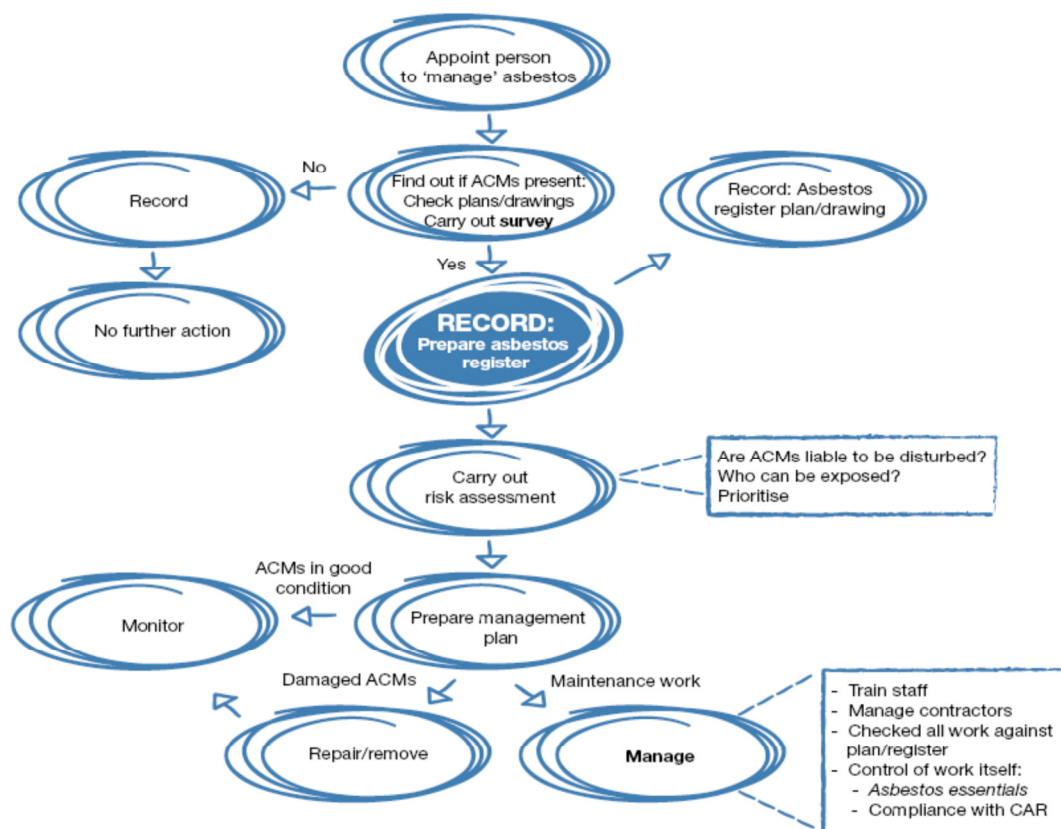


Ashby Willesley Primary School



[LOCAL ASBESTOS MANAGEMENT PLAN]

This asbestos management plan outlines the systems in place at Ashby Willesley Primary School in order to safely and effectively manage the risks associated with asbestos.

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About this Local Asbestos Management Plan

Asbestos is a naturally occurring mineral that was widely used from the 1950s - 1990s as a building material. Asbestos is a very good thermal and electrical insulator. However, it is now known that asbestos is a very dangerous material. Its fibres can be easily inhaled into the lungs where they become lodged causing severe terminal illness. Asbestos kills an average of 20 tradesmen per week.

While asbestos is dangerous, generally, if well managed, asbestos in-situ is safe if it is not disturbed. Therefore it is essential that effective on-site management arrangements are in place to prevent asbestos disturbance. The general process for managing asbestos can be described as:

1. Conducting a *Management Survey* to identify areas containing asbestos materials.
2. Carrying out subsequent remedial actions to either treat or remove asbestos where necessary.
3. Communicating the risks of asbestos to appropriate personnel.
4. Continual monitoring of the condition of asbestos.
5. Being prepared to respond to any disturbance of asbestos.

