



Sussex Road Primary School **Asbestos Management Plan**

Context

The school follows the guidance as laid down the KCC Asbestos Policy and Procedures (updated in April 2018).

<https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

A copy of which is held in the school's Asbestos Docubox. The School holds an up to date Survey of known asbestos on site. The Docubox also contains additional documents and information in accordance with the KCC Policy section 13.

Responsibilities

Local Authority

- To ensure regular asbestos surveys are undertaken, required remedial work is undertaken in accordance with the survey findings and a copy of the full report is made delivered to the school site. Additional surveys are completed prior to any work being completed by the Local authority to include areas not previously included in the full report as deemed inaccessible.
- To advise and take action where additional asbestos is uncovered by the school of any third party.

The School's

- To ensure at least one staff member is trained in asbestos awareness. The Caretaker and School Business Manager have both undertaken formal asbestos awareness training.
- Read the Asbestos Survey Report noting all areas of concern and ensure all remedial action is undertaken as advised in the report.
- To monitor known asbestos to check for deterioration or damage to protective coating or boxing.
Medium Risk 13-18 points every 3 months or reported damage
Low Risk up to 12 Points annually or reported damage
- To ensure all planned works will take due regard to the asbestos survey findings.
- All contactors tendering for projects will be provided full access to the Asbestos register, to ensure additional surveys are sought as applicable.
- All parties carrying out work on site are required to check and sign the asbestos register, for each project/task they undertake.
- To ensure all, but urgent tasks are completed outside of school hours/term time to minimise the risk from additional asbestos found during work.

The Contractors

Including those carrying out routine maintenance & inspections or minor tasks which disturb the fabric of the building.

- To report the Caretaker or School Business Manager, before commencing any work.
- To read the Asbestos Survey Report and sign the register to ensure they are fully aware of the known asbestos on the school site.
- To provide a Safe Working Permit or complete the School's Pro Forma Document.
- To cease all work immediately where asbestos is found/or suspected.
- To advise the school of concerns and ensure no further access is allowed to the area until full checks/safety measures have been completed.
- Contractors working to test, and remove or contain asbestos will be required to complete an Access restriction - Permit to Work (ARPTW) before being allowed to access areas. The school's nominated person will sign the ARPTW.

Written	Delegation	Review
November 2022	SBM	Annually

Emergency procedure if additional asbestos is found or suspected

If the material is undamaged

- If suspected asbestos is discovered, either once work has commenced or in any other circumstances e.g. minor repairs by a caretaker, or natural damage, fire etc. No further work should be undertaken that could cause the deterioration of the material.
- Check Asbestos Register to confirm if substance has previously been cleared of asbestos content.
- The LEA/regional TFM contractor must be contacted immediately if asbestos is suspected.

If the material is damaged

- All work must stop immediately.
- All ventilation switched off
- Area to be isolated, with strictly no admission until the suspected asbestos has been confirmed/removed or contained and in the event of disturbance the area has been tested for dust/contamination. Apply signage to the effect – Hazardous Area – Permit to work Required



- ACM reported to nominated person and Headteacher
- Check Asbestos Register to confirm if substance has previously been cleared of asbestos content.

If asbestos is still suspected

- Advise Local Authority immediately. To include a photograph of the relevant signage applied to the door(s) showing ARPTW. Follow advice and instruction from the LEA.
- Contact LEA preferred contractor – normally the provider of the original Asbestos Survey (Contact detail provided on front of Survey report) or Amey Help desk 01622 624003
- The area may be recommissioned on the agreement of an accredited Asbestos assessor, by certificate of Re-Occupation.
- Ensure all steps in the process are fully recorded. using check list below:

Emergency Contact Details for help and advice

KCC Infrastructure Commissioning Team
03000416462
infrastructurequeries@kent.gov.uk

Regional FM Managers
Zone 1 West Kent
Area FM Manager – Victoria Shields
03000 422122 / 07725 759509
victoria.shields@gen2.co.uk

Compliance Manager
03000 416195 / 07920 548911
asbestos.enquiries@kent.gov.uk
Health and Safety Advice Line
03000 418456
healthandsafety@kent.gov.uk

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Asbestos Emergency Checklist

For use by those discovering or who are immediately in charge of the asbestos-related Emergency

Checked the Asbestos Register?	
Confirmed that the damage is likely to be an asbestos-related emergency?	
Made the immediate area safe? Closing doors (locking them wherever possible), windows and switching-off any ventilation systems?	
Evacuated any other people and prevent anyone entering the affected area	
Cleaned yourself down (if you were contaminated) and asked others to do the same?	
Called the appropriate asbestos specialist (normal office hours) or other emergency contact?	
Have you described or confirmed to that contact:	
Who you are and the 'phone number you're calling from	
Where: given the address of the property	
Where: described the area(s) or rooms affected	
Whether the damaged material is confirmed as asbestos (with reference to the on-site Asbestos Survey Report), whether it is strongly suspected, or whether you are still unsure.	
What: you have done to make the area as safe as possible	
Who: has been immediately affected (e.g. numbers of clients or employees)	
What: describe any other action you have taken; e.g. damped down the affected area, replaced a cover, used temporary barriers or tape to prevent access.	

Make some notes while things are fresh in your mind about the time of the incident (or when it was discovered) and the persons involved, etc. This will usually be the manager or supervisor responsible for the building or the work area. On occasion, it may be relevant to the person discovering damaged ACMs or suspect materials (e.g. a person discovering damage out of hours)

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