Asbestos Management Plan

Longfield Academy of Sport

October 2020

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Swift Academies – Asbestos Statement of Intent

Introduction

The purpose of this statement is to indicate the multi academy trust's commitment to achieving a safe working environment for all staff, pupils and visitors connected with our sites and activities.

This statement will be reviewed annually in line with the school's Asbestos Management Plan's by the Director for Health and Safety and ratified by the Board of Directors.

ASBESTOS STATEMENT OF INTENT

The presence of asbestos containing materials (ACMs) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACMs, are most likely to present risks.

Staff and contractors not trained to work with asbestos are not expected to work with or be exposed to asbestos. A limited number of staff whose normal duties may bring them into contact with existing asbestos containing materials (e.g. electrical, mechanical or building maintenance staff) will be trained in asbestos awareness.

1. The Board of Directors recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012 and will take account of all related Approved Codes of Practice and Guidance in order to provide a safe and healthy workplace for all its employees, pupils and visitors to the MAT's premises.

2. The Board of Directors will individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities.

   The Board of Directors will;

- Appoint an Asbestos Competent Person;
- Produce an Asbestos Management Plan including the implementation of an effective asbestos containing materials management plan so that appropriate measures, such as monitoring, encapsulation, sealing, labelling, inspection or removal of the material are undertaken;
- Periodically review this statement in the light of any legal changes, further information or incidents;
- Produce and maintain an asbestos register and make this available to staff, contractors and others who may be brought into contact with asbestos as part of their activities;
- Promote awareness of the hazards of asbestos and the management procedures through information and training;
- Prevent exposure to hazards associated with asbestos.

Responsibility for the implementation of this statement and the management of asbestos for all schools is delegated to the Trust Business Manager with support from Avec's Health and Safety Team

Signed by:

Trust Business Manager.....

Name....SARAH JONES

Date....20:10:2020

Chief Executive.....

Name ....DEAN JUDSON...

Date....20:10:2020.....

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2.0 ASBESTOS MANAGEMENT STATEMENT

This Asbestos Management Plan sets out the actions taken within the School premises to manage Asbestos Containing Materials (ACMs) in accordance with the current Control of Asbestos Regulations (CAR), best practice guidance.

A copy of this plan and the premises asbestos survey and any other relevant information as detailed in the schools and local authority guidance, will be held in the Asbestos documentation files held in the Site Teams office.

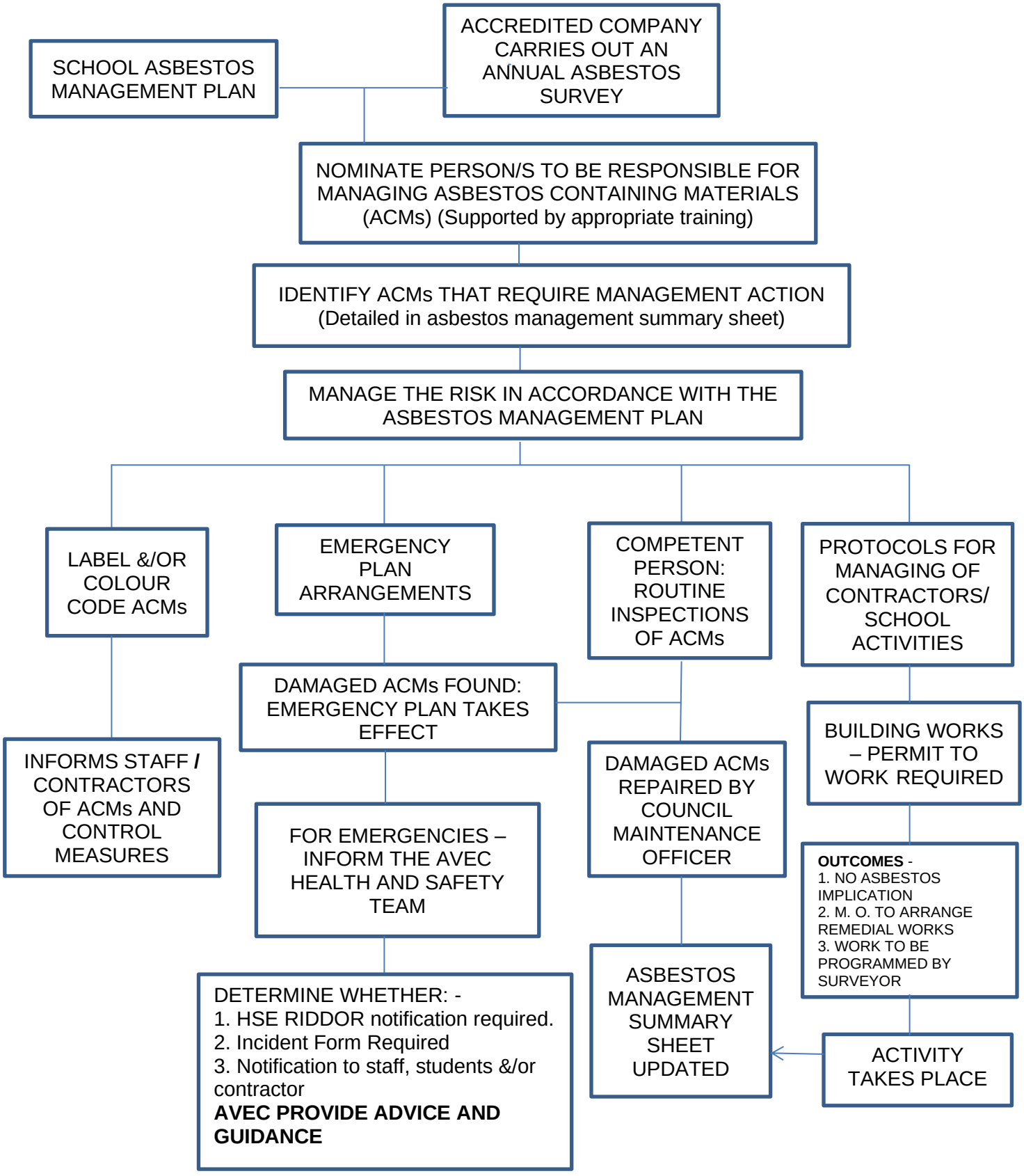
This central folder will be made readily available to all those who need access to the asbestos documentation.

