



Keystone Academy Trust

Local Asbestos Management Plan

For

Insert Academy Name

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Introduction

Asbestos is a naturally occurring fibrous material, which was used extensively as a building material in the UK from the 1950s through to the mid-1980s. It was used for a variety of purposes and was ideal for fireproofing and insulation. There are three main types that was used in Great Britain; crocidolite (blue), amosite (brown) and chrysotile (white) asbestos.

Asbestos was often mixed with other materials and therefore it can be difficult to identify asbestos containing materials (ACM). It can be found in many products used in buildings including ceiling tiles, pipe insulation, boilers and sprayed coatings.

Asbestos can cause four serious diseases; mesothelioma, asbestos-related lung cancer, asbestosis and diffuse pleural thickening. These diseases may not arise immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything.

The following document outlines Bourne Westfield Primary Academy's approach to managing asbestos containing materials within the academy building(s).

The academy complies with the HSE's approved code of practice '*The management of asbestos in non-domestic premises*' is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises.

Statement of document purpose

The document that follows is a statement of the guidelines adopted by Keystone Academy Trust (KAT) in order to comply with its legal responsibilities brought about by the Control of Asbestos Regulations 2012 and to prevent the accidental release of asbestos within the academy. It must be adhered to by all employees, contractors and persons charged with the responsibility for the management of asbestos.

Signed..... Head of Academy Date.....

Signed..... Chair of Governors Date.....

1. Roles and Responsibilities

Within the KAT the following persons have specific roles and responsibilities relating to the management of asbestos on the site.

The responsible person or 'duty holder' for asbestos management is the Headteacher/Executive Headteacher.

The Headteacher/Executive Headteacher will ensure that adequate systems are in place to manage asbestos on a day to day basis and to communicate information to staff and other relevant persons. This includes a responsibility for arranging an asbestos survey of all buildings under the academy's control, completing a risk assessment and preparing an asbestos management plan for the premises. The Headteacher/Executive Headteacher will be responsible for the implementation of this plan.

Throughout this document where the Headteacher/Executive Headteacher is referred to, in his/her absence the most senior staff member on site will assume the day to day responsibility of the site.

The **Local Governing Body** will support the Headteacher/Executive Headteacher in ensuring there are adequate systems in place to manage asbestos on site and monitor that relevant reviews of known asbestos containing materials are undertaken.

The academy's **Premises Manager** will support the Headteacher/Executive Headteacher in the management of asbestos by:

- undertaking and recording a visual annual inspection of all ACM
- assisting with the induction of contractors on the whereabouts of known or presumed ACM's as part of any works being undertaken.
- reporting any concerns immediately to the Headteacher/Executive Headteacher.

All staff

Following receipt of information must report any concerns relating to known/presumed ACM's to the Headteacher/Executive Headteacher immediately.

2. Asbestos Management Plan

The Control of Asbestos Regulations 2012 outlines a duty to manage non-domestic premises for those with responsibility for protecting others who work in such premises, or use the building in other ways, from the risks to ill health that exposure to asbestos causes.

A suitable and sufficient management survey will be undertaken to establish if asbestos containing materials are present on the premises. If a contractor is appointed to undertake the survey, they should be assessed to ensure they can demonstrate they have received adequate training, they have an adequate quality management system and are carrying out any survey in accordance with HSG 264 Surveying, sampling and assessment of asbestos-containing materials. Only asbestos surveyors, contractors and analysts that are UKAS ISO 17020 certified and are respective members of CHAS, the Asbestos Removal Contractors Association, (ARCA) (Asbestos Removal Contractors only) and Asbestos Testing and Consulting Association (ATAC) will be employed. The Management Survey shall be reviewed every 5 years, or after any significant changes to the building.

The management survey will be kept on site at all times and will be accessible to all staff, contractors and visitors. All contractors are required to sign a permit (see appendix 3) on attendance at site, to demonstrate they have read and understand the contents of the asbestos report, and confirm the work they have undertaking will not interfere with asbestos in the building.

The condition of asbestos containing material will be assessed and recorded (see appendix 2) annually by the **Premises Manager** to determine the condition of the asbestos. The **Premises Manager** shall receive suitable and sufficient information, instruction and training before this task is undertaken, and at periodic intervals, to ensure his competency. ACM discovered to be in poor condition must reported to the Headteacher/Executive Headteacher, and either be repaired or removed by a competent contractor.

