

# Asbestos Management Plan 2023-24

## Westbrook Old Hall Primary School



*Our Best Preparation for Tomorrow  
Is Doing Our Best Today*

**Westbrook Old Hall**  
PRIMARY SCHOOL

Date: 2<sup>nd</sup> October 2023



Next Review Date: October 2024

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## Responsible Persons

Please complete the following section detailing those with duty holder responsibilities for the premise:

<b>Name, signature and date of head teacher of the school</b>	Head Teacher: Mary Lythall-Brennan Signature:  Date: 03.10.23
<b>Name, signature and date of person who produced plan</b>	Name: Mark Croghan Signature: <i>M Croghan</i> Date: 2 <sup>nd</sup> October 2023
<b>Name, signature, position and date of person responsible for ensuring that this plan is implemented and maintained.</b>	Name: Mary Lythall-Brennan Position: Head Teacher Signature:  Date: 03.10.23
<b>Details of survey being recorded.</b>	Reddish Vale Asbestos Management Survey 25 <sup>th</sup> July 2023

## Emergency Actions

### **What to do if an ACM (or suspected ACM) is disturbed.**

All work must stop immediately, the area must be evacuated, and the duty holder notified. The duty holder will then contact Compliance Education.

The area should be sealed off to prevent unauthorised access and appropriate warning signs erected.

The duty holder for the premise must arrange for the area to be tested to determine if ACMs are present (unless the Asbestos Survey already determines this).

If surveying and sampling indicates that ACMs are present, the area must remain sealed off until it is deemed safe.

If ACMs are damaged, a review of the Asbestos Survey / Register should be completed to determine whether the work to the ACM requires a licensed contractor to remove or encapsulate it.

If removal or encapsulation is required, the duty holder will appoint a licensed contractor to carry out the work (as determined by the risk assessment). The contractor will notify the HSE of the work.

Following removal or work, the air monitoring company, independent from the contractor, will issue an Asbestos Clearance Certificate where required (not all work on asbestos requires a registered asbestos removal contractor),

Under no circumstances must other remedial work commence until it is confirmed that the suspected materials do not contain asbestos or the dutyholder receives an Asbestos Clearance Certificate for work undertaken.

If in doubt, please seek advice from Compliance Education

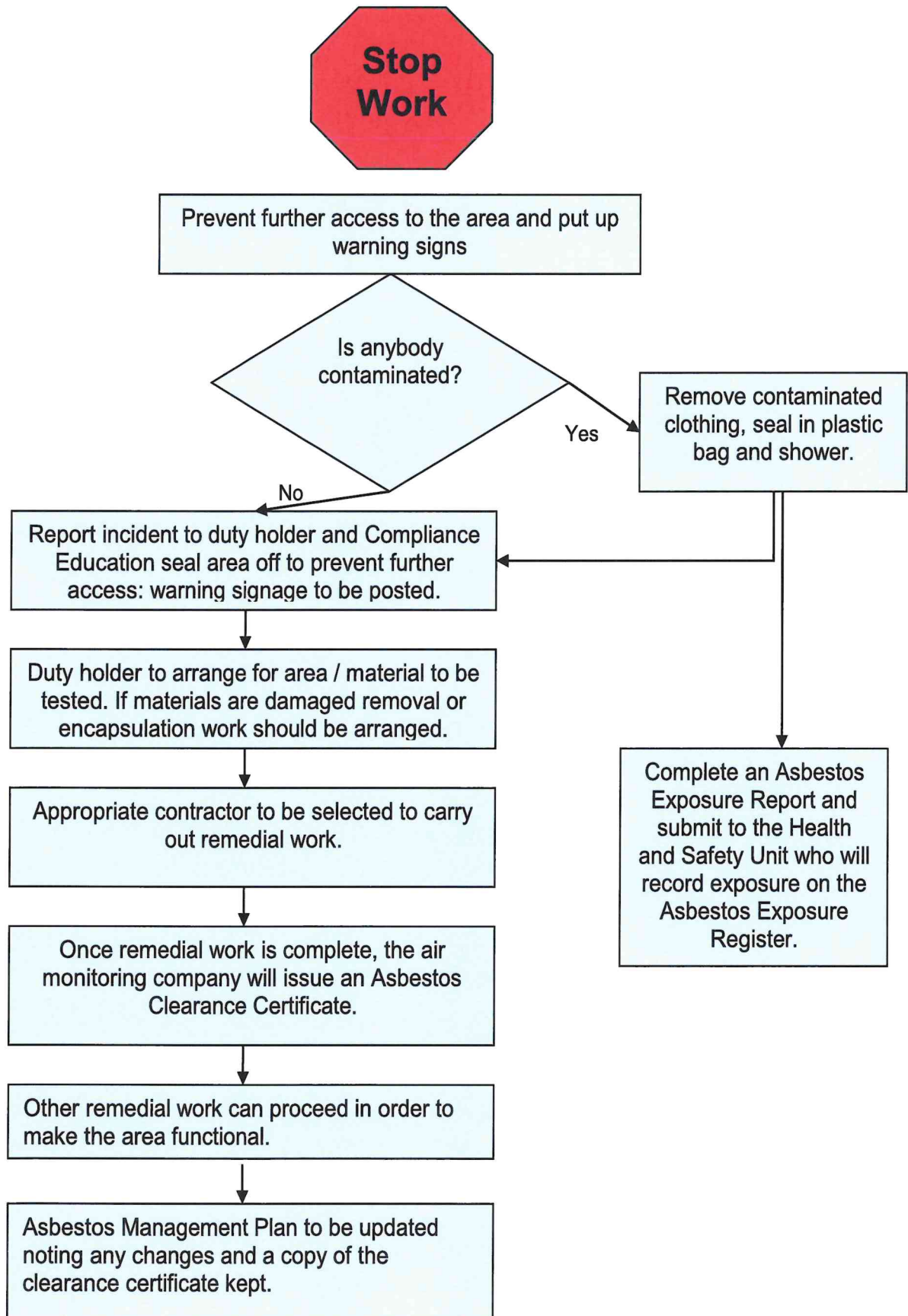
Once work is completed, the duty holder will update the register and AMP, recording what work has been undertaken and ensuring that the clearance certificate is kept.