This plan has been developed in consultation with Avec Partnership, the School's leadership team and has been approved by the Governing Body.

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 School's premises (referred to as the Responsible Person); including the updating of existing records is the Trust Business Manager;
- A system to ensure ACMs are identifiable through appropriate labelling;
- 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 as specified within the AMSS;
- To periodically review this Asbestos Management Plan;
- Provide access to the asbestos documentation file to contractors carrying out maintenance and/ or construction works (this includes IT contractors) prior to the commencement of works;
- In accordance with AMP for any works that are likely to disturb the building fabric and/or services the School must complete a Permit to Work;
- 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 are not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works & air-monitoring). **In particular this will include the completion of a 'Permit to Work'.**

3.0 ASBESTOS MANAGEMENT FLOWCHART



4.0 ASBESTOS MANAGEMENT PLAN

4.1 Duty Holder

The School has appointed the Headteacher as the legally designated Duty Holder (unless an alternative person has been identified and appointed by the Governing Body).

4.2 Responsible Persons

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

1) Trust Business Manager - Premise Nominated Person

2) Site Supervisor - Premise Deputy Person

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

4.3 Damaged ACMs - Emergency Procedure

Where ACMs are considered to have been accidentally damaged or in the event of any concerns in relation to a risk posed by ACM's the School will instigate the emergency procedure below (and refer to the Health and Safety Executive "HSE em1 Asbestos Essentials").

- Secure the area affected ensuring no access is permitted (signage should be displayed, and barriers erected where appropriate).

- Contact Tracy Metcalfe (Avec Senior Health and Safety Partner), email tracy.metcalfe@avec-partnership.com or telephone 07789905393 and notify them of the damage who 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.

- Review impact on the School's operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used.

Damaged ACM's identified during routine premises inspections

- The Trust Business Manager along with the Avec Health and Safety Partner will record the level of damage and make the necessary arrangement for remedial works to be completed.

- All remedial works and amendments to the management arrangements will be reviewed and suitably recorded by the Trust Business Manager and/or the Site Supervisor.

- The Trust Business Manager will arrange for the AMSS to be updated to show that the ACM's have been removed or are now suitably protected.

4.4 Asbestos Survey and Asbestos Management Summary Sheet (AMSS)

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 AMSS which is a key component of the management plan for the School.

The School will ensure that a copy of the asbestos survey will be available on the premises along with any other relevant information detailed in the Asbestos Management Plan.

This will be kept in the Schools Asbestos Documentation File held in the Site Team's office.

4.5 Asbestos Containing Materials (ACMs)

The areas of the School which have ACMs that require management will be noted in the AMSS.

This will be kept in the Schools Asbestos Documentation File held in the Site Team's office.

Where ACMs have been identified, they will be identified visually for all staff and contractors using the following:

- ACMs in classrooms, corridors and other areas accessible to all staff and students will be identified by a 'red dot' label/ sticker (1.5'' – 2''), which will be referenced in the AMSS.
- ACMs in other areas will be labelled using labels commensurate with legislative requirements, as per the samples in the table below.

<table>
<tr><td colspan="2">Examples of acceptable asbestos stickers/ labels to be used</td></tr>
<tr><td rowspan="2">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.