All types of asbestos will be treated the same, there is no 'less dangerous' type of asbestos. Material suspected of containing asbestos will be presumed to contain asbestos unless there is strong evidence it does not.

Where surveys have identified that wall/ceiling panels or similar surfaces within the academy contain, or are suspected of being ACM's, staff must no longer use areas for display purposes.

Staff must not lift or move any suspended ceiling tiles or knowingly interfere with any identified ACM's.

An asbestos management file including survey reports, annual inspections and all other relevant information will be held in the **Finance Office**, readily available to staff. Anyone visiting the academy to carry out repairs/maintenance will be given relevant asbestos information before undertaking any work. This will be provided by the **the Premises Manager**.

Where the plan indicates that there are known or suspected ACM's which either form part of the planned works or have the potential to be damaged due to the proximity of the working area, no work will take place until an appropriate method statement of work is produced and further surveys are obtained as required.

3. COMMUNICATION OF INFORMATION

New staff member

All new staff members will receive an induction that will include information relating to the whereabouts of known or presumed asbestos within the academy and have the content of the asbestos management plan explained to them. This will be recorded and staff will be required to sign to say that they understand their responsibilities (see previous).

All staff

All staff will receive an annual update/briefing on the whereabouts of asbestos and individual responsibilities (see previous). This will be recorded.

General visitors

General visitors will only be advised of the whereabouts of asbestos if it is reasonably foreseeable that their visit or any activities in which they may be partaking would result in them coming into contact with known or presumed asbestos containing materials.

Contractors

All contractors that undertake any work on the site will be inducted on the whereabouts of any known or presumed asbestos containing materials, this induction will be relevant and proportionate to the works being undertaken.

Any **contractor undertaking** works whereby **they will have** direct access to, or contact with either known or presumed asbestos containing materials must be given detailed information relating to all of the areas in which they will be working. This will include the academy's asbestos management plan, any surveys completed and any asbestos removal information. The contractor will be required to sign to verify that they have received and understood the information.

Contractors must inform the **Premises Manager and/or** Headteacher/Executive Headteacher immediately if they are concerned about or there is any accidental damage to any known or presumed asbestos containing material.

4. EMERGENCY PROCEDURES

All staff, contractors and other relevant persons must inform the Headteacher/Executive Headteacher immediately of any concerns/damage to any known or presumed ACM's.

The Headteacher/Executive Headteacher will make an informed decision on whether an area needs to be immediately vacated and sealed based on severity of concern/damage (i.e. panel damaged with debris visible rather than a small scratch to a surface).

The Headteacher/Executive Headteacher will contact **YMD Boon Ltd** to obtain initial advice on any necessary actions. The CEO and CFO will be informed.

The Headteacher/Executive Headteacher will liaise with the contractor and agree on the course of action necessary and to undertake an investigation as required. The CEO and CFO will be updated.

The Headteacher/Executive Headteacher will act upon the advice obtained from the contractor to ensure that risks to staff, pupils and other persons that may be affected are adequately controlled.

If remedial action is required the Board of Trustees and CFO will make available the necessary funds and appoint an appropriately experienced Project Manager to manage any necessary project in line with the HSE guidance.

Following any suspected or known release of asbestos fibres, air monitoring will be required.

Releases of asbestos must be reported in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

5. PLANNED OR EMERGENCY WORKS

The Headteacher/Executive Headteacher will inform all staff, pupils, visitors and contractors of any works that may affect any known or presumed asbestos containing materials or where the presence of asbestos cannot be verified.

The Control of Asbestos Regulations 2012 requires some non-licensed work to be notified to the relevant enforcing authority, the duty holder must ensure medical examinations are carried out and maintain registers of work. The Academy/ Academy should consult the further web page regarding non-licensed work and how to comply with the requirements

<http://www.hse.gov.uk/asbestos/licensing/notifiable-non-licensed-work.htm>

Prior to any planned or emergency works being undertaken, the academy will consult the asbestos management plan and asbestos surveys to determine whether there are any confirmed or presumed asbestos containing materials present.

For any works where the fabrication of the building will be penetrated or disturbed where the presence of asbestos cannot be verified, the academy will arrange through an external person with relevant knowledge and competence for a further refurbishment and demolition survey to be undertaken.