### **Exposure to Asbestos**

Any person concerned that they may have been exposed to asbestos fibres should ensure that they or their manager completes an Asbestos Exposure Report Form, see appendix II. The form should be sent to the Council's Health and Safety Unit, who will record the exposure in the Asbestos Exposure Register.

An investigation should be undertaken to determine how and why an exposure occurred and, dependent upon the findings, procedures and/or training must be put in place to prevent a reoccurrence of this.

## Emergency actions following disturbance of a known or suspected ACM:



## **Completing the Action Plan**

Once the asbestos survey is complete, a decision needs to be made on what actions are required e.g. removal, encapsulation, guarding or labelling and management of the known or suspected ACMS.

The asbestos survey should be consulted; each ACM should have a risk score (worked out using a standard risk algorithm); this score should be added to your own priority assessment score to give an overall score and aid you in determining priority actions.

The information contained in the Survey should be transferred into an Asbestos Register and an action plan. A decision should then be made as to what action is required:

**Room Number** – please detail the location of the ACM in this section.

**Asbestos Survey ref** – please detail the reference of the ACM in this area.

**Management Action Required** – please detail the proposed action(s) to be taken based on the material and priority assessments and recommendations made in the survey.

**Target Completion Date** – please detail the proposed completion date for the work; this may be a definite target date for removal or encapsulation work or ongoing management via a visual inspection regime.

## **Completing the Monitoring and Inspection Plan**

ACMs left in-situ need to be managed effectively therefore a monitoring and inspection plan should be implemented:

**Room Number** – please detail the location of the ACM in this section.

**Asbestos Survey ref** – please detail the reference of the ACM in this area.

**Inspection frequency** – the template Monitoring and Inspection Plan has been devised based on a monthly visual inspection regime, however if you require more / less frequent visual inspections, please amend accordingly.

**Condition** – please detail the condition of the ACMs following each visual inspection comparing current condition against the survey photograph condition e.g. if there is no change, please record as good or OK. If there is a change, please note that the condition has deteriorated and report to the duty holder. Any further action required should be detailed in the appropriate section.

**Signed** – please sign or initial the form as confirmation that the material has been visually inspected.

**Date** – please record the date of each visual inspection.

**Further action required** – where it is noted that the condition of an ACM has deteriorated further action will be required; this could be a further survey by a competent surveyor or the commissioning of removal or encapsulation work by an authorised contractor. As a minimum, staff should be made aware of the change in condition and access restricted to the area until appropriate action is taken.





**Warning, there are asbestos containing materials in this room.**

**Please ensure you have seen the Asbestos Register and Asbestos Management Plan and noted the location and condition of ACMs.**

**Do not cut, drill or use abrasive actions on any asbestos containing material.**

<b>The Asbestos Survey and Asbestos Management Plan is available at:</b>  <b>MAIN OFFICE</b>	<b>Please report any damage to the Asbestos Containing Material to:</b>  <b>HEAD TEACHER</b>
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Reddish Vale Recommendation	Action to be taken by the School
Staff and Contractors are informed	<p>Staff are made aware of the location of the asbestos in order to prevent accidental disturbance and are required to report any damage.</p> <p>Contractors are made aware of the presence of all asbestos containing material prior to their arrival on site.</p> <p>Contractors will read and sign to verify they have read and fully understood the Asbestos Management Survey before work commences</p>
Each area is labelled	A yellow warning label is placed near each location.
All areas are inspected on a regular basis as per The Asbestos Management Plan	The school will carry out a termly visual inspection.

## Appendix 2: Monitoring and Inspection Form

A visual inspection is to be carried out termly.

Term: .....

Building	Floor/ Room	Assessment Number	Location	Product type	Material Risk	Date of Inspection	Signature	Comments
Main Building	Classroom 2	Asbs12828 / VIM08 - 01	Floor Tiles & Birchumen Adhesive	Chrysotile	LOW			
Main Building	Classroom 3	Asbs12828 / 08	Floor Tiles & Birchumen Adhesive	Chrysotile	LOW			
Main Building	Classroom 4	Asbs12828 / VIM08 - 02	Floor Tiles & Birchumen Adhesive	Chrysotile	LOW			
Main Building	Office 1	Asbs12828 / 12	Floor Tiles & Birchumen Adhesive	Chrysotile	LOW			
Main Building	Kitchen	Asbs12828 / 10	Asbestos bitumen pad	Chrysotile	LOW			
Main Building	Community Room	Asbs12828 / SP001	Floor Tiles & Birchumen Adhesive	Chrysotile	LOW			
Main Building	Community Kitchen	Asbs12828 / SP002	Floor Tiles & Birchumen Adhesive	Chrysotile	LOW			
Main Building	Corridor	Asbs12828 / SP003	Floor Tiles & Birchumen Adhesive	Chrysotile	LOW			



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