These examples are not extensive and other appropriate stickers/ labels may be used.</td><td>Asbestos warning sticker –
normal industry standard label used</td></tr>
<tr><td>
</td></tr>
<tr><td>Presumed asbestos sticker –
used when similar materials have been proven to contain ACMs</td><td>Encapsulated asbestos sticker –
used when ACMs have been encapsulated</td></tr>
<tr><td>
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</td></tr>
</table>

Asbestos sticker – *An alternative to the sticker highlighted above*	***Warning sticker –*** *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*
	

4.6 Staff Awareness

The Duty Holder or the Nominated Person will inform all staff (including temporary staff) within the School with the following information:

I. Types and location of ACMs (via the AMSS)
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)
V. How the Duty Holder/Nominated Person will inform the relevant Authorities of any accidental disturbance and what action the School needs to undertake.
VI. How periodic inspections are undertaken, and the condition of ACMs is monitored, and any remedial works actioned.

4.7 Monitoring and Inspection

Formal visual inspections of retained ACMs will be conducted annually by Apec Environmental.

Any damaged or deteriorated materials found will be reported and remedial works actioned in accordance with the procedures detailed earlier in this plan at Section 3.4 (*Damaged ACMs identified during routine inspections)*.

4.8 Works and Visitors Protocols

4.8.1 Contractors

As part of the procedure to provide contractors with 'Comprehensible Information', every contractor attending the School to carry out any works will be provided with the AMSS, on arrival to the School, and prior to undertaking any work.

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, having read and understood the AMSS, will be required to sign that they have reviewed the AMSS. This will be undertaken via the signing of 'Authorisation to work form'.

Works that involve the disturbance of any of the building fabric or building services can only be undertaken if the School have arranged for a Permit to Work to be completed in accordance with the procedures detailed in Appendix 1 and has been duly authorised and implemented.

In the event of any concerns or disputes relating to building works, or work to the building services, the School will contact the Trust Business Manager in the first instance who will then liaise with Avec's Health and Safety Team.

4.8.2 Emergency Services

Emergency Services personnel attending site must be given access to the AMSS on arrival. The AMSS is also attached as an appendix to the Schools Fire Risk Assessment.

4.9 Refurbishment or Demolition Works

Where the School commissions any construction works involving an upgrade, refurbishment or demolition work, the Permit to Work process will still be applied. Ultimately this will result in a Pre-Refurbishment or Pre-Demolition Survey being undertaken in accordance with the requirements of the Health and Safety Executive guidance HSG264.

4.10 Asbestos Works and Removals

The School in liaison with Avec, or the appointed Technical Officer for a specific project, will ensure that any works undertaken involving ACMs will be carried out within the requirements of the current Control of Asbestos Regulations. 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 carrying out the works containing ACM's.

Where ACMs are to be removed or encapsulated, the Trust Business Manager and the Avec Health and Safety Team will review the Contractor's Method Statement and authorise all the associated works.

The School's AMSS will be updated accordingly following completion of the asbestos related works.

Appendix A

ASBESTOS PERMIT TO WORK

Permit No.:	

Permit to undertake Building and/or Building Services Works

Building and/or building services works are defined as any action(s) that are likely to disturb the building fabric and/or services.

IF IN DOUBT ASK

If asbestos containing materials (acm's) are likely to be disturbed, in accordance with the Asbestos Management Plan all the associated asbestos management tasks will be managed by the Trust Business Manager.

Section One **To be completed by Site Supervisor/Caretakers**

Premise:	
Address:	

Premise Manager (Nominated Person) or Deputy

Name:	
Position:	
Contact telephone number:	

Location of Works:	
Nature of Works to be undertaken:	
Date(s) works to be undertaken:	
Building/Services Contractor	

Signed:		Date:	

Permit No.:

Guidance Notes:

Disturbance including but not limited to:

- Demolition/removal of walls
- Drilling of walls/structure
- Gaining access to ductwork/roof voids/ceiling spaces
- Removal of flooring/carpets/vinyl sheet and tiles
- Kitchen refurbishments

Works including but not limited to:

- Pipework repairs/replacements
- Toilet/washroom refurbishment
- Window/roofing repair and replacement work
- Carpet/flooring renewal
- New lighting/power installations
- Fire/Intruder alarm cable installations
- ITC cable/network installations
- Internal/External redecorations
- Ceiling repairs

The above guidance notes are not exhaustive if you have any queries or you are in doubt that the works you are proposing may disturb asbestos containing materials please contact the Trust Business Manager or the Avec Health and Safety Team.

Permit No.:

Section Two **To be completed by the Trust Business Manager**

Authorisation:

Asbestos containing materials likely to be disturbed.

Yes ☐ See Note 1

No ☐ See Note 2

Note 1:
Review has indicated that acm's are likely to be present. Asbestos Management requirements will be progressed by the Trust Business Manager.

Site Supervisor appointed to progress work:

Position: Tel. No:

Note 2:
Review has highlighted no obvious risk associated with acm's being disturbed. Authorisation to proceed.

Site Supervisor: (Print Name)

Position:

Signed:

Date:

This form must be signed by the Trust Business Manager prior to any building and/or building services works being undertaken.