This Local Asbestos Management Plan (LAMP) has been produced in accordance with the Control of Asbestos Regulations, (CAR) 2012 by Leicestershire County Council's (LCC) Health, Safety and Wellbeing Service in accordance with Operational Property Services. It is intended that the LAMP will assist managers and head teachers in fully complying with their duties to manage the risks associated with asbestos.

General Points:

- LCC Policy states that all types of asbestos will be treated equally regardless of its material assessment score and subsequent risk rating. **Asbestos is dangerous.**
- Any construction work involving structural alteration or intrusion into the fabric of a building should be notified to the HS&W / Property Services (Alternative Advisor for non-buy-back academies) prior to commencing. This is to ensure that appropriate advice can be given to sites in order that the work can be undertaken safely and compliantly.
- Asbestos on-site should not be treated or removed without the prior knowledge of HS&W / Property Services.
- Any external asbestos consultant/surveyor engaged needs to be able to demonstrate organisational competence (ISO 17020) and individual competence (BOHS).

Further guidance can be found at: <http://www.hse.gov.uk/pubns/manageasbestos.pdf>

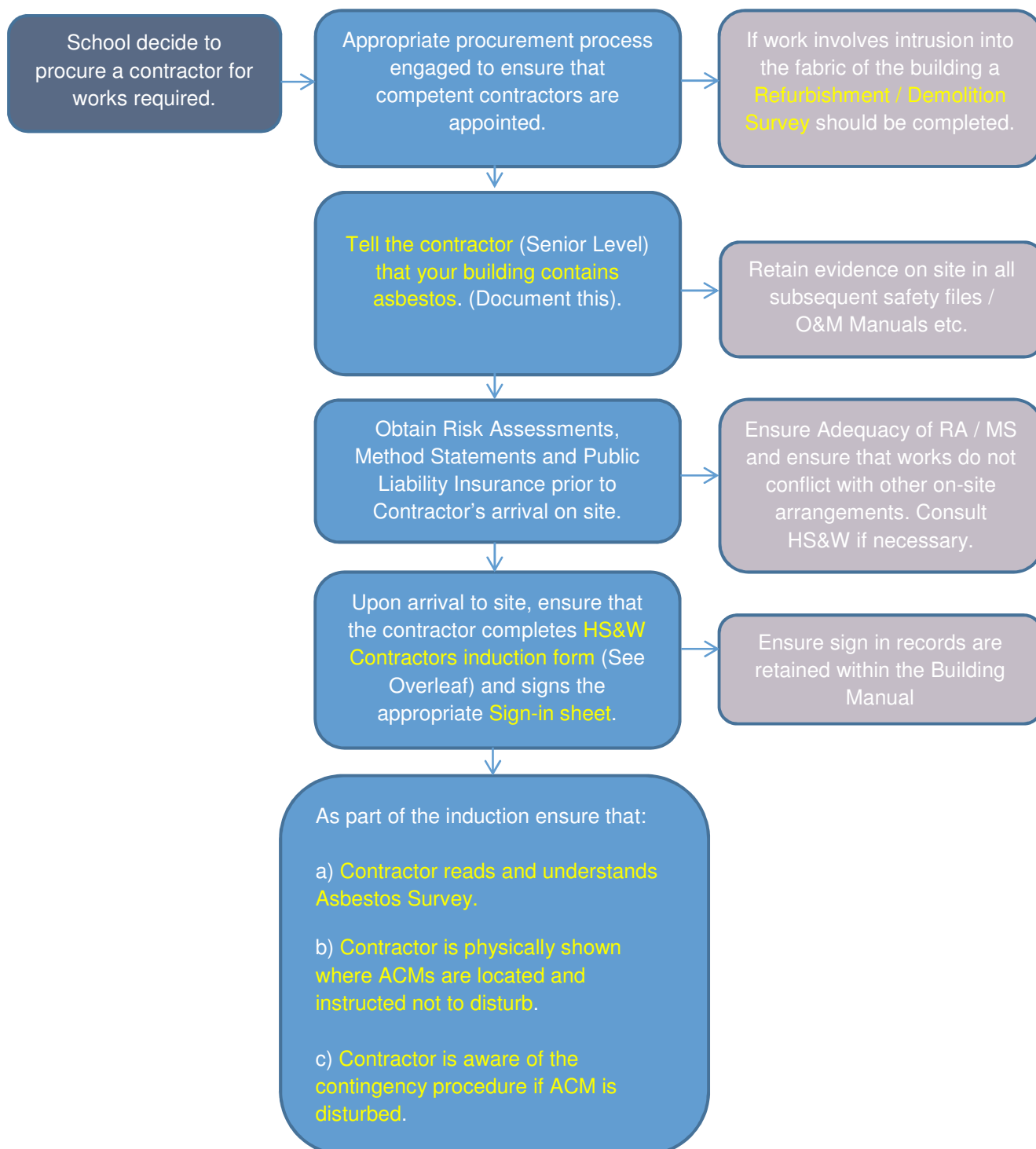
Roles and Responsibilities

The following table should be completed to outline which members of staff on site have the appropriate responsibilities for managing asbestos:

Responsibility:	Name:	Position:	Signature:
Overall Responsibility for Site:	Matthew Brookes	<i>Head Teacher</i>	
Briefing Staff Onsite of ACM:	Keith Hunt	<i>Premises Officer</i>	
Communicating with Contractors:	Keith Hunt	<i>Premises Officer</i>	
Commissioning Contractors:	Lisa Watson	<i>School Business Manager</i>	
Inspecting Asbestos Condition:	Keith Hunt	<i>Premises Officer</i>	
Annual Asbestos Survey Inspection:	Clearview Environmental Ltd	<i>Property Services instructs Asbestos Surveyor</i>	
Conducting Annual Review of LAMP	Matthew Brookes Lisa Watson	<i>Head Teacher / School Business Manager</i>	

Contractor Selection, Induction and Communication

