

Frithville Primary School  
*Federated with*  
New York Primary School

# Asbestos Management Plan

Plan approved by Staffing and Resources Committee

**Review in Autumn 2019**

Signed on behalf of Committee \_\_\_\_\_ Date \_\_\_\_\_

presented to the governors for approval.

## Introduction

The Frithville and New York Federation follows the Lincolnshire County Council policy and guidance on the management of asbestos in the school.

### 1. Duty to Manage:

- The county council has an explicit duty to manage asbestos in non-domestic premises.
- Lincolnshire County Council has to produce a database of all known locations, or suspected locations, where asbestos has been used or is present in LCC buildings. To this end, LCC carries out a Type 2 non-intrusive asbestos survey in each of its schools once every 3 years.
- Duty holders are expected to take appropriate precautions when dealing with maintenance activities. When the duty holder knows there is asbestos present in a building, he/she must inform anyone who may be put at risk by disturbing it. Where the duty holder does not know for sure, he/she must assume asbestos is present and make sure checks and safeguards are in place.
- Depending on the contract or tenancy, the duty holder could be the landlord or tenant or facilities/premises manager. The duty applies to all those who have responsibility for repairs and maintenance in LCC-owned or occupied workplaces.
- The duty to manage requires those in control of premises to:
  - Take reasonable steps to find asbestos on their premises and assess the condition of the materials they find.
  - Presume that materials do contain asbestos unless there is strong evidence that they do not.
  - Prepare and keep up to date records on the location and condition of asbestos or materials are presumed to be asbestos.
  - Assess the risks of anybody being exposed to fibres from those materials.
  - Create a plan setting out how the risks from the materials are to be managed.
  - Periodically review and monitor the plan.
  - Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

### 2. Managing the risk ~ LCC:

- Has undertaken (and funded) a programme of surveys to establish whether and/or where asbestos is present. The resultant Type 2 survey forms part of the school's asbestos register which is kept readily available for contractors and others who are involved in work in our building.
- Carries out individual assessments on all surveys.
- Undertakes and funds all resultant works in LCC schools identified in the Type 2 surveys where necessary.
- Arranges Type 3 intrusive surveys when carrying out building works or when requested and funded by the Federation.
- Controls and monitors the performance of consultants and licensed asbestos contractors.
- Offers advice and guidance on all asbestos related matters.
- Provides training for Headteachers, Governors, duty holders and staff.
- Ensure all procedures and processes are approved by LCC's Health & Safety Committee and Board.

### 3. The Frithville and New York Federation:

- The Headteacher and School Business Managers have undergone a basic Asbestos Awareness training course.
- The school ensures that the Asbestos Survey Reports are always available and kept in the main reception area.
- The Federation ensures that all contractors, staff and other users of the building are aware of the presence of any asbestos and its locations.
- Staff are to report any suspected disturbance.
- The Federation has introduced a set of procedures when booking work by contractors to ensure that all contractors working on the premises see relevant pages from the Asbestos Survey Reports prior to arriving on site, produce a risk assessment and produce a method statement explaining how they are going to undertake the work. These procedures are kept in the "Buildings File" and are on the school office notice boards.
- The school ensures that contractors read and sign the Asbestos Survey Reports on arrival prior to undertaking any works, on **each occasion** they are on site. Procedures when contractors are on site are kept in the "Buildings File" and are on the school office notice boards.
- The Headteacher/School Business Managers will visually check areas where work has been carried out to ensure known asbestos containing materials have not been disturbed.
- The school will arrange for a Type 3 Asbestos Survey (intrusive) to be undertaken prior to any building works being carried out.
- The Headteacher and Caretaker undertake visual inspections of the building once per term (6 times per year) to check for any changes to areas covered by the Type 2 Asbestos Survey report.
- 2.2.10. The Headteacher/School Business Manager arranges for air tests to be carried out in classrooms on both the ground and lower ground floors of the part of the building where asbestos is present.
- The Headteacher/School Business Manager will advise the KCC Maintenance & Minor Works team of any alterations or damage to asbestos.

### 4. In the event of damage to asbestos

If any incidents occur whereby asbestos containing materials become damaged the school will:

- Immediately isolate the area ensuring access is sealed off to all persons.
- Report the incident to the Maintenance & Minor Works team. For out of hours incidents contact LCC's property Service Desk.
- Record names and contact details of people that may have been exposed to asbestos.
- Record the date and details of the incident, file in the Buildings File and email a copy of all information to [asbestos.enquiries@lincolnshire.gov.uk](mailto:asbestos.enquiries@lincolnshire.gov.uk)
- Ensure any incidents are reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) if required.
- Seek advice from the Maintenance & Minor Works team if the school has any concerns and is considering closing the school or any significant part of the school.
- Ensure an Air Clearance Certificate has been provided by the asbestos contractor and placed in the Buildings File prior to re-occupation of any area or building that was contaminated.

Details of the incident will be passed to a licensed asbestos contractor to inspect the damage, assess what works are required and ensure that the correct isolation procedure is in place. A report will then be made to LCC giving recommendations and quotations for resultant works, where appropriate. If required, works will be programmed in or directly undertaken, subject to statutory notice periods and approval from the Health & Safety Executive.

