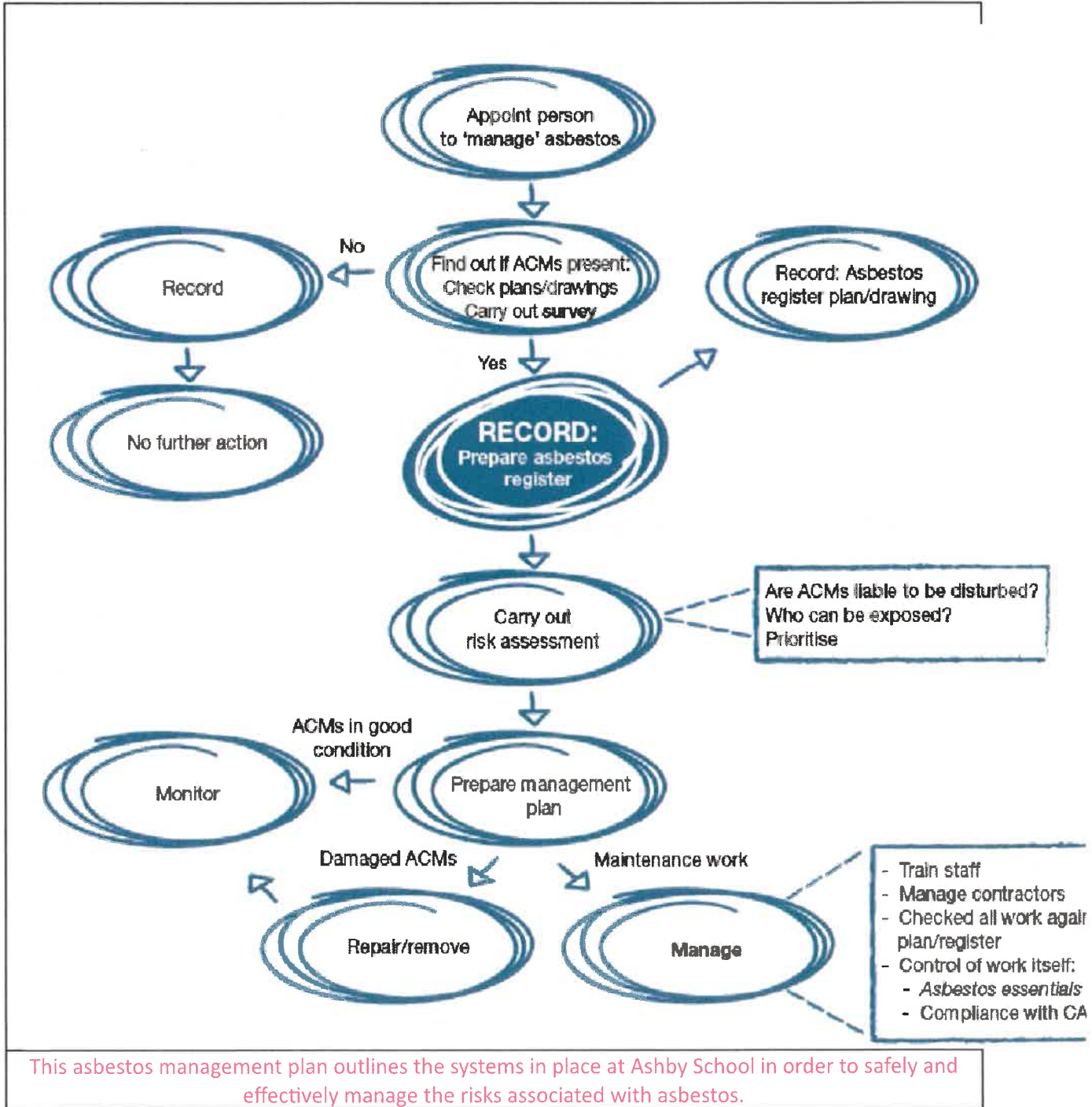


Ashby School

Local Asbestos Management Plan

November 2022



This asbestos management plan outlines the systems in place at Ashby 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 work may require "landlord's consent" from Strategic Property Services. This is to ensure that appropriate advice can be given to sites in order that the work can be undertaken safely and compliantly. Generally; with intrusive works on buildings constructed pre-year 2000 an additional asbestos risk assessment is required usually in the form of an Asbestos Refurbishment & Demolition Survey Report (RDS).
- 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 17020/5) and individual competence (BOHS).

- All sites with buildings built before year 2000, where no asbestos has been identified in the asbestos management survey, should still have appropriate asbestos risk assessments and LAMP in place.

