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Asbestos Management Plan

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1. ASBESTOS MANAGEMENT PLAN STATEMENT

Each Trust School has a local Asbestos Management Plan which can be found in the Asbestos Logbook within the Reception Office.

This Asbestos Management Plan sets out the actions taken within the school premises to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations (CAR) best practice guidance and The Consortium Trust policy.

A copy of this plan and the premises asbestos survey and register, in addition to any other relevant information as detailed in the Trusts guidance, will be held in the Asbestos folder.

This folder will be made readily available to all those who need access to the asbestos documentation.

This plan has been developed by the Director of Finance & Resource and has been approved by the Trust Board.

To ensure Trust employees, pupils, 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:

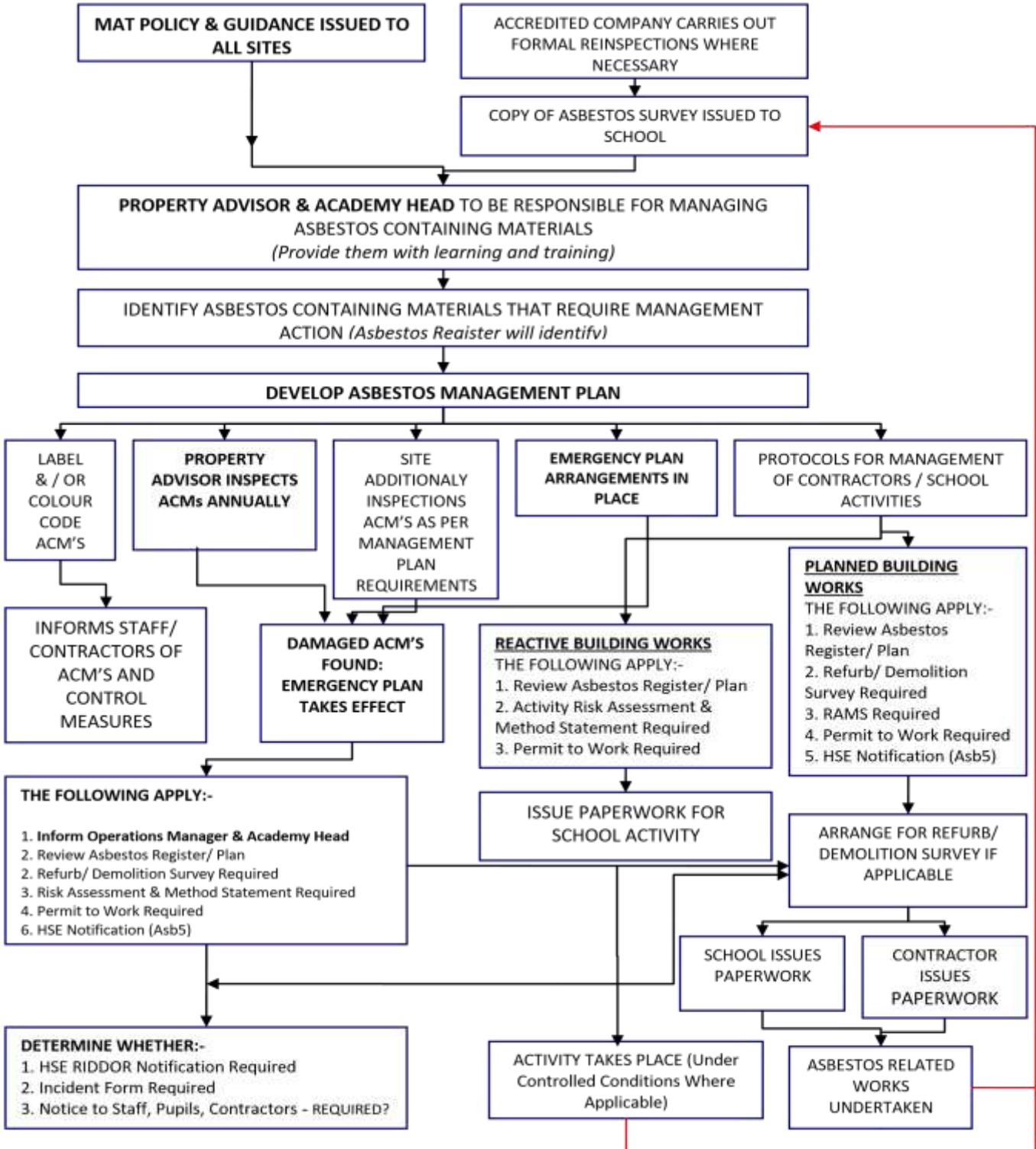
- A designated person/s responsible for the management of asbestos on the schools premises (referred to as the Responsible Person); including the updating of existing records ;
- A system to ensure ACMs are identifiable through appropriate labelling and/ or colour coding ;
- Provision of asbestos awareness training to all CMAT 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 the asbestos register;
- To periodically review this Asbestos Management Plan;
- Provide access to the asbestos folder for contractors carrying out maintenance and/ or construction works (this includes IT contractors) prior to the commencement of works;
- Ensure that where deemed necessary, a refurbishment or demolition survey is undertaken when the school undertakes any construction works;
- Seek advice and guidance from suitably qualified and experienced Competent Persons 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);
- **Inform The Property Advisor immediately** of any instances of suspected exposure to ACMs so that she can provide professional assistance and guidance (refer emergency procedures);



