

Appendix 3- Asbestos Management Plan and Guidance

Introduction

This document sets out the procedures for managing asbestos containing material on any Lighthouse Schools Partnership premises.

- a) The presence in the work place of asbestos containing materials (ACM's) does not in itself constitute an active danger. Persons may be exposed to significant risk, however, if activities which give rise to airborne asbestos fibre release-for example: cutting drilling breaking or machining are carried out, and good management techniques are not applied.
- b) No member of staff, contractor or member of public is expected be exposed to asbestos fibres when working on or visiting a Lighthouse Schools Partnership school. Staff whose normal duties may bring them into contact with existing ACM's such as site maintenance staff, electrical and building maintenance contractors will have previously attended an asbestos awareness training course.

Statement

The Trust is committed to providing a safe and healthy work place. To achieve this asbestos is managed and exposure eliminated or reduced in accordance with current regulations.

- a) An effective asbestos management strategy is maintained.
- b) Appropriate risk assessments are carried out recorded and reviewed.
- c) Safe systems of working with asbestos are promoted with the schools own staff and external contractors.
- d) Asbestos awareness for school staff is promoted through asbestos awareness training or tool box refresher training annually.
- e) Contractors working at any Trust school will provide written evidence of up to date staff asbestos awareness training on an annual basis.
- f) An up to date asbestos register listing all identified ACM's, with floorplans showing ACM locations (See Appendix 4).
- g) All Contractors and school maintenance staff are required to sign to confirm they have seen the asbestos register in relation to the area that they will be working in or the activity they will be undertaking.
- h) The designated duty holder for each school unless otherwise stated is the Headteacher.
The Duty holder can nominate a member of staff to act as the responsible person for managing asbestos on the school premises.
- i) If any ACM is damaged the area will be sealed off immediately to prevent access to the area. Emergency procedures to be followed are:

EMERGENCY PROCEDURES

IF AT ANY TIME YOU COME ACROSS A DAMAGED ASBESTOS MATERIAL OR IDENTIFY A SUSPICIOUS MATERIAL YOU MUST:

1. STOP WORK
2. SECURE THE AREA e.g. close windows and doors affix warning signage.
3. NOTIFY THE SITE RESPONSIBLE PERSON OR DUTY HOLDER.
4. RECORD and REPORT the timeline of events and affected individuals at the earliest opportunity.

- j) A refurbishment or demolition survey will be required to be used to locate and describe, as far as reasonably practical, all asbestos containing materials in the area where the building works will take place or the whole building if demolition is planned.
- k) The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be hard to reach.

Responsibilities

The Board of Trustees have overall responsibility for the asbestos policy and management guidance and plan. The Trustees responsibilities include:

- Directing the asbestos policy at operational level.
- Ensure asbestos registers are in place.
- Ensure annual re-inspections are carried out by a competent person.
- Unless otherwise stated the Head teacher will be the designated Duty Holder for asbestos management within the School.
- The Head teacher can nominate a responsible person to manage the asbestos on the School premises but cannot discharge his or her legal duty.

The duty holder and/or the responsible person responsibilities include:

- Assess and monitor the condition of the ACM's
- Ensure that all contractors and School maintenance staff have sufficient and relevant asbestos training no more than 12 months apart.
- Record and report any damage caused to ACM's to the Chief Financial and Operating Officer.
- Ensure that all contractors are given access to the asbestos register and obtain a signature to retain as proof.
- Ensuring contractors work in accordance with this guidance document.
- Ensuring that asbestos management is included on the agenda at all building or maintenance pre-contract meetings.
- Maintain the asbestos management and communication plan provided as Appendix 5.

Asbestos contractors are responsible for:

- Complying with current regulations.
- Providing the necessary documentation to the HSE before notifiable work commences.
- Attend pre- contract meetings and provide risk assessments and safe methods of work.
- Attending site to assess and prepare quotations for ACM removal of encapsulation work.
- Carry out annual asbestos register inspections
- Carry out refurbishment and demolition surveys.
- Attend and make safe any areas of School buildings affected by asbestos disturbance of damage.
- Provide copies of notification and consignment notes and other documentation for School records.

School staff

It is unlikely that school employees will be exposed to an ACM. However, they have the following responsibilities:

- Not to disturb or commission others to disturb any part of the fabric of a building without consultation with the duty holder or responsible person e.g. drilling or fixing nails or screws or using drawing pins.
- To report immediately any materials or damage in their work area which they suspect to be an ACM to the duty holder or nominated responsible person.

IF IN DOUBT LEAVE IT ALONE AND REPORT IT

Further reference

Health and Safety at Work Act 1974

Control of Asbestos Regulations 2006

Management of Health and Safety at Work Regulations 1999

Construction Design Management Regulations 2015

Other related regulations

Workplace (Health and Welfare regulations) 1992

CoSHH regulations 2002

Appendix 4- Asbestos Register

The text in this table are suggestions only. The table will need to be adapted to your school's specific circumstances

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

The Asbestos Register is held in the school's Site Office

Appendix 5 - Asbestos Management and Communication Plan

1.	Name of premises	Gordano School
2.	Duty Holder	Tom Inman
3.	Nominated responsible person(s) for managing asbestos on the premises	Neil Harris, Shane Blackshaw
4.	Statutory duty holder with overall responsibility	Lighthouse Schools Partnership Board of Trustees
5.	Date the management plan was produced	2016 revised 2018
	Date of next review	January 2022
6.	How is the location and condition recorded?	Within the asbestos register and logged on the Every compliance system
	How and where is the information recorded	The Every compliance system
	Date of the last asbestos condition annual inspection	January 2021
	How is any ACM identified within the School?	Asbestos hazard stickers applied to all visible AIB
7.	Results of the survey and any action required	
	What action was taken as a result of the last independent survey?	Monthly visual inspection of AIB identified at risk of disturbance.
	Has the register been annotated with actions taken	Any encapsulation or removals are recorded.
	Date of subsequent visual inspection of all identified areas	Recorded on the Every system
8.	How is the information shared with staff and contractors who may require it?	Before pre planned works take place or through the site induction process.
	How have staff been informed	Through staff inductions
	How are contractors and maintenance staff made aware of the survey and any ACM.	Through planning of works and site induction if works are reactive
	Who is the School point of contact for contractors?	Neil Harris or Danny Kealy
	What procedures are there for internal maintenance staff who does the required work go through to authorize and ensure asbestos information is shared	Maintenance staff employed by the school receive on line training annually. Any maintenance works that will disturb any building fabric will be approved by the Facilities manager first
	How have the staff been informed?	Site team staff have received training

9.	Training	
	List all staff who have received asbestos awareness training and annual refresher training. The date the training took place and who it was delivered by.	Neil Harris Danny Kealy Karl Menear John Giles Denzil Francis
	Competent asbestos contractor(s) working with the School	Shield environmental Hawkins environmental
	LSP Health and Safety advisors	Delegated services