

# **Sandon Primary Academy**

## **ASBESTOS**

### **MANAGEMENT PLAN**



Date: **September 2023**

Next Review Date: **September 2024**

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## Introduction

**Sandon Primary Academy Asbestos Management Plan** is based on the HSE guidance <http://www.hse.gov.uk/asbestos/assets/docs/managementplan.pdf> A copy of which is located in Site Office (Health and Safety File) along with the Full Site Asbestos Register, in addition to any other relevant information as detailed in the schools guidance, is held in a central folder which can be found in the **Site Office**.

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 SOTCC Premises Team, the schools leadership team and Trustees.

To ensure school employees, students, 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 schools premises (referred to as the Responsible Person); including maintaining appropriate training records
- A system to ensure ACMs are identifiable through appropriate labelling, where practicable
- 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 this Asbestos Management Plan.
- To periodically review this Asbestos Management Plan.
- Provide access to the asbestos management central folder to site staff and contractors carrying out maintenance and/ or construction works (this includes IT contractors) prior to the commencement of works.
- Ensure that where deemed necessary, an asbestos refurbishment or demolition survey is undertaken when the school undertakes any intrusive, including IT and replacement of flooring
- Seek advice and guidance from suitably qualified and experienced Competent Person/s, consultant or contractor 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)
- To inform Stoke on Trent City Council Premises Team of any instances of suspected exposure to ACMs so that the City Council can provide professional assistance and guidance (refer emergency procedures).

## **2.0 ASBESTOS MANAGEMENT PLAN**

### **2.1 Duty Holder**

The school has appointed the Principal as the legally designated Duty Holder and First Responsible Person.

### **2.2 Responsible Persons**

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

1) Site Manager - Site Responsible Person

### **2.3 Full Site Asbestos Register**

The Full Site Asbestos Register provides information on the location, amount and condition of known and Presumed ACMs.

The information in the Full Site Asbestos Register is based on an initial Asbestos Management Survey Information and supplemented by information obtained via subsequent targeted asbestos surveys and or Asbestos Management Surveys

The Academy will ensure that an up-to-date copy of the Full Site Asbestos Register is readily available on the premises.

This will be kept in the following location(s): Main Reception and Site Office

The Full Site Asbestos Register is generated by SOTCC Premises Team.

### **2.4 Monitoring and Inspection**

The annual condition monitoring of known, and presumed ACMs, as stipulated within the Asbestos Register, is undertaken by the SOTCC Premises Officer who holds the BOHS P405 qualification.

Any damaged or deteriorated materials identified during the inspection, along with recommended actions will be reported to the Site Manager and actions agreed.

Findings of the inspection will be updated in the Full Site Asbestos Register and the Action Plan contained within the central Asbestos folder located in the Site office.

**Action Plan – this will be drawn up following the 2018 management survey if this is not yet scheduled in for your site your premises officer can assist in generating one for you (this is updated after the annual monitoring)**

The Action Plan relates to Known and Presumed ACMs and is an agreed set of actions against each Known and Presumed ACM. For example

- Manage in situ
- Repair (minor)
- Seal or encapsulate
- Isolate area/restrict access
- Label or colour code
- Enclose and protect
- Remove
- Mixture of the above

The Action Plan is important so as to:

- Ensure that people are not exposed to high risk ACMs
- Ensure medium risk ACMs are managed appropriately
- Ensure that ACMs prone to damage are protected or removed

## **2.5 Incidents and Emergency Procedures (STOP – ISOLATE – REPORT)**

An incident will be deemed to have occurred when the uncontrolled release of asbestos fibres has taken place. Therefore if there is any suspicion that an asbestos containing material has been damaged, then it must be treated as an incident

If asbestos containing material (ACM) have been damaged, or what is potentially thought to be an ACM, is disturbed or damaged the Academy will instigate the emergency procedure below. A copy of this procedure is at the front of the Asbestos file.

- All occupants of the area must calmly evacuate the area immediately and stay within an isolated area until confirmation of any contamination, or otherwise, to their person has been obtained. All belongings and equipment to be left in-situ and not removed.
- The area evacuated should be secured or sealed off and if possible locked to prevent unauthorised access. Where appropriate signage should be displayed and barriers erected
- Contact the Principal or if unavailable the Site Manager to implement the above and instigate the emergency procedure
- The Principal or if unavailable the Site Manager will contact the Premises Team (234688) who will arrange for the material type and extent of contamination to be determined by an independent UKAS accredited asbestos consultancy surveyor
- If no asbestos is identified the area will be deemed to be suitable for reoccupation

- If asbestos is confirmed to be present, the extent of the contamination will be established by an appropriately qualified asbestos surveyor, and an appropriately qualified asbestos contractor will be appointed to undertake necessary remediation or decontamination works
- If asbestos is confirmed review impact on the Academy operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used, or if a corridor is affected which is a fire escape, an alternative means of egress requires to be established.
- Reoccupation of the contaminated area will only be approved upon the receipt of a Certificate of Reoccupation provided by the appropriately qualified Asbestos Contractor
- Controlled access to the area will be maintained until such time as formal clearance has been confirmed
- Effective communication with school staff and relevant other parties will be maintained, providing updates as necessary to ensure the access arrangements are not breached

## **2.6 Staff Awareness**

School staff could include Teaching and Administration, Cleaners, Kitchen Staff, Grounds Maintenance Operatives, Contracted IT Consultants, Site Staff including Caretakers

All staff within the school will be provided with relevant information on:

- I. Types and location of ACMs (via the Asbestos Register and Site Plan)
- II. The visual means of identifying ACM's (labels/colour coding)
- III. How to avoid risks from asbestos (e.g. not disturbing)
- IV. How to report concerns about ACMs (e.g. to the Duty Holder)

New, temporary or promoted staff will, as part of their induction, be introduced to the control of asbestos containing materials in the school and their known locations by Rachel Beckett Principal outlining the Management Plan procedures and the location of the Asbestos Management Plan and relevant policies.

