

Abbey Primary School

Willow Learning Trust

04/12/2023

Asbestos Management Plan

(Control of Asbestos Regulations 2012)



Introduction

Abbey Primary School is aware of its legal and moral duty to manage asbestos containing materials onsite. This Asbestos Management Plan summarises how the risks from asbestos have been assessed and how residual hazards from asbestos which is, or is liable to be, present have been addressed to minimise the risk to staff, students and others so far as reasonably practicable.

(1) Assessment of Risk from Asbestos

The latest **full** asbestos management **survey** including sampling was undertaken in February 2021 by 777 Environmental. This along with the relevant diagrams can be found in the main office, caretaker's filing cabinet.

The next professional **full** asbestos **re-inspection** for the school is due to be completed by February 2028

Additional Renovation/Demolition Surveys are carried out where required prior to significant invasive works. The last R&D survey was carried out on the 30th of May 2023, this was done by Asbestos Surveys Essex, commissioned on behalf of Neilcott Construction sampling floors, walls and ceilings across the site ahead of Cif Fire compliance upgrade works starting Summer 2023, The result was 0 samples confirming positive identification of Asbestos.

The latest inspection report is available through the Asbestos Duty Holder/responsible person Aaron Tanner.

The next full asbestos re-inspection will be carried out by February 2028, in line with the previous survey's recommendation.

The latest asbestos survey for the **caretaker's property** was completed in November 2019 by NSUK.

If there are any concerns, the school will contact the Occupational Health, Safety and Wellbeing Team for advice.

(2) Control Measures to Minimise the Risk from Asbestos

Full details of actions taken by the school have been noted in the Asbestos Register/Survey, but below are lists of asbestos containing materials that have been removed (where identified as necessary in the asbestos survey or re-inspection) or additional materials that have been found since the previous Asbestos Survey.

Table 1: Asbestos that has been Removed

Location	Description	Type of asbestos	Date Removed	Was it Removed by Licensed Contractors?
2/001 Loft	Pipe Lagging	Amosite-Fibrous	6/8/14	ARCS Environmental
0/014 Boiler room	Fusebox, gasket		6/8/14	
0/016 Kitchen	Boiler fittings			S&S Burner services

Table 2: Additional Asbestos Identified Since the Previous Asbestos Survey

Location	Description	Type of asbestos	Recommended Action to be Completed	Date Action Completed

The school confirms that, where required, site staff and relevant staff have been informed about any additionally found or removed asbestos containing materials onsite.

Table 3 on the following page details the asbestos which remains in place at the school.

Table 3: Asbestos (or presumed asbestos) which Remains in Place at School

Room Number	Room Name Location and Description	Material Type (use 'P' to indicate presumed asbestos)	Material Assessment + Priority Assessment Score	Action Identified as Required	By when	Date Completed
0/041	Corridor underfloor ducting	Presumed			9/1/18	
0/042	Corridor underfloor ducting	Presumed			9/1/18	
0/043	Corridor underfloor ducting	Presumed			9/1/18	
0/045	Corridor underfloor ducting	Presumed			9/1/18	
0/046	Corridor underfloor ducting	Presumed			9/1/18	
0/051	Corridor underfloor ducting	Presumed			9/1/18	
0/052	Corridor underfloor ducting	Presumed			9/1/18	
0/054	Corridor underfloor	Presumed			9/1/18	

	ducting					
0/055	Corridor underfloor ducting	Presumed			9/1/18	
Room Number	Room Name Location and Description	Material Type (use 'P' to indicate presumed asbestos)	Material Assessment + Priority Assessment Score	Action Identified as Required	By when	Date Completed
Dining Hall	Underfloor pipe insulation	Presumed, Encapsulated			18/9/18	
13 Hartland Road						
1/002	Cement Panels		Annual Inspection		Nov 2021	
1/005	Cement Panels		Remove as part of demolition			
1/005	Cement Panels		Remove as part of demolition			
3/012	Cement Panels		Annual inspection		Nov 2021	
3/012	Cement Panels		Annual Inspection		Nov 2021	

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Table 4: Areas of the school which have not been included in the asbestos surveys

This table lists any areas which have **not** been included in any asbestos surveys (for example if they are listed in a survey as not having been accessible and there is no previous record of them having been surveyed in the past). This information is usually included in a discreet section within the report and is commonly entitled: "Limitations and Exclusions", "Exclusions and Inaccessible Areas" or similar.

Maintenance and other work likely to cause disturbance of any materials present in these areas should not be carried out until further checks can be made within the area(s) listed in the table below.

