is suitably controlled and meets approved standards (this responsibility is usually shared with other relevant members of staff such as School Business Managers or Head of schools)
- Ensure that all records within the premises are maintained effectively
- Ensure compliance with legislation in conjunction with appropriate good practice
- Ensure that any persons carrying out work on the premises sign in the Asbestos Sign in Book before works commence (this responsibility is usually shared with other relevant members of staff such as School Business Managers or Receptionists)
- All records are maintained and kept in the Asbestos Register book
- Inform the Diocese of any work to be completed in the premises by using the relevant form if required (this responsibility is also shared with other relevant members of staff such as School Business Managers)
- Ensure emergency procedures relating to ACMs are followed at all times (this responsibility is usually shared with other relevant members of staff such as School Business Managers)
- Ensure that the removal of ACMs is authorised and comply to legislation
- Termly monitor of the ACMs and act accordingly (this responsibility is usually shared with other relevant members of staff such as Caretakers)
- Ensure that any damage to ACMs is recorded in the Asbestos Log-Book and that proper procedures are followed for the reporting of dangerous occurrences

### 3.4 Employees

- Notify the relevant person (Site Manager or SBM) of any damage to suspected or actual ACMs
- Ensure that they are aware of the procedures to follow in the eventuality of any damage to known ACMs
- Take reasonable care to not disturb any known ACMs when carrying out their work activities
- Ensure they read and understand the asbestos register

## 4. What is asbestos

Asbestos is the name used for a range of natural minerals.

Asbestos is made up of thin fibres, which can be broken down into much smaller and thinner fibres; these fibres cannot be seen by the naked eye and can penetrate deep into the lungs.

Asbestos is most likely to be found in buildings, which were either built or refurbished before 2000.

The most common uses of asbestos in buildings were:

- Sprayed fire insulation on structures, beams, girders
- Lagging e.g. on pipe work, boilers, calorifiers, heat exchangers, insulating jackets for cold water tanks and around ducts
- Asbestos insulation boards, e.g. ceiling tiles, partition walls, soffits, heater cupboards and door panels
- Asbestos cement e.g. roof sheeting, wall cladding, bath panels, gutters
- Texture decorative coatings (artex)
- Other products include floor tiles, adhesives, wallpapers, fire doors

The following are examples of what asbestos might look like:



Asbestos cement roof



Asbestos panelling



Asbestos floor tiles

For further images of ACMs, you can go on the HSE website:

## 5 Asbestos surveys

There are two types of surveys used to identify ACMs:

- Management Survey – Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
- Refurbishment & Demolition Survey – Needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection.

## 6. Condition Monitoring

The Site Manager will annually inspect accessible suspected and/or known ACMs contained in the asbestos register to look for damage or deterioration. The results will be put into the asbestos register as an up to date Condition Survey report. Condition monitoring will also be undertaken termly by site staff or during governors 'walkarounds'.

## 7 Premises Monitoring

The condition monitoring carried out by the Site Manager on an annual basis is considered a snap shot in time. The Site Manager, assisted by other relevant members of staff such as Caretakers, is also responsible for the day to day monitoring when practicable.

Every member of staff will be responsible for reporting accidental damage to ACMs to the Site Manager, or other relevant members of staff such as School Business Managers or Headteachers.

## 8 Asbestos Log Book

There must be an asbestos log book and this should be held on-site, it must include:

- An up to date asbestos condition survey
- Asbestos management plan
- Asbestos sign in log records
- Any work carried out on ACMs
- Asbestos Refurbishment & Demolition surveys
- Photographic evidence of any confirmed ACMs
- Drawings showing the location of the sampling points

The Site Manager must ensure that the relevant books are kept complete

The Headteacher (or relevant delegated person) must ensure that all employees are aware, and reminded, of where the information is kept on a yearly basis and on induction.

## 9 Labelling asbestos

The Trust agreed to use signs such as the following:



In environments where it is believed that signs are unsuitable the Site Manager (or relevant person) must ensure that relevant staff are aware of:

- The presence of ACMs
- The procedure for responding to changes in condition or damage to such materials
- The records containing information must be available to those involved in the maintenance or building works

## 10 Asbestos Register

Data contained within the asbestos register will include schematic drawings used to illustrate the registered information where the ACMs can be found. Photos may be used for record purposes. The asbestos register must be updated after:

- Identification of further ACMs
- Surveys
- Removal of ACMs
- Inspections/monitoring exercises
- Changes in building layout
- On a yearly basis

## 11 Control of Contractors

Contractors must be informed of the presence of ACMs relevant to their works. There are 2 stages at which this information is normally provided:

- During the planning stage of a project
- When contractors arrive on site

In advance of all refurbishment and demolition work a Refurbishment & Demolition Survey must be carried out as recommended in HSG264 "Asb13.2 Reporting asbestos related incidents"

## 12 Training

Staff will be reminded annually to report any damage to areas containing an Asbestos warning sign by the Head of School.

