

# Asbestos management plan

## Altham St. James' CE Primary School



## Asbestos management plan for [name of business/organisation]

### Overview

This asbestos management plan sets out the arrangements in place to manage the risks from asbestos-containing materials (ACMs) at the site detailed below to minimise the potential for harm.

- This plan covers all buildings located within the school grounds.
- The school is a maintained voluntary aided school and as such the land and buildings are owned by Blackburn **Diocese** with the employer being the Governing Body.
- Responsibility for maintenance is shared between school (devolved formula capital (DFC) allocated directly to school) and Blackburn **Diocese** (through works commissioned via school condition allocation (SCA) led funding).
- Responsibility and funding for maintenance is devolved directly to school.
- **No** intrusive works on the fabric of the building can be undertaken without consulting the register of asbestos containing materials (ACM's). Reference must also be made to areas not covered by the survey due to access restrictions.
- The information from the current management survey is incorporated into an asbestos register and site plan. A link to these is provided at the end of this management plan.
- The council strongly recommends that any work on ACMs within Lancashire County Council buildings is done by an HSE licensed asbestos contractor and that county council employees should not work on ACMs or undertake any asbestos removal work.

Full details of Lancashire County Council's arrangements can be found in the asbestos management guidance for the control and management of asbestos within county council buildings. (See link above).

\*Delete as appropriate

### Name and details of site

*Altham St. James' CE Primary  
School  
Burnley Road  
Altham  
BB5 5UH*

Roles and responsibilities	
Role	Name and contact details
<p><b>Duty holder</b> The person or organisation with the main responsibility for maintenance or repair.</p> <p><i>The Diocese shares duty holder responsibilities with voluntary-aided schools' however main duty holder responsibilities are retained by the governing body.</i></p>	Governing body of <i>Altham St. James' CE primary School</i>
<p><b>Appointed person and deputy</b> The person with the resources, skills, training and authority to ensure that ACMs are managed effectively.</p> <p><i>Appointed person would normally be the Headteacher</i></p>	<p>Appointed person: Carol Woods (Headteacher) Deputy: Sarah Kenyon (Bursar)</p>
Responsibility (as appropriate)	Designated role or name of person and contact details
<p><b>Asbestos register and site plans</b></p> <ul style="list-style-type: none"> <li>Preparation</li> <li>Review and update</li> </ul>	<p>Appointed person/deputy  Carol Woods (Headteacher)</p>
<p><b>Condition monitoring of ACMs</b></p>	<p>Appointed person/deputy Carol Woods (Headteacher)</p>
<p><b>Asbestos management plan</b></p> <ul style="list-style-type: none"> <li>Preparation</li> <li>Review and update</li> </ul>	<p>Appointed person/deputy  Carol Woods (Headteacher)</p>
<p><b>Surveys and specialist asbestos advice</b> For example, air monitoring, bulk sampling</p>	Lancashire County Scientific Services
<p><b>Management of service providers</b> Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements and quality checks</p>	Lancashire County Council

<p><b>Delivery of 'site asbestos information briefing' to site staff</b></p> <ul style="list-style-type: none"> <li>Detail the location of ACMs in specific areas they work</li> <li>Include an instruction not to disturb ACMs</li> <li>Explain what must be done if ACMs become damaged</li> </ul> <p><i>See arrangements for information briefings below</i></p>	<p>Appointed person/deputy</p> <p>Carol Woods (Headteacher)</p>
<p><b>Organising staff training</b></p> <p>For example, duty to manage, asbestos awareness and non-licensed work</p> <p><i>See arrangements for asbestos training below</i></p>	<p>Appointed person/deputy</p> <p>Carol Woods (Headteacher)</p> <p>Deputy: Sarah Kenyon (Bursar)</p>
<p><b>Pre-site arrival checks of contractors</b></p> <p>Check those doing asbestos work have:</p> <ul style="list-style-type: none"> <li>had appropriate asbestos training</li> <li>seen a risk assessment and plan of work detailing suitable controls, equipment and procedures</li> </ul>	<p>Blackburn Diocese LCC</p>
<p><b>Providing asbestos information</b></p> <p>At planning stage for any refurbishment, installation, demolition work</p>	<p>Blackburn Diocese LCC</p>
<p><b>Delivery of contractor site inductions</b></p> <p>Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to:</p> <ul style="list-style-type: none"> <li>verify pre-site check</li> <li>*issue a permit-to-work or equivalent</li> </ul> <p><i>*Permit to work system not routinely used in schools</i></p>	<p>Blackburn Diocese LCC</p> <p>In collaboration with Carol Woods (Headteacher)</p> <p>Deputy: Sarah Kenyon (Bursar)</p>
<p><b>Collating and storing evidence</b></p> <p>Following asbestos removal, repair work and safe site reoccupation, for example:</p> <ul style="list-style-type: none"> <li>certificate of reoccupation</li> <li>statement of cleanliness</li> </ul>	<p>Appointed person/deputy</p> <p>Carol Woods (Headteacher)</p> <p>Deputy: Sarah Kenyon (Bursar)</p>
<p><b>Providing asbestos register and site plans to emergency services</b></p>	<p>Copy kept in office and in emergency grab bag. Electronic cloud version available via appointed person/deputy</p>
<p><b>Resilience testing of the asbestos management plan</b></p> <p>This is to check the procedures work for a range of scenarios, for example:</p>	<p>Appointed person/deputy</p> <p>Carol Woods (Headteacher)</p>