In the exceptional circumstances where it can be confirmed/verified that there are no asbestos containing materials present i.e. either by a previous survey whereby analysis has been undertaken or based on competent knowledge of materials i.e. solid brickwork with no render/plaster or solid wood where penetration will not go beyond the known material the work can progress.

If in any doubt the academy will arrange through an external person with relevant knowledge and competence for a further refurbishment and demolition survey to be undertaken.

Where works are proceeding on, or in an area where there are known asbestos containing materials, no works will start until a competent person has determined whether the asbestos containing materials need to be removed.

Most asbestos removal work must be undertaken by a licensed contractor; any decision on whether particular work is licensable is based on the risk. The academy does not consider they are competent in making this assessment and will consult **YMD Boon Ltd** for advice.

If the removal of ACM's is required, the academy will request **YMD Boon Ltd** to make the relevant arrangements to appoint a UKAS accredited and/or licensed contractor and to ensure that the relevant health and safety arrangements are undertaken on the academy's behalf.

Relevant method statements and risk assessments on how the work will be undertaken must be provided prior to the work starting. The academy will ask **YMD Boon Ltd** to review these documents on their behalf to ensure suitable and sufficient.

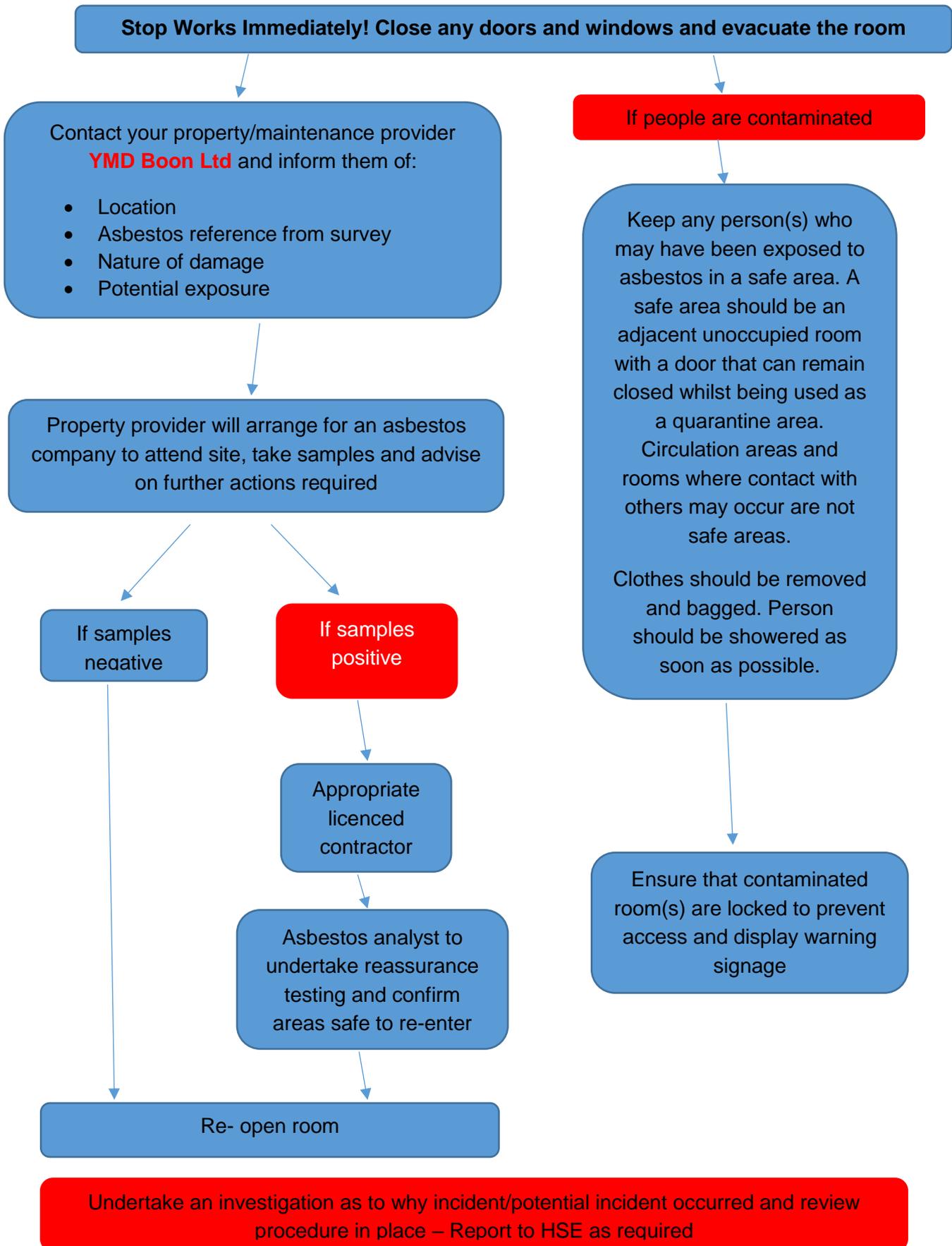
In the event of asbestos being removed from the site, a copy of the consignment note will be kept at the academy. Consignment notes will be kept with the asbestos management plan and surveys.