It is essential that in order to ensure contractors are familiar with the risks associated with asbestos on site, they are suitably inducted to our premises. The following process diagram outlines the process for inducting contractors into Ashby Willesley Primary School in respect of asbestos.



Contractor Induction

Robust contractor induction is essential to ensuring that asbestos is not released on site. It is important that this Asbestos Management Plan is communicated to contractors, more importantly it is essential to make contractors aware of areas on site that contain asbestos. The following instructions must be conveyed to all contractors. Additionally, all contractors conducting works which have the potential to intrude into the building fabric must sign the following ASB 100 sheet.

N.B. For the purpose of this procedure, the word ‘contractor’ shall include staff directly employed by the establishment, by LCC, consultants (whether employed by the establishment or by LCC) or volunteers undertaking work at the establishment.

Instructions to Contractors

Your attention is drawn to the Asbestos Survey for this property that has been handed to you.

Do not commence work without consulting the report first.

You must check the survey and associated drawings for the presence of asbestos in any area(s) which you intend to work. It is imperative that you do not disturb any asbestos or asbestos-based product during the course of your work unless you hold the appropriate licenses to work with asbestos and asbestos-based products and are contracted to do so.

Please be aware that there may be asbestos in the property that has not been identified in the survey as it may be hidden behind panels, boxing-in under new pipework insulation etc.

If, in the course of your work you discover what you think may be asbestos or an asbestos-based product, you must immediately stop work and follow the contingency procedure detailed at the back of this Management Plan.

You must sign the attached register to demonstrate that you have read and understood this procedure before you will be allowed to commence any work on site. You must also ensure that any colleague working with you are also familiar with this procedure.