<ul style="list-style-type: none"><li>• planned and unplanned work</li><li>• accidental disturbance of ACM</li></ul>	
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## Asbestos management control arrangements

### Asbestos condition monitoring

Inspect any identified or suspected ACM and assess its condition periodically, to check that it has not deteriorated or been damaged.

The frequency of inspection will depend on the location of the ACMs and other factors which could affect their condition, for example the activities in the building, non-occupancy etc.

- **Appointed person** undertakes annual inspections of all identified accessible and visible ACMs (confirmed and presumed) and takes photographs. This includes ACMs that are accessible but not visible due to being protected by a covering, for example, a floor covering. In such cases, as part of the annual inspection, the appointed person will ensure the covering remains intact and continues to protect the ACM. Where ACMs are not readily accessible, for example, in ceiling voids or ducts under floors, access to these areas will be prohibited and the appointed person will record these as 'not inspected'. If access is subsequently required to one of these areas, arrangements must be made for the condition of the ACMs (confirmed or presumed) to be inspected by a competent person prior to allowing access.
- Comparison made between previous photograph and current condition of ACMs.
- If significant deterioration has taken place or damage is noted, LCSS is informed who will advise of further action to take.
- If loose debris is noted, access to the area is restricted and LCSS informed who will advise of further action to take.
- The inspection is recorded on the 'inspection of materials containing asbestos' pro-forma and stored with the asbestos file/information.
- **LCSS** undertakes additional annual inspection of low, medium and high-risk occurrences and updates the asbestos register.
- Any recommendations generated from condition inspections either by an appointed person or LCSS are integrated into the action plan held within this document. (See below).
- Any ACMs requiring remedial works results in a BDF 129 'asbestos in poor condition notice' being issued.
- Appointed person to arrange for work to be undertaken by a licensed asbestos contractor and confirm to LCSS that this work has been undertaken.
- LCSS update the asbestos register by inserting a photo and making any changes to risk assessment following work carried out to remove or make safe identified ACMs.
- Following an annual inspection of the condition of ACMs by **LCSS** a re-inspection survey/updated asbestos register is issued containing any required remedial works/ recommendations. A copy is kept with the asbestos file/information and is made available to contractors.

### **Access controls such as permit-to-work system, restricted areas**

These may be required for areas where asbestos is present or presumed and it is at risk of being disturbed

- Access to certain areas will be restricted based on recommendations in the asbestos survey or condition inspection.
- Any work carried out on ACMs other than maintenance activities authorised by the appointed person is undertaken by an approved HSE licensed asbestos contractor.

### **Maintenance tasks on ACMs that can be carried out by non-licensed, trained workers**

Some tasks, like cleaning vinyl floor tiles, can be done by workers who have had asbestos awareness training.

