



The
Redstart
Learning Partnership

Castle Asbestos Management Plan



Castle
Primary School

ADAPTED FOR Castle Primary School

Template Agreed by TRLP Business and Audit Committee of the Board of Trustees:
04/10/23

Review Date: October 2025

SIGNED

Date: 6th October 2023

Chair of the TRLP Board

1.0 ASBESTOS MANAGEMENT POLICY STATEMENT

This Asbestos Management Plan sets out the actions taken within TRLP school premises to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations (CAR).

A copy of this plan will be held in an electronic central folder which can be found in the relevant drive

<https://drive.google.com/drive/folders/1h4dTNYcemkVhHVnFdvXvqDAHttPZEcXs>

The premises asbestos survey and register, in addition to any other relevant information as detailed in the school's guidance, is held online, and can be found here:

<https://portalmg3.teams-software.co.uk>

The admin user name and password can be provided on request to the school office or the TRLP Operations Manager.

A laminated sheet containing a QR code link to the register, and suitable login details is held in the school office and shown to all contractors carrying out work at the premises.

This plan has been approved by the Trustees of The Redstart Learning Partnership.

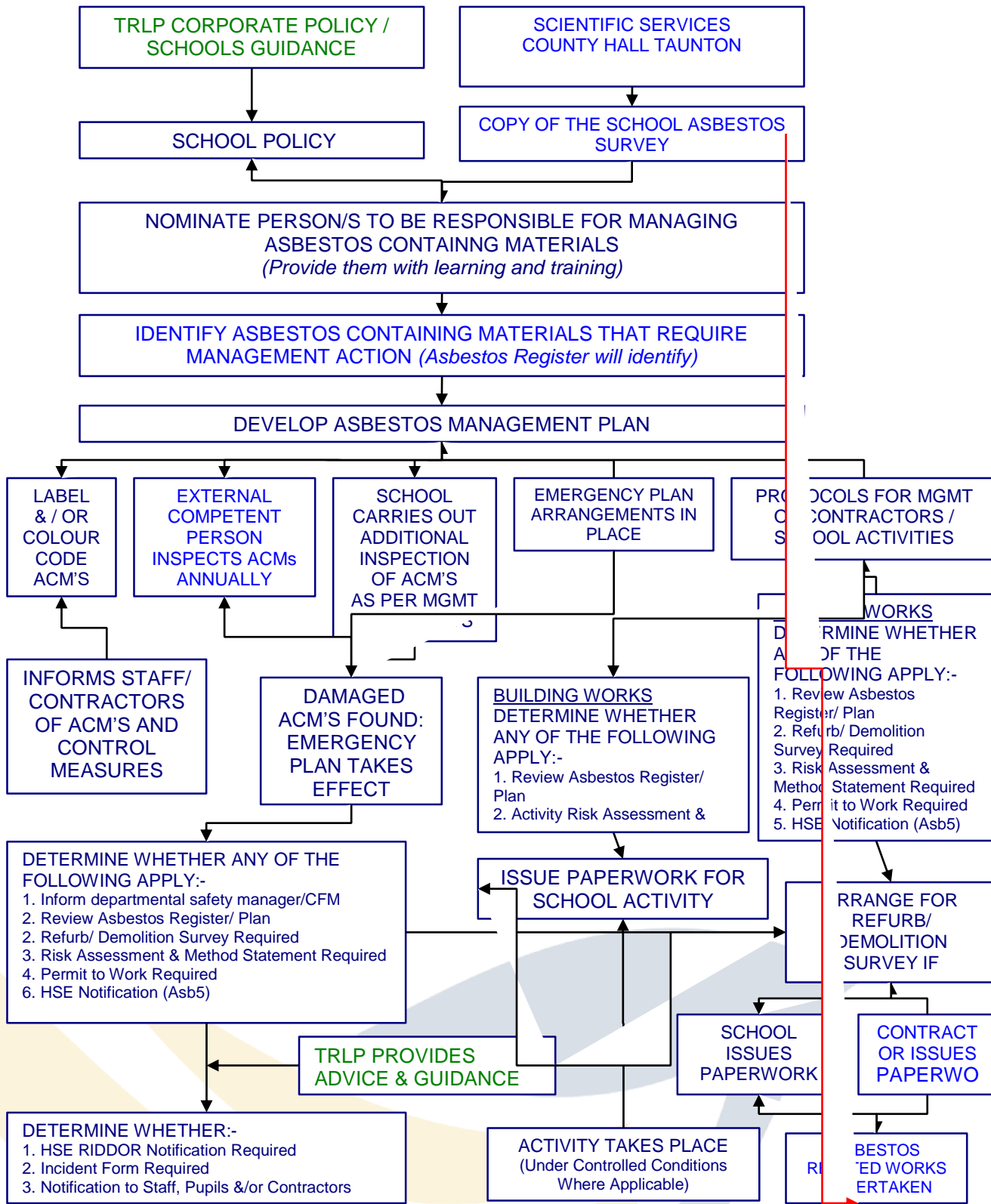
To ensure school employees, pupils, contractors and visitors to the premises do not disturb ACMs and are safe from potential exposure, the following effective asbestos management procedures are in place:

- A designated person/s responsible for the management of asbestos on the school's 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 relevant school 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 Premises Asbestos Management Plan (PAMP)
- Provide access to the asbestos survey and register to 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 air-monitoring) removal works, environmental cleans, encapsulation works

- Inform Somerset Scientific Services, County Hall Taunton Tel (01823) 355806 of any instances of suspected exposure to ACMs.