Example Contractor Induction (ASB 100 Sheet)

Register of Persons Checking Asbestos Management Survey

(To be retained on site for 2 years)

Property Name: Ashby Willesley Primary School

I have read the mandatory instructions in document ASB 100.

I have checked the asbestos survey for the area(s) I intend to work, which are detailed below, and I understand the procedure to be followed if material suspected as being asbestos or an asbestos-based product is discovered during the course of the work. **I will immediately communicate with the host in these circumstances.**

I understand that should there be any deviations from the original work schedule, I will also make contact with the responsible person on site. I will ensure that any colleagues or contractors working with me are aware of the procedures to be used at this site.

Date	Contractor (Company)	Name (Please Print)	Signature	Area on Site of Work to be Undertaken	Asbestos Survey Checked	Asbestos noted as present in Work Area (Y / N)

Date	Contractor (Company)	Name (Please Print)	Signature	Area on Site of Work to be Undertaken	Asbestos Survey Checked	Asbestos noted as present in Work Area (Y / N)

Asbestos Management Survey

All buildings within Leicestershire County Council built before the year 2000 will be subject to a '*Management Survey*' (previously known as a Type 2 survey). These are conducted every 5 years. The findings of these surveys and subsequent action plans are followed up by Ashby Willesley Primary School in accordance with Academy's Policy.

The Management Survey identifies asbestos locations and itemises these in the form of an asbestos register. However, **it is very strongly advised that an asbestos register is produced and maintained locally.** The register may need to be amended following the discovery of new ACMs or the removal of existing ACMs.

The site / school's asbestos Management Survey (and any other subsequent surveys) should be inputted here:

See the latest Asbestos Survey by Clearview Environmental Ltd in February 2017

Copy available from Reception or the School Business Manager

Asbestos Refurbishment / Demolition Survey

In addition to Management Surveys, where any refurbishment, construction or demolition work is to be conducted at site, Ashby Willesley Primary School are committing to ensuring that an appropriate Refurbishment / Demolition Survey (RDS) will be conducted.

RDS surveys will focus on the areas of the building that are to be refurbished / demolished with a greater degree of detail and accuracy to ensure that any risks can be identified and alleviated prior to construction works taking place. Any asbestos identified during the RDS should be added to the asbestos register on site accordingly.

Refurbishment/Demolition Surveys Undertaken

June 2017 – Replacement of windows in Hall

Asbestos Register and Action Plan

LCC recognise that the asbestos management survey is intended to help populate the on-site asbestos register in order that a corrective action plan can be formulated and prioritised. The Service Level Agreement with the LCC Asbestos Surveyors encompasses the production of an asbestos register and a prioritised action plan. (In accordance with HSG 264).

It is essential that this register is amended as and when asbestos is discovered or removed in order to ensure that the most up-to-date information is conveyed to personnel on site. This may be hand written onto the survey report by a member of staff on site who has been suitably trained in asbestos awareness.

**See the latest Asbestos Survey by Clearview Environmental Ltd in
February 2017**

Copy available from Reception or the School Business Manager

Asbestos Communication Plan

The communication of asbestos presence is essential in ensuring the safe management of its condition. The following table outlines how Ashby Willesley Primary School intend to communicate ACM presence to appropriate personnel within our building.

Location of Asbestos	Personnel Affected	Means of Communication
Various locations Retaining string to pipework – above suspended ceiling Block A (Acorn Building)	<ul style="list-style-type: none"> • Premises Officer • Contractors 	<ul style="list-style-type: none"> • Staff briefing to all staff based on site. • Communication of Management / RDS Survey. • Contractor Induction process. • Physical demonstration of ACM locations to be provided to contractors.
Various locations White and blue floor tiles Block A (Acorn Building)	<ul style="list-style-type: none"> • Premises Officer • Contractors 	<ul style="list-style-type: none"> • Staff briefing to all staff based on site. • Communication of Management / RDS Survey. • Contractor Induction process.
GF039 Kitchen Staff WC – toilet cistern Block A (Acorn Building)	<ul style="list-style-type: none"> • Premises Officer • Contractors • Staff 	<ul style="list-style-type: none"> • Staff briefing to all staff based on site. • Communication of Management / RDS Survey. • Contractor Induction process.
GF042 Ceiling Tiles in Kitchen & Crossbeam Block A (Acorn Building)	<ul style="list-style-type: none"> • Premises Officer • Contractors 	<ul style="list-style-type: none"> • Staff briefing to all staff based on site. • Communication of Management / RDS Survey. • Contractor Induction process.