Following removal of asbestos containing materials the academy in conjunction with **YMD Boon Ltd**, will arrange for clearance testing of the area to be undertaken prior to reoccupying.

The academy in conjunction with **YMD Boon Ltd** will ensure that relevant documents and certificates relating to the removal of ACM's are obtained and kept on site.

Asbestos Disturbance Contingency Procedure

This procedure should be followed following any suspected asbestos disturbance.



Appendix 1

Bourne Westfield Primary Academy Register of all identified asbestos containing (ACMs)

To be read in conjunction with Survey reference:

Survey room location (CAD reference if available)		Element	Asbestos containing material	Visible/encapsulated/not accessible
005 Store cupboard in Classroom (25) Store cupboard (30) Store cupboard (22) Store cupboard (24) Store cupboard (14) Store cupboard (10)		Panels on Back of Door & Window	Amosite & Chrysotile	Leave in situ and manage
009 Room (32) Room (33A) Room (43)		Board to Wall in Ceiling Void	Amosite	Leave in situ and manage

023 Meter Room (03)		Wall board	Amosite & Chrysotile	Leave in situ and manage
006 Classroom (45) Classroom (44) Classroom (40) Staff Kitchen (36) Classroom (25) Classroom (23) Classroom (21) Classroom (12) Classroom (11)		Pad Under Sink	Chrysotile	Leave in situ and manage
008 Storeroom (47) in Classroom (45) Storeroom (50) in Classroom (49) Corridor (34A) Storerooms (27 and 26) Storeroom (18) in Classroom (20)		Floor Tile Adhesive	Chrysotile	Leave in situ and manage

Storeroom (15)				
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Due to the limitations of the management survey available, there are a significant number of areas within the academy/academy that may not have been accessed. It must be presumed that these areas contain ACM's until confirmed otherwise by the undertaking of a more detailed refurbishment and demolition survey. Areas include but are not exclusively:

- Beneath solid/wooden floors
- Through or behind any suspected asbestos containing materials
- Within electrical boxes, installations
- Live machinery/plant/boilers
- Above suspended ceilings
- In any rooms/areas not accessed as part of the surveys held.

Prior to any works being undertaken on or in these areas, a further survey will be arranged.

Appendix 2

Bourne Westfield Primary Academy asbestos containing materials (ACMs) inspection records - Items visible to inspect
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A copy of this inspection record will be completed, as a minimum, every 12 months and retained. Photographs ACM should be taken and recorded to aid inspections.

Date:

Inspected by:

Appendix 3

**Permit to Work
at Bourne Westfield Primary Academy**

Contractor Details:

Name

Company Address

Company Name

Type of works being carried out

Area works being carried out in

Prior to commencing any work the asbestos register must be consulted.

Please Circle Yes or No to the following questions:-

1. Has the register been consulted?

Yes

No

(If Yes, go to section 2. If No, please consult the register)

2. Are asbestos materials present in the area?

Yes

No

(If Yes, go to section 3. If No, please sign the permit to work)

3. Are the asbestos materials clearly identified?

Yes

No

(If Yes, go to section 4. If No, identify materials and go to section 4.)

4. Are asbestos materials in a good condition?

Yes

No

(If Yes, go to section 5. If No, Contact YMD Boon Ltd Immediately)

5. Are the asbestos materials likely to be disturbed during the works?

Yes

No

(If Yes, Contact YMD Boon Ltd Immediately If No, please sign permit to work)

Permission to work.

Academy Duty Holder _____	Contractor name _____
Signed _____	Signed _____
Date _____	Date _____