

John Ruskin Primary School and Language Classes

Asbestos Management Plan

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Version 3



"Be Responsible, be fair, stay positive and care"

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1.0 ASBESTOS MANAGEMENT POLICY STATEMENT

John Ruskin Primary has a local Asbestos Management Policy which can be found in the Staff Handbook.

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 Southwark Council policy.

A copy of this plan and the premises asbestos survey and register, in addition to any other relevant information as detailed in the schools and local authority guidance, will be held in a central folder which can be found at the Co-Headteacher's office.

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

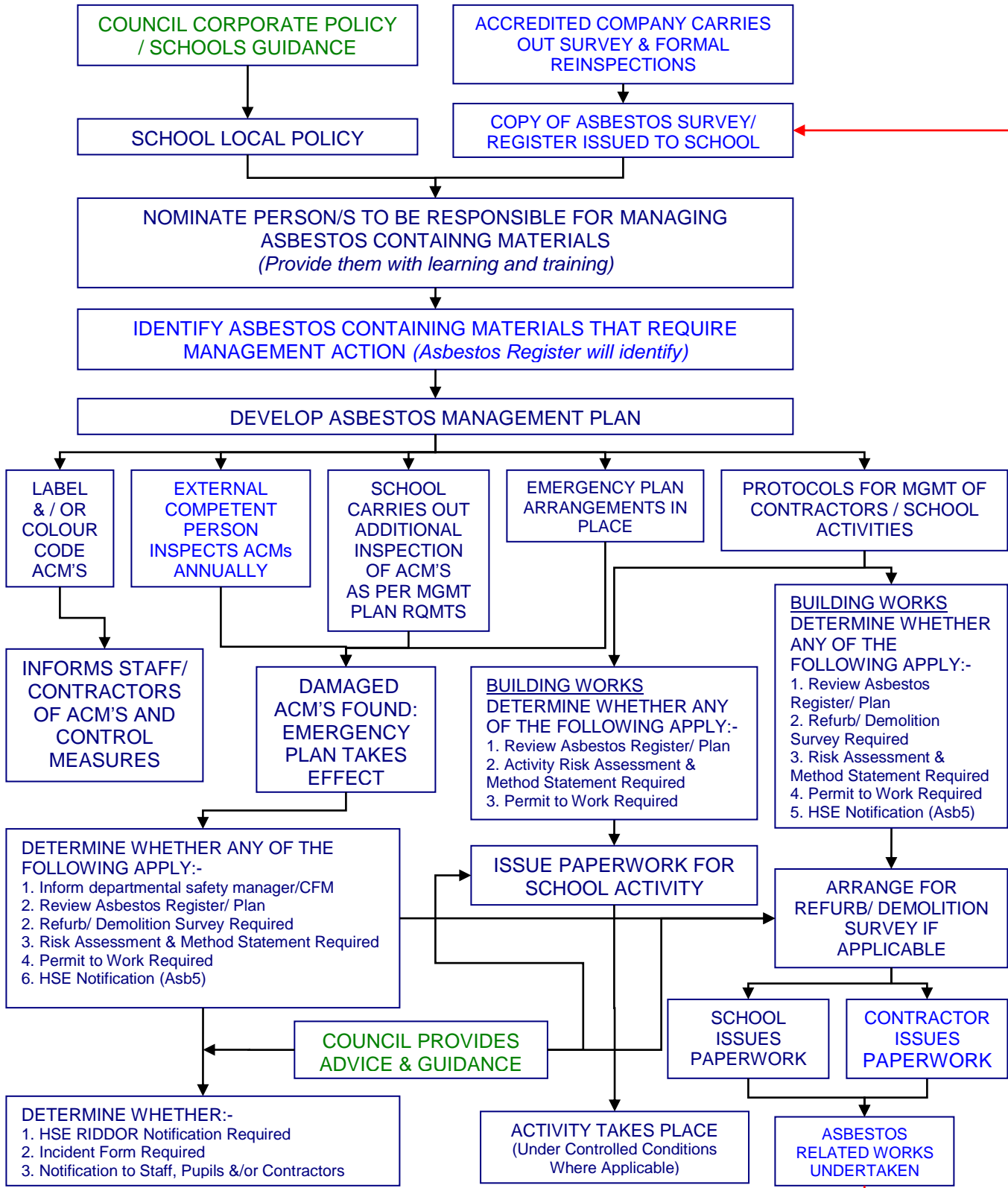
This plan has been developed in consultation with Southwark Council, the schools leadership team and has been approved by the Governing Body.