<p>GF047 Flash guards within electrical switchgear</p> <p>Block A (Acorn Building)</p>	<ul style="list-style-type: none"> • Premises Officer • Contractors 	<ul style="list-style-type: none"> • Staff briefing to all staff based on site. • Communication of Management / RDS Survey. • Contractor Induction process.
<p>GF049 Storage cupboard ceiling insulation board – SBM Office</p> <p>Block A (Acorn Building)</p>	<ul style="list-style-type: none"> • Premises Officer • Contractors 	<ul style="list-style-type: none"> • Staff briefing to all staff based on site. • Communication of Management / RDS Survey. • Contractor Induction process.
<p>GF050 Insulation board (service duct panel) & ceiling cement – External Store</p> <p>Block A (Acorn Building)</p>	<ul style="list-style-type: none"> • Premises Officer • Contractors 	<ul style="list-style-type: none"> • Staff briefing to all staff based on site. • Communication of Management / RDS Survey. • Contractor Induction process. <p>Insulation board removed by MJW - Dec 2017. Air test by Clearview</p>
<p>GF056 Screed and adhesive beneath carpet – Corridor to Oak</p> <p>Block A (Acorn Building)</p>	<ul style="list-style-type: none"> • Premises Officer • Contractors 	<ul style="list-style-type: none"> • Staff briefing to all staff based on site. • Communication of Management / RDS Survey. • Contractor Induction process.
<p>GF042 Kitchen – storage heater (presumed - no access as sealed)</p> <p>Block A (Acorn Building)</p>	<ul style="list-style-type: none"> • Premises Officer • Contractors 	<ul style="list-style-type: none"> • Staff briefing to all staff based on site. • Communication of Management / RDS Survey. • Contractor Induction process.
<p>GF043 Kitchen store –</p>	<ul style="list-style-type: none"> • Premises Officer • Contractors 	<ul style="list-style-type: none"> • Staff briefing to all staff based on site.

<p>Above suspended ceiling (presumed - no access as sealed)</p> <p>Block A (Acorn Building)</p>		<ul style="list-style-type: none"> • Communication of Management / RDS Survey. • Contractor Induction process.
<p>GF044 Hall – Above suspended ceiling (presumed - no access as above 3m high)</p> <p>Block A (Acorn Building)</p>	<ul style="list-style-type: none"> • Premises Officer • Contractors 	<ul style="list-style-type: none"> • Staff briefing to all staff based on site. • Communication of Management / RDS Survey. • Contractor Induction process.

To add more rows, click into the bottom right cell and press the “Tab” button.

Site Schematic Diagrams

The site schematic diagrams are contained within the appropriate Asbestos Management survey. They can be used to give contractors / staff an indication of the areas where asbestos is likely to be found. These schematic diagrams should be inputted beneath this section and updated as and when ACM is found or removed. Site schematic diagrams are a good way to help communicate asbestos presence to contractors and staff but should not be solely relied upon. The local knowledge of staff and physical demonstration of asbestos locations should accompany any contractor induction.