## 13 Record Keeping & Reporting

All relevant information must be kept in the asbestos book at all times and available to those who may require it.

Confidential completed Incident forms to be kept in the relevant folder in the Finance Office.

Where there has been damage to ACMs, or an incident where people may have been exposed to airborne asbestos fibres, the Headteacher should be notified as quickly as possible and an incident form must be completed as soon as possible and sent to the Health & Safety Executive as per RIDDOR 2013 regulations.

More information at <http://www.hse.gov.uk/riddor/report.htm>

## 14 Useful Contacts

Health and safety executive website:

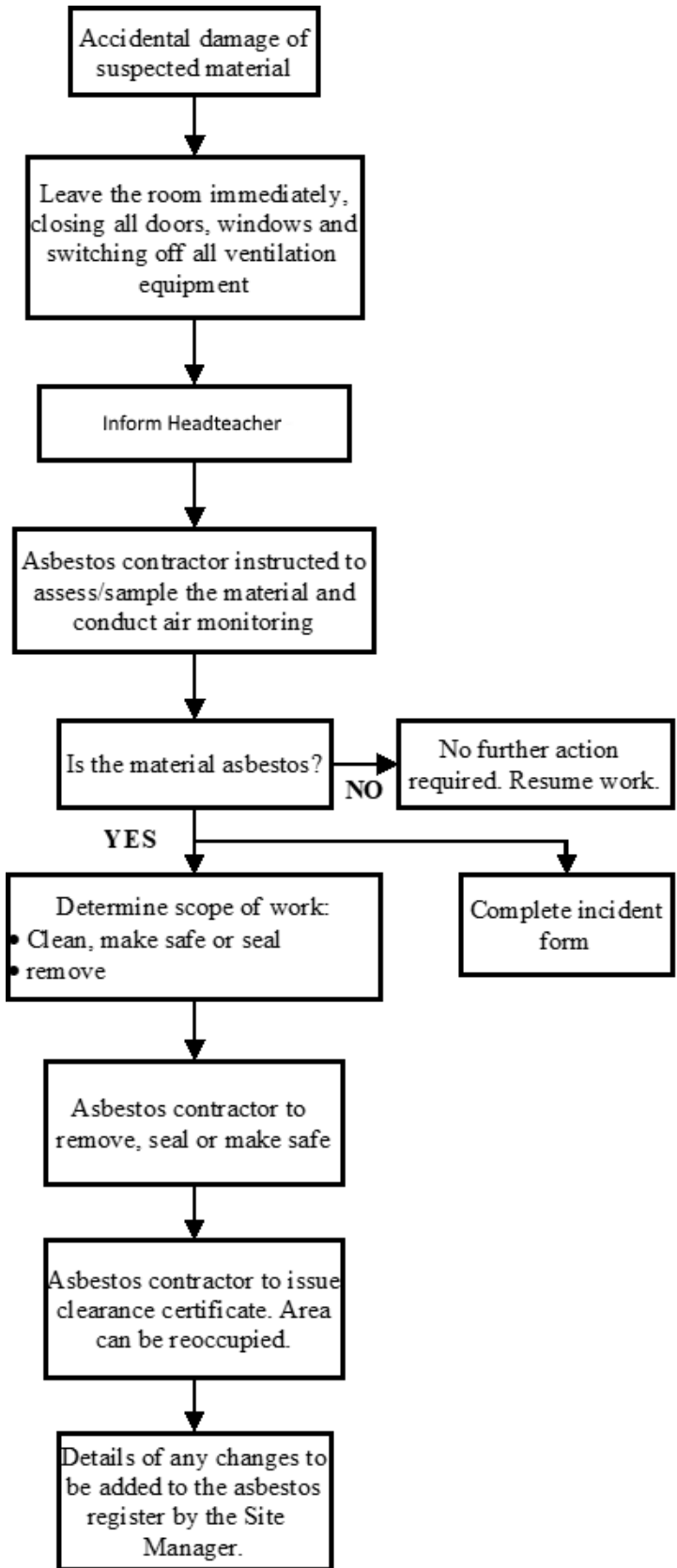
[www.hse.gov.uk/asbestos/index.htm](http://www.hse.gov.uk/asbestos/index.htm)

HSE info online – 0845 345 005



# Appendix 1- Emergency flowchart 1

## Asbestos found during building work



## Appendix 2- Emergency flowchart 2

Actions in the event of asbestos release due to ACM damage