Anyone doing non-licensed work must be suitably trained for the specific tasks and follow HSE's guidance: [www.hse.gov.uk/asbestos/essentials](http://www.hse.gov.uk/asbestos/essentials)

#### **Note:**

**All licensed work must be done by a HSE licensed asbestos contractor. The county council strongly recommends that non-licensed work on asbestos containing materials (ACMs) within county council buildings is also carried out by a HSE licensed asbestos contractor.**

**County council employees should only undertake cleaning and maintenance activities approved by the appointed person and recorded in the asbestos management plan.**

**The risk of any cleaning or maintenance work to the surface of, or in the vicinity of, identified ACMs needs to be considered when arranging cleaning or maintenance work. This should be done by the appointed person in consultation with the cleaning contractor, provider or manager of the person carrying out the work. Acceptable work in these areas includes general cleaning of undamaged asbestos floor tiles, cleaning the surfaces of undamaged asbestos toilet seats / cisterns, or changing bulbs in light fittings attached to undamaged asbestos ceilings. Where necessary, advice should be sought from your asbestos advisor regarding what maintenance tasks are acceptable and these should be listed below along with reference to any task risk assessments noting any training required and control measures to be implemented.**

**For voluntary-aided schools consult your duty holder regarding arrangements.**

*Provide details (as appropriate)*



### Maintenance tasks on ACMs that can only be done with help from licensed contractors

Some tasks, for example removal of multiple damaged AIB ceiling tiles, must be done by a licensed contractor.

#### **Note:**

**All licensed work must be done by a HSE licensed asbestos contractor. The county council strongly recommends that non-licensed work on asbestos containing materials (ACMs) within county council buildings is also carried out by a HSE licensed asbestos contractor.**

**For voluntary-aided schools consult your duty holder regarding arrangements.**

- Any work (including non-licensed) on asbestos containing materials (ACMs) is carried out by an HSE licensed asbestos contractor.
- School employees are not authorised to work on ACMs or undertake any asbestos removal work.

### Labelling of ACMs (optional)

ACMs can be labelled clearly with the asbestos warning sign or some other warning system (for example colour coding) can be used.

Labelling is not mandatory and may not be appropriate in some settings and should not be relied on as a standalone control measure.

#### **Note:**

**Lancashire County Council's arrangements are that ACMs are not usually labelled in areas where the label may cause undue distress or fear to the building occupants. In discreet or high-risk areas, such as loft spaces, boiler houses and equipment stores/rooms, asbestos labels should be used. However, this approach depends on the setting and may not be consistent and therefore cannot be presumed that any unlabelled material in an area that is not usually visible, is asbestos free.**

*Provide details (as appropriate)*

## Controls for planned maintenance or other work on the building

The plan should identify procedures and arrangements to make sure:

- the record/register is checked in good time before the work starts
- the information on the presence of asbestos has been understood and will be taken into account
- the permit-to-work (or similar) is completed
- the correct controls will be used
- competent asbestos-trained contractors will carry out the work
- handover arrangements are in place at the start and end of work

- For full details, refer to the asbestos management guidance for the control and management of asbestos in Lancashire County Council buildings.
- Permit-to-work systems are not routinely used in schools.
- Any information regarding the presence of asbestos is passed on by the appointed person/deputy to the contractor engaged to undertake planned maintenance or other building work, together with a warning that not all asbestos containing material may have been identified.
- Contractors are only allowed to undertake works following a site induction, which includes reference to the asbestos register. Contractors must consult the register again if subsequently working outside the scope of the initial works.
- The appointed person/deputy will ensure that contractors complete and sign the 'asbestos register/survey inspection record' and follow all instructions in the foreword of the asbestos register/survey inspection form.
- A refurbishment and demolition survey will be commissioned from Asset Management – Building Group or LCSS prior to any work which may reasonably be expected to disturb any asbestos containing material which could exist within the structure, and which might not have been identified during the Management Survey.
- Only approved licensed contractors are permitted to carry out work involving the disturbance of asbestos.
- All clearance testing must be undertaken by Lancashire County Scientific Services. On no account should asbestos removal contractors make their own arrangements for clearance testing by other parties. LCSS will carry out a four-stage clearance and if work is satisfactory issue a certificate of re-occupation (clearance certificate).

Refer to the Diocese premises management contractor/duty holder regarding arrangements for the planned maintenance or other works on the building.

## Action plan for ACM removal, remediation or ongoing management

When deciding on actions and priorities for ACMs in the asbestos register, take the following points into account:

- ACMs which have a high potential to release fibres, for example with material assessment scores above 10, must be prioritised for immediate action
- ACMs in good condition, but with a high potential for disturbance either during normal occupancy or foreseeable maintenance, should be protected or removed
- ACMs likely to be disturbed by any major planned refurbishment works must be removed unless work can be designed to avoid the ACMs
- some ACMs may require more frequent condition checks to inform long-term management actions.
- some locations may be subject to activity changes and will require a review of the actions and priorities
- if further information becomes available through surveys or condition checks, include their impact and prioritise these in the action plan

There is further guidance on management options at [www.hse.gov.uk/pubns/books/hsg227.htm](http://www.hse.gov.uk/pubns/books/hsg227.htm)

This includes decision flowcharts to help you decide on the appropriate management options.