**See the latest Asbestos Survey by Clearview Environmental Ltd in
February 2017**

Copy available from Reception or the School Business Manager

Onsite Training and Awareness

LCC operate a 2 tier format of training for staff within the authority and its out-lying schools. The first tier (Asbestos Management) aims to ensure that premises managers / duty holders are competent in respect of Regulation 4 and the second tier (Local Asbestos Briefing) aims to ensure that all staff are aware of the risks associated with asbestos in their workplace. The 2 courses are discussed in more detail as follows:

- **UKATA Class A Accredited Asbestos Management Awareness** – A course that highlights the requirements of Regulation 4 of the Control of Asbestos Regulations in respect of surveying, monitoring, communicating risks and prioritising remedial action for asbestos containing materials (ACM) identified on site. In addition, asbestos management training will highlight the importance of employing those with appropriate competence to assist in the process. The course also gives a brief overview of the risks associated with asbestos exposure and the basic steps that should be taken to negate these risks. This course should be attended by senior staff within a service / school and those involved in the checking and communicating of asbestos.
- **Local Asbestos Briefing** – This should be conducted by a competent member of staff on site (that has attended the Asbestos Management Training) to inform other staff of the dangers of the asbestos contained on site. The briefing should encompass the findings of the asbestos survey, (particularly for the locations that staff are likely to come into contact with) the mechanisms in place for checking the asbestos and the processes for dealing with an asbestos disturbance. (See Page 18)

Additional Competency: The BOHS P405 may be a desirable qualification for staff who are actively involved in the onsite management of asbestos. This is discussed below:

- **British Occupational Hygiene Society (BOHS) P405** – This is a more detailed, and nationally recognised, course that looks at the practical elements of surveying buildings for asbestos. While it may not always be necessary for staff to have completed this course, it may be beneficial in terms of identifying exactly which materials on site do contain asbestos and will help in calculating the risks of these materials.

Competency Matrix

The matrix below outlines a core competency requirement for asbestos training on site.

	Compulsory		Desirable
	Asbestos Management	Local Asbestos Briefing	BOHS P405 Asbestos Surveying
Head Teacher / Bursar / Bus' Manager / Service Manager	X		
Premises Officer / Site Manager	X		X
Teaching / Service Staff		X	
Contractors		X*	

* In addition to being able to demonstrate general asbestos awareness competence.

Formal UKATA 'Class A' Asbestos Management Training can be sourced via the LCC [Health Safety and Wellbeing Service](#) on (0116) 305 5515. The HS&W Service will also assist schools in the completion of an on-site asbestos briefing.

Asbestos Competency Records – (refresher advised every 3 years)

Name	Course Attended	Date	Signature
Keith Hunt	Asbestos Management Awareness	12/09/18	
Matthew Brookes	Asbestos Management Awareness	14/11/18	
Lisa Watson	Asbestos Management Awareness	06/06/18	L Watson - Pass
Matthew Brookes	Local Asbestos Briefing	TBA	

Asbestos Monitoring

Ashby Willesley Primary School operate a continual, pro-active monitoring process to ensure the safe condition of ACM on site. In addition to annual survey reviews conducted by Operational Property Services / Premises Officer, at least 4 inspections per year will be conducted at 3 monthly intervals.

These inspections aim to demonstrate that Ashby Willesley Primary School is proactive in trying to identify and deal with any deterioration in asbestos condition. The inspections will only be undertaken by staff that are trained in Asbestos Management. The inspections will only monitor ACM that may be exposed in general circumstances i.e. ACM that can be visually detected. The inspections will **NOT** intrude into the fabric of the building, dismantle appliances or take place in areas that are generally inaccessible (roof voids etc.) as this may expose staff and service users to asbestos fibre. In addition, staff will not inspect asbestos locations that are at height or in confined spaces.

3 monthly asbestos inspections will be recorded by the Premises Officer and will be countersigned by the onsite responsible person. Records of inspection will retained within this Asbestos Management Plan. Where any deterioration is noted, the asbestos contingency procedure (see page 19) should be applied.