Area Location and Description	Reason given for lack of inclusion in survey
R&D Survey 30/5/23 Area 083-1/094 Hall	No access sealed, page 5 summary limited access

(a) Re-Inspection Arrangements

The school's Asbestos Duty Holder/responsible person ensures annual visual inspections are undertaken of any asbestos which remains on site. When organising professional re-inspections, consult the UKAS website for examples of UKAS accredited asbestos surveyors: <https://www.ukas.com/search-accredited-organisations/> If the company you are considering does not have UKAS accreditation, check whether the operatives have the most widely held training qualification in the UK - the BOHS Proficiency Module P402: 'Buildings surveys and bulk sampling for asbestos' - together with at least six month's experience. If the inspections are carried out by school staff (i.e. the trained Asbestos Duty Holder), it is advised that photographs are taken of the asbestos containing materials. This will make it easier to compare the condition of the asbestos each year.

The inspections are recorded and kept with the Asbestos Register/Survey.

Where the inspection identifies action (for example removal or encapsulation) the Asbestos Duty Holder/responsible person will organise this using an HSE-licensed asbestos contractor. HSE licensed asbestos removal companies are listed on the following part of the HSE website:

<http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=8516&exp=e1>. They are also listed on the ARCA website: <http://www.arca.org.uk/find->

asbestos-contractor.

(3) Action to take in the Event of Possible Asbestos Disturbance

In the event of a possible uncontrolled accidental disturbance of asbestos, the school will:

- a) ensure the room in which the asbestos is located has been evacuated, closed and cordoned off/locked so that no one can enter it;
- b) contact the Occupational Health, Safety and Wellbeing Team on:
 - **Kingston and Richmond schools:** 0208 547 5600, extension 4593.
 - **Sutton and affiliated schools:** 0208 770 5023/5018/5026.
- c) contact the school's asbestos consultant, who will offer advice. The school's asbestos consultant is ARCS Environmental HSE licensed asbestos removal companies are listed on the following part of the HSE website: <http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=8516&exp=e1>. They are also listed on the ARCA website: <http://www.arca.org.uk/find-asbestos-contractor>.
- d) record the names of those who were possibly exposed and offer them guidance and assistance, which, in some situations, may include advising they change the clothes they were wearing, bag them up and dispose of them, (the school has blankets as a temporary replacement etc.) and showering, if required;
- e) follow the asbestos consultant's and Occupational Health, Safety and Wellbeing Team's recommendations. This will likely include:
 - i. contacting an HSE-licensed asbestos removal company (see point 'c' above)
 - ii. contacting a UKAS-accredited asbestos sampling company (for reassurance air monitoring/swab test) <https://www.ukas.com/search-accredited-organisations/>
 - iii. update the site's Asbestos Register/asbestos survey

(4) Avoidance of Disturbance of Asbestos and Communication

(a) Informing Staff and Contractors

Copies of the Asbestos Surveys and re-inspections are shown to all relevant staff and contractors who are involved in planning works at the school. See also points (c), (d) and (e). This includes works that are organised via the Council or Diocese. This is

formally recorded.

(b) Building Works

Where building works capable of disturbing part of the building are being planned, the need for further investigations and intrusive surveys will be discussed with the planning supervisor for the work involved and a Refurbishment/Demolition Survey will be undertaken.

(c) Control of Contractors

Contractors undertaking work at the school and who could enter areas that contain asbestos are warned of the need to avoid disturbance by the Asbestos Duty Holder/responsible person or a member of staff designated by the Asbestos Duty Holder.

Contractors will sign to confirm they understand where asbestos containing materials may be found.

The removal, repair or sealing of asbestos containing materials will only be undertaken by HSE licensed contractors. HSE licensed asbestos contractors are listed on the following part of the HSE website:

<http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=8516&exp=e1>. They are also listed on the ARCA website: <http://www.arca.org.uk/find-asbestos-contractor>.

(d) Work undertaken by School Staff

The location of asbestos containing materials has been reviewed by the Asbestos Duty Holder/responsible person to confirm that routine access or disturbance of the asbestos is not likely due to the location of the asbestos and the area in which it is located. Where required, the Occupational Health, Safety and Wellbeing Team will be contacted for advice.

All staff carrying out work near/on asbestos containing materials will have suitable training and be reminded of the need to follow the relevant procedures.

(e) Asbestos Training

The following staff have completed the Asbestos Duty Holder Training, and the highlighted person below is the school's actual Asbestos Duty Holder. All new staff will be informed about the school's asbestos procedures (including how to report concerns) and the location of this document during their induction.

Table 4: Training Provided to Asbestos Duty Holders

Name	Position	Date of Asbestos Duty Holder Training	Are they the Primary Asbestos Duty Holder?
Aaron Tanner	Caretaker	8 th March 2022	Yes

Aaron Tanner	Caretaker	Feb 2020	Yes

The following staff have attended Asbestos Awareness Training and have been shown the Asbestos Survey/ Inspection Report and the location in which the asbestos relates. The list includes all caretakers and premises management staff who undertake maintenance work for the school which could bring them in to the proximity of asbestos capable of being disturbed or damaged.