A number of actions over the ACM's lifespan are likely and, depending on the risk assessment, these may be immediate, or in the medium or long term.

Update the register as ACM works are completed and evidence recorded, for example a certificate of reoccupation.

Record details of decisions on prioritisation and actions relating to any future plans for building use or planned works.

### Note:

**Material assessment scores are located within the printed version of the risk register via PAMS.**

**Material assessment scores do not take account of other factors such as the location and likelihood of disturbance.**

**Refer to the following sources of information to identify required actions:**

- The print version of the asbestos register which includes reference to both the material assessment score, priority score and overall risk rating.
- The Executive Summary from the most recent HSG264 asbestos Management Survey. This identifies any action that needs to be taken. (Actions will not be listed on PAMS for surveys carried out prior to 2019 and you may need to seek advice from LCSS or the Health and Safety team.)
- Surveyor comments following a condition inspection (on PAMS and on the survey).
- Condition checks carried out by the school that have identified potential asbestos disturbance.

**For further support and guidance please contact LCSS or the Health and Safety team.**

## Action plan

*Please delete as appropriate and add further details of action required as necessary.*

- All identified ACMs have a material assessment score of less than 10 and no ACMs identified as high risk. No removal or remedial work has been identified and all known ACMs will therefore continue to be safely managed in-situ and the condition monitored on an annual basis.
- There are no outstanding notifications of asbestos in poor condition which have not been actioned.
- Condition checks have not raised any concerns regarding damage or degradation of identified ACM's.
- There are currently no planned refurbishment works in areas containing identified ACMs.

## Asbestos communication plan

Everyone who needs to know about the ACMs at the site, for example maintenance workers, contractors and occupants, should be provided with information in sufficient detail.

This should include the location of ACMs and relevant arrangements set out in this management plan.

A communication plan can be helpful and could include:

- the strategy for sharing information about the location of ACMs on site
  - how the asbestos register is maintained as a 'live' current document
  - where information is kept
  - how to access that information
  - what to do in the event of an accidental disturbance including emergency contacts
- All staff have been informed of the location and condition of ACMs through an asbestos information briefing and at induction for new starters. This is recorded in the induction checklist and/or on the team training log.
  - Information will include:
    - who the appointed person is and their deputy
    - the location of the asbestos file containing the asbestos management plan, asbestos management survey, asbestos register and annotated floor plan
    - location of ACMs in specific areas where they work
    - instructions not to disturb ACMs
    - instructions on what to do if ACMs become damaged (emergency arrangements)
  - All contractors will be provided with information relating to ACMs at the planning stage and again at contractor site induction.

Designated person or people	Type of information	Method of communication, who is responsible and confirmation
All staff	Information about ACMs in their work areas, instruction not to disturb, how to report incidents and emergency arrangements.	Verbally by the appointed person during an asbestos information briefing/at induction
Site supervisor, site manager, cleaning staff	Specific instructions on cleaning of any ACMs, asbestos register, site plan, asbestos management plan, incident reporting arrangements and emergency procedures.	Verbally by the appointed person during an asbestos information briefing/at induction
External contractors	Asbestos register, site plans, incident reporting arrangements and emergency procedures.	Appointed person/deputy during contractor induction.

## Arrangements for asbestos training

A training needs analysis may be helpful. Determine the content of asbestos training by the role and responsibilities assigned and include those relating to asbestos management detailed in this plan.

Asbestos awareness training is a minimum requirement for those who could disturb asbestos, such as maintenance staff or those who supervise or influence the work, but it does not allow the person to work on asbestos.

Non-licensed work on asbestos requires non-licensed training and this should be specific to the task.