Asbestos Quarterly Monitoring Check-sheet

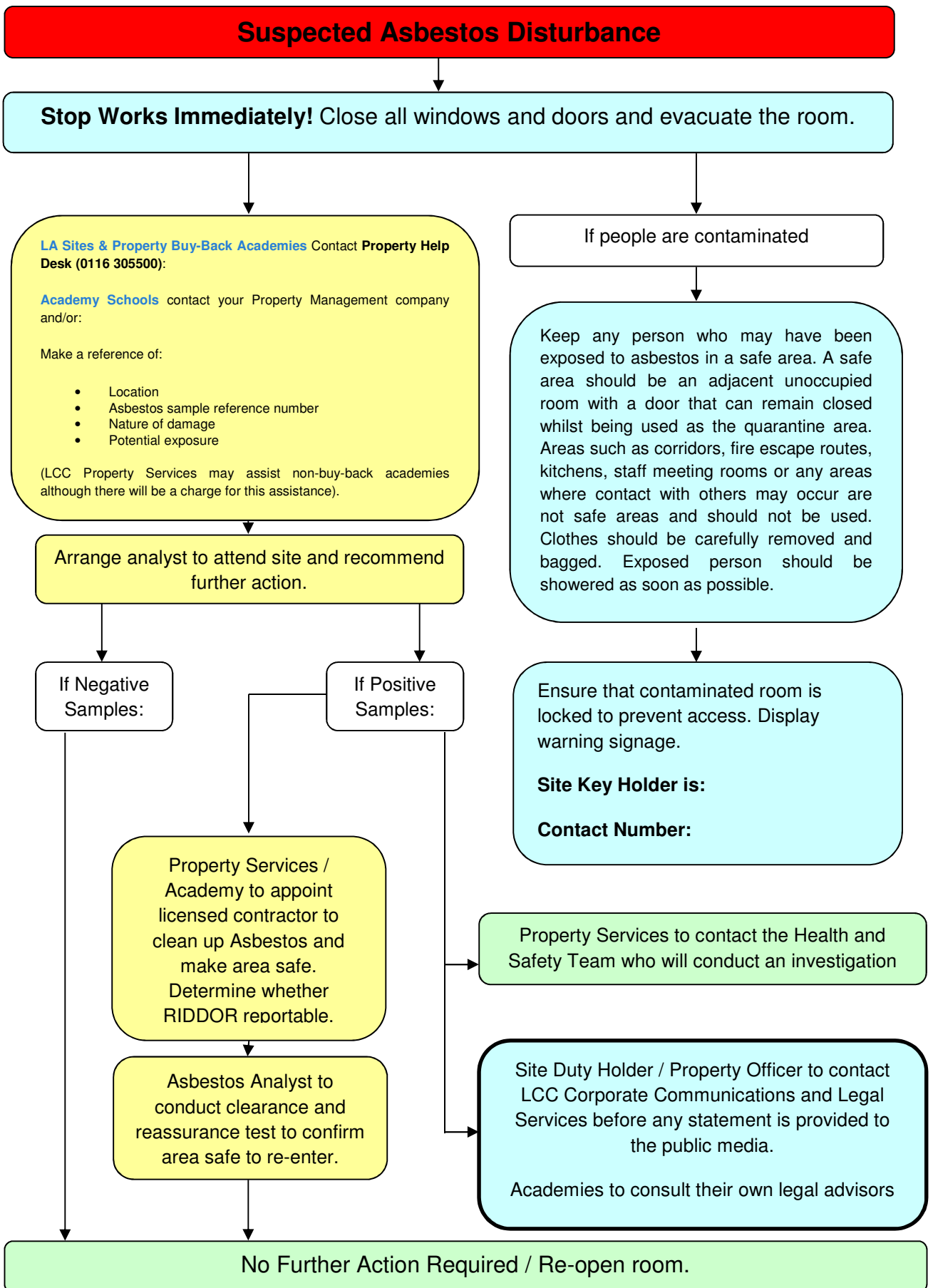
This check-sheet should be initialled by a nominated member of staff that has received Asbestos Management training as a minimum. The initials confirm that asbestos condition is satisfactory and has not deteriorated since the last inspection. Any deterioration to asbestos condition should be recorded on the reverse of this sheet. It is advised that this inspection occurs quarterly.