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 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 – label examples in section 3.5 of this document
- 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 Asbestos Management Plan
- Provide access to the asbestos management central folder 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 removal works, environmental cleans, encapsulation works & air-monitoring)

- Inform Southwark Council of any instances of suspected exposure to ACMs so that the Council can provide professional assistance and guidance (refer emergency procedures)

2.0 SCHOOL MANAGEMENT FLOWCHART



Update Asbestos Survey & Register with Details

KEY: DARK BLUE TEXT = SCHOOL ACTION
 DARK GREEN TEXT = COUNCIL ACTION
 LIGHT BLUE TEXT = CONTRACTOR ACTION

3.0 ASBESTOS MANAGEMENT PLAN

3.1 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).

3.2 Responsible Persons

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

- 1) Oliver Williams - Lead Officer
- 2) Tony Till - Deputy

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 and Appendix 4.

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 Southwark Council's Departmental Safety Manager and the Corporate Facilities Management Service Desk on 020 7525 3808/3700 and notify them of the damage
 - The council's Departmental 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 for the will be available on the premises.

This will be kept at: the Co-Headteacher's office or in the premises officers' office when contractors are working on-site.






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)

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 – used when similar materials have been proven to contain ACMs</p>	<p>Encapsulated asbestos sticker – used when ACMs have been encapsulated</p>
	
<p>Asbestos sticker – An alternative to the ‘tombstone’ sticker highlighted above</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>
	

3.6 Staff Awareness

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

- I. Types and location of ACMs (via the Asbestos Register and Plan)
- 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)

Staff induction is carried out by the assistant headteacher[s] and staff are made aware of the asbestos management plan.

Any concerns regarding asbestos should be reported to the premises manager immediately.

Any periodic updates regarding asbestos related works are communicated via the daily staff news sheet.

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, recording the details of such inspections using a suitable proforma (refer Appendix 1 for template).

Formal visual inspections of retained ACMs will be conducted on at least an annual basis, by a Competent Person qualified to BOHS P401 or P402 certificate level. All other periodical inspections stipulated will be undertaken by the Responsible Person/s identified earlier in this plan. These will be conducted and recorded termly. *NB at John Ruskin annual inspections were stipulated by the last asbestos survey.*

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*).

To arrange the annual external competent persons inspections, the Council's CFM Service Desk can be contacted on 020 7525 3700 or via email at ServiceDesk@southwark.gov.uk.

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 the Council's Departmental Safety Manager/CFM Department 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, the council will be contacted prior to any such works taking place and provided with a copy of the contractor's method statement etc. The council 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 Council's Departmental Safety Manager/CFM Department 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 of.

At John Ruskin there are no specific control measures in place outside of the normal adopted practices.



Appendix 1: Asbestos Containing Material Inspection Record – Monthly Visual Checks

School	John Ruskin School - Main	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
MAIN BUILDING – Third Floor – (001) Stairwell & Landing	Firebreak infill panels to (002) Classroom door	Good / Low Medium / High	
MAIN BUILDING – Third Floor – (002) Classroom	Cement panel to wall adjacent to left hand side of door to (001) Stairwell and Landing	Good / Low Medium / High	
MAIN BUILDING – Third Floor – (003) Classroom	Cement panel to dining board adjacent to right hand side of sink unit	Good / Low Medium / High	
MAIN BUILDING – Second Floor (022) WC	Toilet cistern within left hand side cubicle	Good / Low Medium / High	
		Good / Low	

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LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
MAIN BUILDING – Second Floor – (027) Corridor	Firebreak infill panels (x2) around doors to (026) Stairwell	Medium / High	
MAIN BUILDING – Second Floor – (027) Corridor	Firebreak infill panels (x4) around doors to (025) Stairwell	Good / Low Medium / High	
MAIN BUILDING – Second Floor – (035) Corridor	Firebreak infill panels (x4) around doors to (034) Stairwell	Good / Low Medium / High	
MAIN BUILDING – Second Floor – (035) Corridor	Firebreak infill panels (x4) around doors to (033) Stairwell	Good / Low Medium / High	
MAIN BUILDING – Second Floor – (035) Corridor	Firebreak infill panels (x2) to doors to (033) Stairwell	Good / Low Medium / High	
MAIN BUILDING – First Floor – (049) Corridor	Firebreak infill panels (x2) around doors to (047) Stairwell	Good / Low Medium / High	
MAIN BUILDING – First Floor (049) Corridor	Firebreak infill panels (x4) around doors to (048) Stairwell	Good / Low Medium / High	
MAIN BUILDING – First Floor (056) Corridor	Firebreak infill panels (x4) around doors to (057) Stairwell	Good / Low Medium / High	
MAIN BUILDING – First Floor (058) Corridor	Firebreak infill panels (x2) around doors to (056) Stairwell	Good / Low Medium / High	
		Good / Low	

LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
MAIN BUILDING – Mezzanine (064) Stairwell	Firebreak infill panels to wall on half landing	Medium / High	
MAIN BUILDING – Mezzanine – (065) Co-Headteacher’s Office	Firebreak panel in wall behind plasterboard	Good / Low Medium / High	
MAIN BUILDING – Mezzanine (066) Co-Headteacher’s Office	Firebreak infill panels to left hand side of sink unit (including riser and low level boxing)	Good / Low Medium / High	
MAIN BUILDING – Mezzanine (065) Co-Headteacher’s Office	Firebreak infill panel to Stairwell door	Good / Low Medium / High	
MAIN BUILDING – Ground Floor – (072) Under Stairs Cupboard	Firebreak infill panels (x2) to right hand side of doors to (074) Corridor	Good / Low Medium / High	
MAIN BUILDING – Ground Floor – (072) Under Stairs Cupboard	Firebreak infill panels (x2) to door to (072) Under Stairs Cupboard	Good / Low Medium / High	
MAIN BUILDING – Ground Floor – (074) Corridor	Firebreak infill panels (x2) around doors in (056) Stairwell	Good / Low Medium / High	
MAIN BUILDING – Ground Floor – (074) Corridor	Firebreak lining panels within electrical intake cupboard	Good / Low Medium / High	
MAIN BUILDING – Ground Floor – (090) Storage Cupboard	Firebreak infill panel to left hand side of doors to (091) Corridor	Good / Low Medium / High	
		Good / Low	

LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
MAIN BUILDING – Ground Floor – (090) Storage Cupboard	Firebreak infill panels (x2) to door to (091) Corridor	Medium / High	
MAIN BUILDING – Basement 1 – (097) Corridor and Duct	Lagging residue to walls throughout	Good / Low Medium / High	
MAIN BUILDING – Basement 1 – (098) Plant Room	Lagging residue to walls throughout	Good / Low Medium / High	
MAIN BUILDING – External – (101) External	Cement fascia panels over windows to ground floor boys and girls WC	Good / Low Medium / High	
ANNEXE BUILDING – First Floor – (108) Lobby adjacent (107) Stairwell	Firebreak infill panels (x2) around door to (107) Stairwell	Good / Low Medium / High	
ANNEXE BUILDING – First Floor – (109) Office and Store	Firebreak infill panels (x2) to door to (116) Hall	Good / Low Medium / High	
ANNEXE BUILDING – Ground Floor – (122) Under Stairs Cupboard	Firebreak infill panels (x4) to door to (124) Corridor	Good / Low Medium / High	
ANNEXE BUILDING – Ground Floor – (122) Under Stairs Cupboard	Firebreak infill panels (x3) to timber wall to (123) Stairwell	Good / Low Medium / High	
ANNEXE BUILDING – Ground Floor – (122) Under Stairs Cupboard	Firebreak infill panels (x2) adjacent to right hand side of door to (124) Corridor	Good / Low Medium / High	

LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
ANNEXE BUILDING – Ground Floor – (123) Stairwell	Firebreak infill panels (x2) to door	Good / Low Medium / High	
ANNEXE BUILDING – Ground Floor – (124) Corridor	Firebreak infill panels (x4) to door to (123) Under Stairs Cupboard behind timber panels	Good / Low Medium / High	



Appendix 1: Asbestos Containing Material Inspection Record – Monthly Visual Checks

School	John Ruskin School - Brandon	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
Ground Floor – (004) Lobby	Lining to doors to (005) Electrical Intake Cupboard (cupboard side)	Good / Low Medium / High	
Ground Floor – (005) Electrical Intake Cupboard	Lining to doors	Good / Low Medium / High	
Ground Floor – (012) Storage Cupboard	Horizontal panel above washing machine	Good / Low Medium / High	
External – (017) External	Mastic around doors to (003)	Good / Low Medium / High	

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LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
	Classroom		
External – (017) External	Mastic around doors to (015) Storage Room	Good / Low Medium / High	
External – (017) External	Mastic around windows and front entrance doors	Good / Low Medium / High	
External – (017) External	Mastic to brick wall (front of building)	Good / Low Medium / High	

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 Southwark 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:.....

Appendix 4: Staff Training Records

Staff's training needs are subject to periodic review.

Periodic asbestos awareness training will be provided to those staff where the schools Training Needs Analysis (TNA) identifies the need. Other professional training will be undertaken as and when required/ determined by the TNA.

Staff Name	Details of Training Attended	Date Training Attended	Next Training Date
Oliver Williams	Asbestos Awareness	08/03/17	08/03/18
Tony Till	Asbestos Awareness	08/03/17	08/03/18

These training records should be reviewed as a minimum annually and should form part of the staff's Personal Development Plan and Performance Review.