Table 5: Asbestos Awareness Training Attended by Staff

Name	Position	Date of Asbestos Awareness Training	Date shown Asbestos Inspection Report
Aaron Tanner	Caretaker	21/11/19	Nov 2019
Aaron Tanner	Caretaker	18/05/21	Sep 2022

The Asbestos Duty Holder/responsible person ensures new staff appointed to the positions involving maintenance or caretaking work are familiarised with the asbestos inspection report and the locations of the asbestos found.

(i) Information to Staff not Involved in Maintenance

All School staff who may work in areas where asbestos containing materials are present have been briefed on their location and the need to avoid damage or disturbance during the staff's induction. It is the responsibility of the Senior Management Team to ensure that newly appointed staff are similarly briefed. (This statement includes the scenario where asbestos is present in circumstances where teachers might otherwise disturb it by inserting wall fixings or causing other damage if they are not told of its presence.)

- (ii) Staff are also informed that no invasive works are to be carried out without the express permission of the Asbestos Duty Holder/responsible person.

Potential for Asbestos to be Discovered During Earth Digging Processes

Asbestos fragments have previously been discovered in the soil during routine gardening digging at other school sites. The school is therefore mindful of this and

alert to this when digging activities are being undertaken.

In the event of the discovery of suspected asbestos fragments, the school will stop work immediately and contact the Occupational Health, Safety and Wellbeing Team and secure the area from unauthorised access. The suspected materials will need to be removed by a specialist contractor and double bagged for removal. Anyone who has touched such fragments inadvertently should thoroughly wash their hands.

(5) Provision of Information to the Emergency Services Regarding the Location of Asbestos

The school has notified the London Fire Brigade of the presence of asbestos using the form which is attached to this plan as Appendix One. (Formerly, the London Fire and Emergency Planning Authority used to receive this information.) **Completed forms should be sent to: anna.lockwood@london-fire.gov.uk.**

A copy of the Asbestos Register/Survey and this Asbestos Management Plan will be taken out during evacuations.

(6) Review of Asbestos Management Plan

This Asbestos Management Plan will be reviewed annually by the Asbestos Duty Holder/responsible person and ratified by the Governing Board. Additional updates will be made where required.

(7) Reporting Concerns

If staff have any concerns regarding asbestos containing materials, they should report it immediately to the Asbestos Duty Holder/responsible person, who will record their concerns and taken relevant action. If staff still have concerns, they can contact the school's Head, governors and/or the Health and Safety Team using the contacts provided in the table below.

Title	Name	Telephone	Email
Headteacher	Andrea Stirling-Williams	02082540862	ASTirling@abbey.sutton.sch.uk
Asbestos Duty Holder	Aaron Tanner	07912410303	Atanner@abbey.sutton.sch.uk
Governor(s)	Sarah Seal		Clerk to the governors mgi@glenthorne.sutton.sch.uk
Health and Safety Team	NA	NA	<u>healthandsafety@kingston.gov.uk</u>

Asbestos Duty Holder

Signed: Aaron Tanner

Position: Caretaker

Date of Plan: 04/12/2023

Date Reviewed _____

Date of Next Review Nov 2024

Confirmed by Governing Board

Signed _____

Position _____

Date _____

Copy sent to the Occupational Health, Safety and Wellbeing Team _____

Asbestos Information Form for the London Fire Brigade

To notify the **London Fire Brigade** of the presence and location of asbestos in your school, please complete this form and send it to: anna.lockwood@london-fire.gov.uk

Building Details

Contact Name:	Aaron Tanner
Email Address:	Atanner@abbey.sutton.sch.uk
School Name:	Abbey Primary School
Address:	137-141 Glastonbury road
Post Code:	SM4 6NY
Adjacent Roads:	
Date this form has been completed on:	19/10/2022

Asbestos Details

Report:	777 Environmental
Type:	X Confirmed X Suspected <input type="checkbox"/> Fibrous Asbestos <input type="checkbox"/> Rigid asbestos cement panels (please highlight or right click and change to a checkmark as it applies)
Name of Building:	Abbey Primary School
Specific Room:	0/041, 0/042, 0/043, 0/045, 0/046, 0/051, 0/052, 0/054, 0/055 (all ground floor corridors) Dining hall
Description of Asbestos:	Presumed under floor pipe insulation
Condition:	Unable to inspect due to under floor level
Name of Building:	13 Hartland road (caretakers house, offsite), SM4 6LZ

Specific Room:	1/002, 1/005, 3/012, 3/012
Description of Asbestos:	Cement board and soffit board
Condition:	Annual inspection and to be removed as per any demolition work

Continuation Sheet for	
Name of School:	
Name of Building:	
Specific Room:	
Description of Asbestos:	
Condition:	
Name of Building:	
Specific Room:	
Description of Asbestos:	
Condition:	
Name of Building:	
Specific Room:	
Description of Asbestos:	
Condition:	
Name of Building:	
Specific Room:	
Description of Asbestos:	
Condition:	