### **Note:**

**Mandatory Lancashire County Council asbestos eLearning covers both asbestos awareness and management requirements. This is in accordance with the Control of Asbestos Regulations 2012. eLearning must be completed every 3 years, with annual refreshers on arrangements required to maintain competence.**

**All employees involved in managing asbestos in school are expected to have achieved competency in asbestos awareness and management, even if the asbestos survey has not identified any asbestos at their site. This is because there may be unidentified asbestos buried in the grounds, or items may be brought into the premises such as asbestos mats in laboratories, or old gas masks brought in for display purposes.**

**Schools must ensure all identified staff whose work could foreseeably disturb the fabric of a building and expose them to asbestos or who supervise or influence the work, receive asbestos awareness training and this is kept up to date. This is a requirement of regulation 10 of the Control of Asbestos Regulations 2012.**

**This competency can be gained by completing the Lancashire County Council asbestos awareness and management eLearning module. Alternatively, this training may be provided via a bought in provider.**

The following staff have undertaken asbestos awareness and management eLearning:

- All employees involved in managing asbestos in school.
- Any employees who may be at risk of disturbing asbestos in the course of their work or those who may influence or make decisions on how work is carried out, such as a bursar, handyman, ICT technician, are expected to achieve competency in asbestos awareness and have annual refresher training.

Asbestos awareness and management eLearning covers the following areas:

- The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke.
- The types, uses and likely occurrence of asbestos and ACMs in buildings and plant.
- The general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace.
- How to avoid the risks from asbestos, for example for building work.
- No employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACMs are not present.

**Note:**

In addition to the record below it is recommended that you record training dates on your training log so you can monitor when refresher training is due alongside other mandatory training.

People	Training need	Date training completed
Chair of Governors	Asbestos awareness	
Health and Safety Governor	Asbestos awareness	
Headteacher	Asbestos awareness	17.9.2024
Business manager	Asbestos awareness	17.9.2024
Site supervisor	Asbestos awareness	17.9.2024

## Incident procedure

Details of what to do and who to contact if asbestos is discovered or accidentally disturbed

In the event of discovery or disturbance of a material which is known, or suspected, to contain asbestos the following procedure shall be followed:

- Immediately stop all work in the area.
- Evacuate and seal off the immediate area, for example by closing doors and preventing anyone else entering the area.
- Report the incident to the appointed person or deputy as soon as possible.
- \*Report immediately to the Health and Safety team tel: 01772 538877, the principal officer, asbestos services tel: 01772 721660 or mob: 07795541312 who will request Lancashire County Scientific Services to investigate, take samples/and or conduct reassurance air testing depending on the circumstances and provide advice as to appropriate action.
- Complete an accident/incident report and investigation form and submit to the Health and Safety team and record in the incident log (below).
- Refer to asbestos emergency procedure flowchart ([Schools Portal](#)) for further details.

\*Report immediately to the school's asbestos advisor. Alternatively contact the Health and Safety team tel: 01772 538877 the principal officer, asbestos services tel: 01772 721660 or mob: 07795541312 who will request Lancashire County Scientific Services to assist, take samples/and or conduct reassurance air testing depending on the circumstances and provide advice as to appropriate action.

## Accidental damage and incident log

Details	Action required	Responsible person	Completion date



## Review and update

As a minimum, review this asbestos management plan, including register and site plans, every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed, for example:

- changes to organisation or personnel
- change of use of building
- work being carried out
- ACMs removed or repaired

Note: the asbestos register should be updated at any time following any action on, or deterioration of, an ACM

Update the plan, including register and site plans, accordingly.

Develop a review procedure which could include auditing sections of the plan through the year. Key aspects to check include:

- how the plan has been implemented over the year
- if everything in the incident log has been actioned, root causes have been identified and changes implemented as necessary.

It may also be helpful to test the plan using realistic scenarios, for example a burst pipe or installing a new fire alarm system.

<b>Date of plan</b>	04/11/24
<b>Next review due date</b>	04/11/24
<b>Plan produced by</b>	Carol woods

All county council forms, templates and procedures referred to in this document are available on the asbestos pages on the [Schools Portal](#).

## Relevant documents and forms

You can include supporting documents (or links to them), such as:

- Lancashire County Council's asbestos management guidance, including the policy and arrangements document for the control and management of asbestos in Lancashire County Council buildings
- asbestos management survey
- asbestos register
- site plans showing location of ACMs and areas not accessed where ACMs must be presumed present
- asbestos survey reports
- refurbishment and demolition surveys
- asbestos emergency flowchart
- completed inspection of materials containing asbestos forms
- training records
- schedule of maintenance tasks and permissions

- asbestos management checklists, for example, construction projects, managing asbestos removal works