2. SCHOOL MANAGEMENT FLOWCHART



KEY: **DARK BLUE TEXT** = SCHOOL ACTION
DARK GREEN TEXT =TRLP ACTION
LIGHT BLUE TEXT = CONTRACTOR ACTION

Date Asbestos Register/Survey

3.0 ASBESTOS MANAGEMENT PLAN

3.1 Duty Holder

TRLP has appointed the Heads of School as the legally designated Duty Holder (unless an alternative person has been identified and appointed by the Board).

3.2 Responsible Persons

The following members of staff have been nominated by "The Board of Trustees" to be responsible for managing asbestos on the school's premises.

Member from each school site – Heads of School

3.3 Damaged ACMs / Emergency Procedure

Where asbestos containing materials (ACMs) have been damaged, or 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 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
- Contact Somerset Scientific Services Departmental Safety Team on 01823 355906

The Asbestos Team Safety Manager/CFM Team 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.

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 is available at all times.

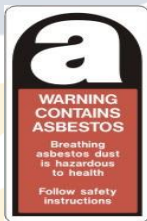
This will be kept online using the MG3 Environmental Ltd Portal.





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. A copy of the asbestos register is attached to this document. Controls for specific high risk areas identified are included later in this plan at Section 4.0 (*Control measures for specific areas identified*).

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)

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 – used when similar materials have been proven to contain ACMs</p>	 <p>Presumed asbestos present</p>
<p>Encapsulated asbestos sticker – used when ACMs have been encapsulated</p>	 <p>Danger Encapsulated asbestos</p>
<p>Asbestos sticker – An alternative to the 'tombstone' sticker highlighted above</p>	 <p>Danger asbestos</p>
<p>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.</p>	 <p>Contact the Premises Manager before Working in this Area</p>

3.6 Staff Awareness

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

- Location of the asbestos register-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 new/temporary staff are to be advised (on induction) of the whereabouts of the register. Any concerns regarding Asbestos in the workplace should be raised with the appropriate staff member.

All TRLP premises staff will receive annual asbestos awareness training. Records of all training received will be recorded in 'Every'.

3.7 Monitoring and Inspection

TRLP schools will ensure formal visual inspections of all known ACMs are carried out as stipulated within the asbestos register, recording the details of such inspections using a suitable proforma (see Appendix 1 for a template).

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan at Section 3.3 (*Damaged ACMs / Emergency Procedure*).

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.

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 Appendix 2 below.

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 3 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 school 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 Somerset Scientific Services on the contact details specified earlier in this plan.

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, TRLP Operations Manager (OM) will be contacted prior to any such works taking place and provided with a copy of the contractor's method statement etc. The OM will confirm they are happy for the school to proceed and will update their records accordingly.

The school asbestos register will be updated accordingly following completion of the asbestos related works.

Where the school requires further guidance in relation to the Control of Asbestos Regulations 2012, the support of the TRLP OM will be sought.

4.0 CONTROL MEASURES FOR SPECIFIC AREAS IDENTIFIED

This section outlines specific control measures adopted by the school, which are outside of the normal adopted practices, for ACMs which staff, visitors, emergency services attending site and/or contractors must be made aware.

No Specific control measures in place outside of the normal adopted practices.

Appendix 1: Asbestos Containing Material Inspection Record

School		Date of Inspection	
Inspection By (signature)		Print Name	

Good Practice Guidance:

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration since the last inspection
- Replace missing/ damage asbestos labels/ stickers
- Where the condition is determined as either **Medium** or **High**, the emergency procedure needs to be instigated

Condition Key:

Good: No visible damage; review at next inspection date

Low: A few scratches or surface marks but no signs of asbestos debris; review at next inspection date for further signs of deterioration

Medium: Significant breakage of materials or several small areas where material has been damaged; encapsulation works likely - follow the emergency procedure

High: Visible asbestos debris; environmental clean and encapsulation works likely – follow the emergency procedure

LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low	

Appendix 3: Asbestos Permit to Work Proforma

Permit to Work Issuing Instructions

To be used when any work on/near asbestos containing materials is to take place



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 Somerset County Council CFM 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:..... (Responsible Person)

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:.....