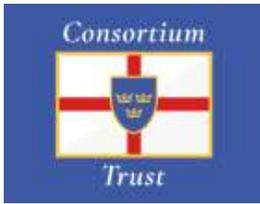
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2.0 SCHOOL MANAGEMENT FLOWCHART



Update Asbestos Survey & Register with Details



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3.0 ASBESTOS MANAGEMENT PLAN

3.1 Duty Holder:

The Academy Head is the legally designated Duty Holder (unless an alternative person has been identified and appointed by the Locality Committee).

3.2 Responsible Persons:

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

- 1) **Academy Head** - Lead Officer
- 2) **Tina Flanigan (Property Advisor)** -Deputy

The members of staff detailed above have attended asbestos awareness training courses. Details of these records can be found in their training records.

3.3 Damaged ACMs / Emergency Procedure

Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes, the school will instigate the emergency procedure below.

- **Secure the area affected** ensuring no access is permitted (signage should be displayed and barriers erected where appropriate)
- Review impact on the schools operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used
- **Contact the Trust's Property Advisor** and notify her of the damage. She will then provide professional advice and guidance as necessary. This may include, but is not limited to, inspecting the damage reported, arranging an air monitoring test and arranging and managing any associated remedial works required
- **Maintain controlled access to the area** until such time as formal clearance has been confirmed
- Maintain good communication with school staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached



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3.4 Asbestos Survey and Register

The Asbestos Survey provides accurate information on the location, amount and condition of ACMs. The information in the survey report will be used to form the asbestos register which is a key component of the management plan for the school.

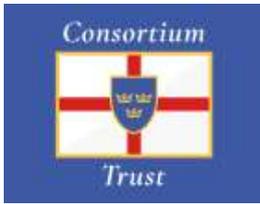
The school will ensure that an up-to-date copy of the asbestos survey/register for the will be kept in the Asbestos Log Book.

3.5 Asbestos Containing Materials

The areas of the school which have asbestos containing materials (ACMs), that require management, will be noted from the asbestos register within the asbestos survey report.