All members of staff can raise queries and or concerns that they may have with ACM's by contacting the Site Manager.

The Premises Service Level Agreement provides on line Asbestos Awareness module. Asbestos Awareness training does not qualify anyone to work on Asbestos Containing Materials. The SOTCC Premises Team are able to provide appropriate staff training advice on a site by site basis.

### **3. Control of Maintenance and Construction Activities**

#### **3.1 Responsive (unplanned) Maintenance Work**

Everyone attending the Academy to conduct any responsive work on site must read and sign the Full Asbestos Site Register in order that they understand the location and condition of ACMs in their intended work area, and to sign to state acceptance and understanding of that information, prior to undertaking work

This applies to all staff and operatives conducting unplanned maintenance which covers, but not exclusively, Engie, Engie Sub Contractors, Site Staff, IT consultants, telephone engineers or contractors appointed directly by the Academy.

A copy of the Full Asbestos Site Register in these instances will be supplied by the Site Manager.

All contractors undertaking work on school site should be Asbestos Awareness Trained. Asbestos Awareness training does not qualify anyone to work on Asbestos Containing Materials.

#### **3.2: PFI Responsive Maintenance**

Responsive maintenance is usually in response to jobs logged via the Engie (PFI maintenance contractor) works are undertaken by Engie, or their subcontractor's, operatives. For planned works ENGIE assess each project and carry out project specific asbestos testing where required. Any asbestos identified in the surveys which is likely to be disturbed during the planned works, ENGIE arrange for it to be removed by a LARC prior to the works.

In all works, planned and reactive, all operatives whether ENGIE or sub contractor hold UKATA or equivalent Asbestos Awareness training completed within 12 months and are clearly briefed to stop work when encountering any suspicious material. ENGIE will then take the appropriate measures to isolate the area, arrange testing, removal and associated air clearance.

#### **3.3 Responsive Maintenance Site Staff**

Site Staff will utilise the Point Of Work Risk Assessment prior to undertaking responsive maintenance or redecoration on school site.

#### **3.4: Contractors employed directly by the school**

All contractors employed directly by the Academy will need to be in receipt of an approved Permission to Access form prior to undertaking work on school site the PTA form includes a section for completion on Asbestos Considerations.

All contractors employed directly by the Academy will need to be Asbestos Awareness trained. Asbestos Awareness Training does not qualify contractors to work on asbestos containing materials or undertake intrusive works on school site prior to a targeted asbestos survey being carried out by an appropriately qualified asbestos surveyor.

Where the Academy 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.

Where necessary, the Academy will seek further advice and guidance from the Council's Premises Team on the contact details specified earlier in this plan.

All contractors employed directly by the Academy prior to undertaking any work on site will be required to sign that they have reviewed and understood the Full Site Asbestos Register & Survey Limitations document.

### **3.5 PFI Planned Preventative Maintenance**

For planned works ENGIE assess each project and carry out project specific asbestos testing where required. Any asbestos identified in the surveys which is likely to be disturbed during the planned works, ENGIE arrange for it to be removed by a LARC prior to the works.

In all works, planned and reactive, all operatives whether ENGIE or sub contractor hold UKATA or equivalent Asbestos Awareness training completed within 12 months and are clearly briefed to stop work when encountering any suspicious material. ENGIE will then take the appropriate measures to isolate the area, arrange testing, removal and associated air clearance.

### **3.6 PFI Statutory Compliance**

For planned works ENGIE assess each project and carry out project specific asbestos testing where required. Any asbestos identified in the surveys which is likely to be disturbed during the planned works, ENGIE arrange for it to be removed by a LARC prior to the works.

In all works, planned and reactive, all operatives whether ENGIE or sub contractor hold UKATA or equivalent Asbestos Awareness training completed within 12 months and are clearly briefed to stop work when encountering any suspicious material. ENGIE will then take the appropriate measures to isolate the area, arrange testing, removal and associated air clearance.

## **4. Work on Asbestos**

Any Work on known, or suspected, asbestos will only be undertaken by appropriately qualified asbestos surveyors or contractors.

Work on Asbestos such as removal or remedial is usually planned over holiday periods or outside of the school's working day. Should the Academy site be occupied during such works the work on the asbestos would take place within controlled and access restricted areas.

Notice of all work included within 'holiday work programmes' which are compiled for Trustee/Governor Premises meetings and Senior Leadership Team and will be communicated to staff.



Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate risk assessments and method statements (Plan of Works) are produced by a specialist UKAS Surveyor/ARCA licenced asbestos removal contractor and all HSE notification procedures given within the time scales for the HSE to authorise prior to works commencing.

All clean air tests must be taken and certificated that the area/s are safe to enter on completion of the works.

Permission to Access forms must be completed and approved by Engie prior to planned asbestos works being undertaken.

#### **4.2 Emergency Services**

Emergency Services personnel attending site will be given access to the asbestos survey, register and plan on arrival. Out of hours a copy of the register can be found in the fire box in the main reception area. The key to this is located on top of the fire panel.

#### **5. Asbestos Works and Removals**

The Academy 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 risk assessments and method statements provided by the contractor.

The Academy asbestos register will be updated accordingly following completion of the asbestos related works by the SOCC Premises Team.

#### **6.0 CONTROL MEASURES FOR SPECIFIC AREAS IDENTIFIED**

No specific control measures in place outside of the normal adopted practices.