Further guidance can be found: <https://www.hse.gov.uk/pubns/books/hsg247.htm>

Roles and Responsibilities

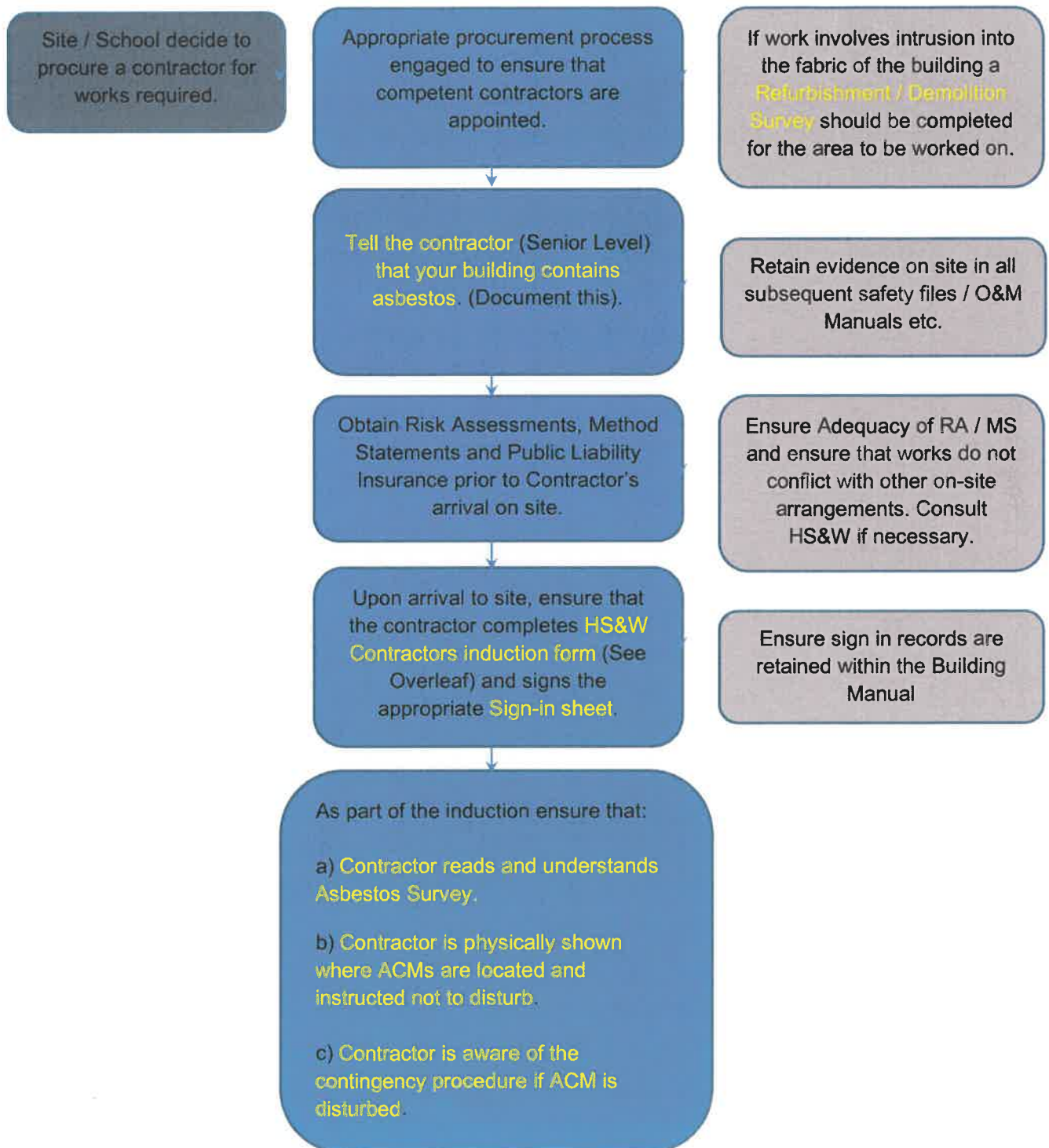
The following table should be completed to outline which members of staff on site have the appropriate responsibilities for managing asbestos:

Responsibility:	Name:	Position:	Signature:
Overall Responsibility for Site:	Dr J Mellor	Head Teacher	<i>J Mellor</i>
Briefing Staff Onsite of ACM:	Graham Norris Gary Thorpe Sharon Standford	Premises Officer <i>SA</i>	<i>Graham Norris</i> <i>SA Standford</i>
Communicating with Contractors:	Graham Norris Gary Thorpe Sharon Standford Neil Harris	Premises Officer	<i>Graham Norris</i> <i>SA Standford</i>
Commissioning Contractors:	Graham Norris Gary Thorpe Sharon Standford Karen Westwood Neil Harris	Premises Officer and Estate Lead	<i>Graham Norris</i> <i>SA Standford</i>
Inspecting Asbestos Condition:	Graham Norris Gary Thorpe Sharon Standard	Premises Officer	<i>Graham Norris</i> <i>SA Standford</i>
Annual Asbestos Survey Inspection:	Clearview	Asbestos Surveyor	
Conducting Annual Review of LAMP	Dr J Mellor	Head Teacher	<i>J Mellor</i>
Maintenance of the Asbestos Register	Graham Norris Gary Thorpe Sharon Standard Karen Westwood Neil Harris	Premises Officer and Estate Lead	<i>Graham Norris</i> <i>SA Standford</i> <i>Neil Harris</i>

When commissioning construction work, the Construction (Design and Management) Regulations 2015 require you to determine whether there is a risk that the work might disturb any asbestos materials, including any unidentified, presumed or hidden asbestos materials.

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 **both general contractors & licensed asbestos contractors into Ashby 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 even if contractors have additional asbestos risk assessments for their specific work (R&D Survey).

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 (must be included during contractor induction)

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, within roof voids, ducting etc. If any of these types of areas cannot be identified in the report as being checked, please seek advice from asbestos consultants to check and confirm the areas are asbestos free before works take place.

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 Property Name: _____ Ashby School _____
 (To be retained on site for 2 years)

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/client 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. (Note for LA schools LCC Policy states that if two consecutive Management surveys have not identified asbestos containing materials then no further Management surveys will be undertaken). The findings of these surveys and subsequent action plans are followed up by Ashby School in accordance with LiFE 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 will need to be amended following the discovery of new ACMs or the removal of existing ACMs.

IMPORTANT: It is a legal requirement that the asbestos register is kept up to date and is an accurate reflection of the known asbestos on site.

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

The full asbestos survey can be found in the Caretakers office. Below are the site plans from the survey.