

# Asbestos Management Plan Template

The Control of Asbestos Regulations 2012 requires managers of premises to prepare a written asbestos management plan. The plan should set out how the risks from asbestos are to be managed and the procedure for ensuring that employees or others do not disturb asbestos-containing materials (ACMs). The premises 'Asbestos Register' should be used to produce this plan.

Before completing this plan, you must familiarise yourself with:

- **HSP 9.17 Managing Asbestos,**
- **The premises 'Asbestos Register'.**

The register is adequate for the management of asbestos on a day-to-day basis but it does not list any asbestos that may be present but **not** visible. If building alterations are proposed a more detailed 'Refurbishment and Demolition' survey may be necessary (see the HSP 9.17 Asbestos for advice on this).

If you cannot locate your 'Asbestos Register' then you should;

- ECC non-school properties – contact Essex Property and Facilities via the Mitie helpdesk [ecc.helpdesk@mitie.com](mailto:ecc.helpdesk@mitie.com) tel: 03330 0132288
- ECC maintained schools (Community and Voluntary Controlled) – contact Corporate Health and Safety [HS@essex.gov.uk](mailto:HS@essex.gov.uk) tel: 03330 139818
- Non ECC maintained schools (i.e. Academies) – The school's Property Consultant.

**The premises manager must be aware of the contents of this management plan**

## 1. Name of premises

Trinity Road Primary school

## 2. Employee responsibilities

### Name and job title of the premises manager.

*The person with managerial and budgetary responsibility for the premises.*

*In the case of schools this will be the head teacher.*

Natasha Outhwaite

Head Teacher

### Name of the person with delegated duties to manage asbestos in the premises.

*The named person must:*

- produce and review this management plan;
- keep the asbestos register up to date;
- monitor the condition of asbestos materials;
- ensure that contractors do not disturb asbestos.

Site Manager

<b>3. Reviewing this management plan</b>	
<p><b>Date this management plan was produced (or last reviewed).</b></p> <p><i>Asbestos management plans should be reviewed at regular intervals (at least once a year). It will specifically need to be reviewed if:</i></p> <ul style="list-style-type: none"> <li>• There is reason to suspect it is no longer valid;</li> <li>• There have been significant changes in the premises.</li> </ul>	<p>March 2021</p> <p>To be reviewed 01/03/22</p>
<b>4. The asbestos register</b>	
<p><b>State where the register is kept.</b></p> <p><i>The Asbestos Register should be available to any persons carrying out work which may disturb asbestos containing materials. A suitable place would be the reception office. This plan may be kept with the register.</i></p> <p><b><i>Each ECC premises, if built prior to 2000 must have an Asbestos Register.</i></b></p>	<p>Register kept in the school site office</p> <p>Guidance on informing contractors of location of asbestos at the back of signing in book at front reception</p> <p>Also information available to all staff on health and safety board in staff room.</p>
<b>5. How information about asbestos is passed to those that need it</b>	
<p><b>State here which <u>non-maintenance</u> staff need to be made aware of the location of asbestos containing materials and how they have been informed.</b></p> <p><i>Relevant staff should be made aware <b>not</b> to disturb asbestos that may be in walls or ceilings in their workplace (e.g. if ceiling tiles contain asbestos not disturb them).</i></p> <p><i>These staff could be informed at a staff meeting and asked to report any damage.</i></p> <p><i>Take care when communicating with staff – asbestos should be respected but not feared.</i></p>	<p>Due to location of asbestos on site access is limited to key holders only</p> <p>Site Manager</p> <p>Head Teacher</p> <p>Deputy Head Teacher</p>

<p><b>Detail here the system for ensuring that <u>contractors</u>, and <u>others carrying out building work</u>, do not inadvertently disturb asbestos containing materials; and how you ensure that the asbestos register is checked before starting work. Ensure that this system does not fail during staff absence.</b></p> <p><b>The procedure must identify the need to carry out further intrusive asbestos surveys if necessary.</b></p> <p><i>HSF128 'Contractors signing sheet' can be used to provide documented proof that the contractor is aware of the contents of the Asbestos Register and its limitations (but other methods of controlling work may be more appropriate for your premises – see HSP9.17 Asbestos for further guidance).</i></p>	<ol style="list-style-type: none"> <li>1. Prior to commencement of works the area or areas identified for access are identified on the register.</li> <li>2. Ascertain these areas are free of asbestos.</li> <li>3. Contractor shown the register to agree with the findings register is signed to this affect.</li> <li>4. All works to be carried out will be controlled either by Site manager as the school liaison officer or for bigger works by a representative of ECC.</li> <li>5. If in the event of the absence of Site manager duty will pass to the Head teacher or deputy head teacher.</li> <li>6. For larger construction works normal working procedures would be carried out prior to commencement of works, site surveys and asbestos survey to areas to be worked on.</li> </ol>
<p><b>State here if, and where, warning labels have been used to alert workers to the presence of known asbestos.</b></p> <p><i>Labels are not essential and may not be appropriate (e.g. in classrooms) but they will always be appropriate in areas such as boiler rooms. The decision to label or not will, in part, depend on whether you are confident that communication with your staff and contractors is effective.</i></p>	<p>Warning labels are in place on identified asbestos containing products.</p>

## 6. Training

Training in asbestos management is essential. State here who has received training on asbestos management and when it took place.

Site Manager

Safety Boss July 2017.

## 7. Risk Assessments and Monitoring

All known or presumed asbestos-containing materials shown in the asbestos register should be regularly monitored to ensure that they remain in good condition. The first stage in this process is to assess the risk from each material to establish the priority for monitoring (this is called a '**Priority Assessment**'). This is easily done by walking around the premises with the asbestos register and assessing the likelihood that each material will be disturbed and deciding how frequently they should be checked for damage or deterioration.

When doing the initial assessment you should consult the '**Material Assessment**' section of your asbestos register which is an assessment of how hard or breakable the material is, and if it is soft, whether it has been adequately protected or sealed. It provides a Material assessment Score; the higher the score, the more likely it is that the material will release fibres if disturbed. This section of the register also contains recommendations which should be complied with.

*Note: Any work on asbestos-containing materials must only be carried out by a contractor who is trained and competent to carry out the task. Normally, only a contractor licensed by the Health and Safety Executive should work on asbestos insulation, asbestos insulating board and lagging, including sealing and removal. If you are in any doubt about the action to take you should contact your property consultant.*

<p><b>State the monitoring arrangements that you have adopted. For example you may decide that a six-monthly monitoring regime of all asbestos materials may be appropriate with the exception of a few items that need more frequent checks.</b></p> <p><i>Monitoring must be recorded. The HSF127 <b>Asbestos Monitoring Sheet</b> is one method for recording the monitoring.</i></p> <p><i>The time period between monitoring will vary depending on the type of material, its location and the activities in the area concerned, but would not be expected to be more than 12 months in most cases. However, some materials may need inspecting more frequently (for example asbestos insulating board panels on the walls of a constantly used corridor may need inspecting monthly). Monitoring would involve a visual inspection, looking for signs of disturbance, scratches, broken edges, cracked or peeling paint and debris. If you have any doubts about what action to take you should seek advice from your property consultant. Any work you decide to carry out should be recorded with an agreed date for completion.</i></p>	<p>All areas identified as containing asbestos are monitored on a monthly basis</p> <p>Records are kept in the asbestos register.</p>
<b>8. Signatures and date</b>	
<p><b>Person responsible for managing asbestos</b> <b>Name and job title: Premises Manager.</b></p> <p><b>Date:</b></p>	<p><b>Premises manager:</b></p> <p><b>Date:</b></p>