## 5. Building Works

Prior to work being carried out on the fabric of the building, it is essential to arrange for a Type 3 intrusive survey to be done to establish whether asbestos materials are present in areas where work is to start.

The school will follow the LCC guidance:

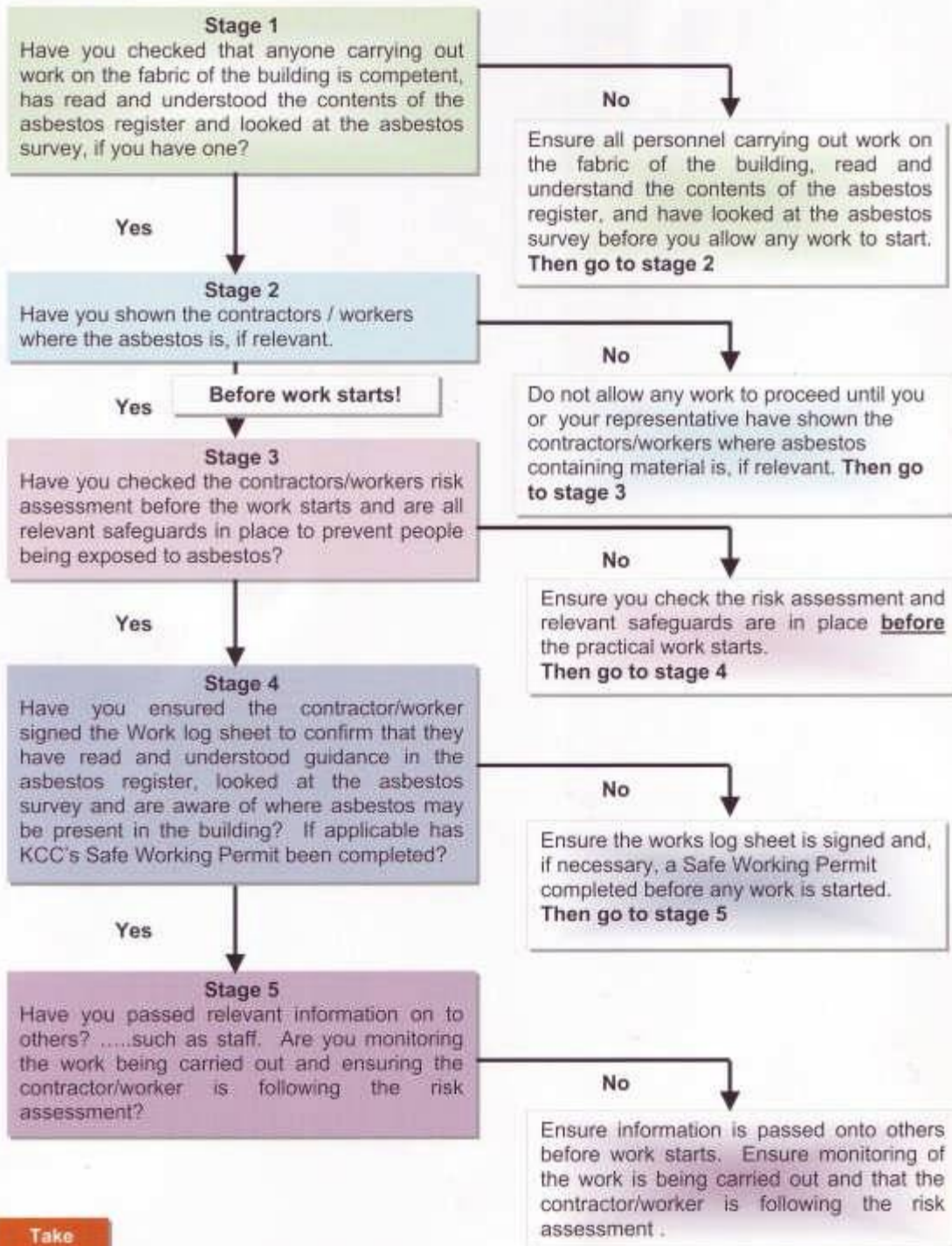
- Get checks done before works start.
- Make sure the survey record is up to date See Appendix 2 of LCC Policy and Code of Practice for the Management of Asbestos in Buildings.
- Make sure we select competent contractors or other workers.
- If asbestos materials will be interfered with a licensed asbestos contractor will be needed.
- LCC Property Group can provide advice.
- Use the works log sheet and safe working permit.
- Make sure every contractor or similar workers signs off the works log.
- Show the works area to the contractor / other, pointing out asbestos containing materials.
- Monitor condition of asbestos in situ (including sealed or enclosed materials) and report concerns immediately to KCC Property Group or directorate Property contact.
- Inform trade union or employee representatives.
- Keep staff informed about building works.
- About the register and consult on any planned or emergency works.
- Communicate and co-operate with others who share your premises.
- A flowchart to guide the school through the above procedures is kept in the Buildings File and is attached in Appendix 1.

## Appendix 1

## Managing the Asbestos Register Procedure Flowchart for Managers of Establishments

**A4**

Follow stages 1-5 of the flowchart



**Take  
asbestos  
seriously**

**Remember - check it before you whack it!**