Where ACMs have been identified, the person/s named earlier in this plan as being responsible for managing asbestos, will ensure that the materials are capable of being identified visually by all staff and contractors using the following:

- Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and pupils will be identified by a label/ sticker similar to those contained within the table below
- Asbestos containing materials in other areas will be labelled using labels commensurate with legislative requirements i.e. a 'tombstone' label (see table below)



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Examples of acceptable asbestos stickers/ labels to be used	
<p>The following examples of labels/ stickers are suitable for use within the school premises as part of the management control procedures outlined within this Asbestos Management Plan.</p> <p>These examples are not extensive and other appropriate stickers/ labels may be used.</p>	<p>Asbestos ‘tombstone’ sticker – normal industry standard label used</p> 
<p>Presumed asbestos sticker – <i>used when similar materials have been proven to contain ACMs</i></p>	<p>Encapsulated asbestos sticker – <i>used when ACMs have been encapsulated</i></p>
	
<p>Asbestos sticker – <i>An alternative to the ‘tombstone’ sticker highlighted above</i></p>	<p>Warning sticker – <i>Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern</i></p>



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3.6 Staff Awareness

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

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

All of the information required is on the electronic staff hand book that is issued to all staff in September of every academic year.

An asbestos awareness session is also given to all Academy Heads annually by The Property Advisor and this session covers all of the documents contained within the Asbestos Log book.

3.7 Monitoring and Inspection

The school will ensure formal visual inspections of all known ACMs are carried out as stipulated within the Asbestos Register.

Formal visual inspections of retained ACMs will be conducted on an annual basis, by The Property Advisor. All other periodical inspections will be undertaken by the Responsible Person/s (or their delegated Caretaker) identified earlier in this plan. These will be conducted and recorded termly.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan.

3.8 Works and Visitor Protocols

3.8.1 Contractors

Everyone attending the school to carry out any works will be required to access and review the asbestos survey, register and plan before undertaking any work.



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This will be provided by the person/s responsible for managing asbestos or other relevant member of staff within the school.

All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan using the Contractors Signing in Log.

Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate method statement of work is produced and the Permit-to-Work procedures detailed in Appendix 1 duly authorised and implemented.

3.8.2 Emergency Services

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival.

3.9 Refurbishment or Demolition Works

Where **The Executive Leadership Team** 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 school will seek further advice and guidance from The Property Advisor.

3.10 Asbestos Works and Removals

The school 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 method statement provided by the contractor.

Where ACMs are to be removed or encapsulated etc, The Property Advisor will be contacted prior to any such works taking place and provided with a copy of the contractor's method statement and risk assessment. The Property Advisor will confirm she is happy for the school to proceed and will update their records accordingly.



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Appendix 1 Contractors Permit to Work

ASBESTOS PERMIT TO WORK

Date/s for Works/ Activity:..... Times:.....

Section 1: Location and description of work:

Section 2: Asbestos Register

2.1 Has the Asbestos Register been reviewed by the staff member/Contractor? Yes / No

2.2 Will the work disturb any asbestos containing material? Yes / No

If the answer to 2.2 is YES – proceed to Section 3; if NO – proceed to Section 4

Section 3: Work ON asbestos containing materials

3.1 Contractors competency to work on ACM's been confirmed? Yes / No

3.2 Worked planned in accordance with the requirements of The Control of Asbestos Regulations 2012? Yes / No

3.3 The Property Advisor been informed and given approval? Yes / No

Work can commence once the above are confirmed:

Section 4: Activity / Work NEAR asbestos containing materials

4.1 Has a method statement been prepared for the work? Yes / No

The activity / works can commence once the above is confirmed, but must stop immediately if any suspicious materials are discovered

Section 5: School Approval

Signature: Date:.....

Print Name:..... Position:.....

Section 6: Staff / Contractor Confirmation

I confirm that the activity / work will be undertaken in accordance with the requirements of this permit and school asbestos management plan.

Signature:..... Date:

Print Name:..... Company Name:.....



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Document Control

Changes History

Version	Date	Amended By	Details of Change
1	20/01/17	Tina Flanigan	Document Produced
2	24/09/18	Tina Flanigan	Change of wording from Operations Manager to Property Advisor throughout.

END OF DOCUMENT