



# **Burton Green CofE Academy**

## **Local Asbestos Management Plan**

**Approved: February 2022**  
**Review date: February 2025**

## **Introduction**

Asbestos is a naturally occurring fibrous material, which was used extensively as a building material in the UK from the 1950s through to the mid-1980s. It was used for a variety of purposes and was ideal for fireproofing and insulation. There are three main types that was used in Great Britain; crocidolite (blue), amosite (brown) and chrysotile (white) asbestos.

Asbestos was often mixed with other materials and therefore it can be difficult to identify asbestos containing materials (ACM). It can be found in many products used in buildings including ceiling tiles, pipe insulation, boilers and sprayed coatings.

Asbestos can cause four serious diseases; mesothelioma, asbestos-related lung cancer, asbestosis and diffuse pleural thickening. These diseases may not arise immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything.

The following document outlines Burton Green C of E Primary School's approach to managing asbestos containing materials within the school building(s).

The school complies with the HSE's approved code of practice '*The management of asbestos in non-domestic premises*' (L127). The school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises.

## **Statement of document purpose**

The document that follows is a statement of the guidelines adopted by Burton Green C of E Primary School in order to comply with its legal responsibilities brought about by the Control of Asbestos Regulations 2012 and to prevent the accidental release of asbestos within the school. It must be adhered to by all employees, contractors and persons charged with the responsibility for the management of asbestos at school.

Burton Green C of E Primary School was originally constructed in the late 1800's and has been more recently extended.

The school have had a management survey undertaken to the current surveying standard HSG 264 by RPS in November 2011 whereby no asbestos containing materials were identified or suspected, subsequent refurbishment survey's have also not identified any asbestos containing materials.

Due to the age of construction of the main building, it cannot be categorical said that there are not any asbestos containing materials present in areas not accessed as such this plan is in place to ensure any potential risk is adequately managed.

## **Roles and Responsibilities**

At Burton Green CofE Academy the following persons have specific roles and responsibilities relating to the management of asbestos on the site.

The responsible person or 'duty holder' for asbestos management is the Head Teacher, Andrew Morris.

**The Head Teacher** will ensure that adequate systems are in place to manage asbestos on a day to day basis and to communicate information to staff and other relevant persons. This includes a responsibility for arranging an asbestos survey of all buildings under the school's control, completing a risk assessment and preparing an asbestos management plan for the premises. The Head Teacher will be responsible for the implementation of this plan.

**The Governing Body and the Diocese of Coventry Multi Academy Trust** will support the Head Teacher in ensuring there are adequate systems in place to manage asbestos on site and monitor that relevant reviews of known asbestos containing materials are undertaken.

**The Caretaker and School Business Manager** will support the Head Teacher in the management of asbestos by:

- supporting with any contractors on site to ensure where necessary survey information is provided
- reporting any concerns immediately to the Head Teacher.

### **Asbestos Management Plan**

The Control of Asbestos Regulations 2012 outlines a duty to manage non-domestic premises for those with responsibility for protecting others who work in such premises, or use the building in other ways, from the risks to ill health that exposure to asbestos causes.

A suitable and sufficient management survey will be undertaken to establish if asbestos containing materials are present on the premises. If a contractor is appointed to undertake the survey, they should be assessed to ensure they can demonstrate they have received adequate training, they have an adequate quality management system and are carrying out any survey in accordance with HSG 264 Surveying, sampling and assessment of asbestos-containing materials. Only asbestos surveyors, contractors and analysts that are UKAS ISO 17020 certified and are respective members of CHAS, the Asbestos Removal Contractors Association, (ARCA) (Asbestos Removal Contractors only) and Asbestos Testing and Consulting Association (ATAC) will be employed. The Management Survey shall be reviewed after any significant changes to the building.

The management survey will be kept on site at all times and will be accessible to all staff, contractors and visitors. All contractors are required to sign a register on attendance at site, to demonstrate they have read and understand the contents of the asbestos report, and confirm the work they have undertaking will not interfere with asbestos in the building.