Area Inspected	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	//_			_/_/_			_/_/_			_/_/_		
Blue and White Floor Tiles in Acorn Building	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
Retaining string to pipework (where easily accessible)	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
GF039 Toilet cistern – Kitchen WC	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
GF042 Ceiling tiles within kitchen and cupboards	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
GF042 Cross beam in kitchen	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
GF047 Electrics cupboard – flash guards within electrical switch gear	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
GF049 Ceiling boards in cupboard of SBM Office	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
GF050 External store – ceiling cement	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
GF056 – Corridor to Oak Building – screed and adhesive beneath carpet	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
GF042 – Kitchen storage heater (sealed unit)	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
GF044 – Presumed above suspend ceiling in Hall – not accessible	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
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	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
	Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory :	Y/N		Satisfactory:	Y/N	
Duty Holder Signature:												

Asbestos Deterioration Record

Asbestos Sample Reference	Location and Type	Date Discovered	Extent of Deterioration	Action Taken upon Discovery	Any Persons Exposed?	Exposure Record Form Complete?
Example ASB/12/34	Boiler House	01/12/12	Hole in cement sheets (vandalism)	Isolated boiler house, informed property services. Asbestos analyst conducted fibre count – deemed safe to occupy. Replacement roof sheets being sought.	No	N/A

Asbestos Disturbance Contingency Plan



Asbestos Exposure form

This form should be completed in the event that staff, service users and/or members of the public may have been exposed to asbestos containing materials. The form should be completed with as much detail as possible.

Full Name of Person Exposed:			
Job Title (if LCC Employee):		Employee Number:	
Date and Time of Possible Exposure:			
Full Address of Site Where Possible Exposure Occurred:			
Specific Location within Premises:			
Activities Taking Place by Person Potentially Exposed to Asbestos:			
Detail of Potential Asbestos Release: (Include details of the activities taking place when asbestos was potentially released, who was in the vicinity etc.)			
Has Post Incident Air Sampling / Analysis Taken Place?			
Fibre Count of Air Sampling:			
Name of Company Conducting Air Sampling:			
Actions Taken After Potential Asbestos Release:			

A copy of this Exposure Form should be sent to the following People / Services (Tick to Confirm):

- The Person Exposed:
- LCC HS&W Service:
(healthandsafety@leics.gov.uk)
- To be retained in Employee File on Site

Signature of Person Exposed	Print Name	Date
Signature of Site Representative	Print Name	Date

LAMP Review

The Headteacher should sign this document on an annual basis to confirm that:

- The outlined Roles and Responsibilities are still correct,
- The Management / RDS Survey remains relevant (i.e. any building works occurred that may have removed significant volumes of asbestos?)
- Contractors are being appropriately inducted to site.
- The communication plan is still relevant and that appropriate people are being communicated with effectively.
- Pro-active inspections are occurring on a quarterly basis.
- Staff are aware of where asbestos is and how to respond in the event of an emergency.

Date of Review:		Signed:	Print	Further Actions Required?
Y1	2018			
Y2	2019			
Y3	2020			
Y4	2021			
Y5	2022			

Further Support

Leicestershire County Council's **Health Safety and Wellbeing Service** should be contacted for advice relating to:

- Provision of UKATA 'Class A' Asbestos Awareness Training
- Technical Advice and Support
- Guidance on Asbestos Disturbance and Response.

Contact:

Tel: 0116 305 5515

Email: healthandsafety@leics.gov.uk

Leicestershire County Council's **Operational Property Services** should be contacted for advice relating to:

- Proposed Building Alterations
- Arranging for Appropriate Asbestos Surveys
- Arranging for Asbestos Analysts Following ACM Disturbance.

Contact:

Tel: 0116 305 5000

Email: property.helpdesk@leics.gov.uk