An asbestos management file including survey reports, and all other relevant information will be held in the Reception Office, readily available to staff. Anyone visiting the school/academy to carry out repairs/maintenance will be given relevant asbestos information before undertaking any work. This will be provided by the Head Teacher, Premises Officer or the School/Academy Business Manager.

### **COMMUNICATION OF INFORMATION**

As there have been no asbestos containing materials identified on site, this information only has been passed on to staff.

### **Contractors**

**All** contractors that undertake any work on the site will receive an inducted and given the information within the asbestos survey completed.

Contractors must inform the Head Teacher immediately if they are concerned about any materials on which they are working if they have reason to believe that an asbestos containing material is present.

## **PLANNED OR EMERGENCY WORKS**

Prior to any planned or emergency works being undertaken, the school will consult the asbestos management plan and asbestos surveys to determine whether there are any confirmed or presumed asbestos containing materials present.

For any works where the fabrication of the building will be penetrated or disturbed where the presence of asbestos cannot be verified, the school will arrange through an external person with relevant knowledge and competence for a further refurbishment and demolition survey to be undertaken.

In the exceptional circumstances where it can be confirmed/verified that there are no asbestos containing materials present i.e. either by a previous survey whereby analysis has been undertaken or based on competent knowledge of materials i.e. solid brickwork with no render/plaster or solid wood where penetration will not go beyond the known material the work can progress.

If in any doubt the school will arrange through an external person with relevant knowledge and competence for a further refurbishment and demolition survey to be undertaken.

Where works are proceeding on, or in an area where there are known asbestos containing materials, no works will start until a competent person has determined whether the asbestos containing materials need to be removed.

Most asbestos removal work must be undertaken by a licensed contractor; any decision on whether particular work is licensable is based on the risk. The school does not consider they are competent in making this assessment and will consult an external person with relevant knowledge and competence for advice.

If the removal of ACM's is required, the school will request an external person with relevant knowledge and competence to make the relevant arrangements to appoint a UKAS accredited and/or licensed contractor and to ensure that the relevant health and safety arrangements are undertaken on the school's behalf.

Relevant method statements and risk assessments on how the work will be undertaken must be provided prior to the work starting. The school will ask an external person with relevant knowledge and competence to review these documents on their behalf to ensure suitable and sufficient.

In the event of asbestos being removed from the site, a copy of the consignment note will be kept at the school. Consignment notes will be kept within the reception office. Following removal of asbestos containing materials the school in conjunction with an external person with relevant knowledge and competence, will arrange for clearance testing of the area to be undertaken prior to reoccupying.

The school in conjunction with an external person with relevant knowledge and competence will ensure that relevant documents and certificates relating to the removal of ACM's are obtained and kept on site.

## **EMERGENCY PROCEDURES**

All staff, contractors and other relevant persons must inform the Head Teacher immediately of any concerns/damage to any suspected ACM's.

The Head Teacher will make an informed decision on whether an area needs to be immediately vacated and sealed based on severity of concern/damage (i.e. panel damaged with debris visible rather than a small scratch to a surface).

The Head Teacher will contact an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.

The Head Teacher will liaise with the contractor and agree on the course of action necessary and to undertake an investigation as required.

The Head Teacher will act upon the advice obtained from the contractor to ensure that risks to staff, pupils and other persons that may be affected are adequately controlled.

If remedial action is required the Governing Body and Head Teacher make available the necessary funds and appoint an appropriately experienced Project Manager to manage any necessary project in line with the HSE guidance.

Following any suspected or known release of asbestos fibres, air monitoring will be required.

Releases of asbestos must be reported in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

**The school are currently supported by Warwickshire County Council for their premises related services including the management of asbestos (01926 414123).**

**The school have access to support from the Diocese of Coventry Multi Academy Trust Estates and Facilities Business Partner (01788 422900).**

**The school have access to support from Plumsun H and S Service (0845 8622684)**

### **Asbestos Disturbance Contingency Procedure**

**This procedure should be followed following any suspected asbestos disturbance.**



