

Local Asbestos Management Policy

Documentation Information

Reviewed by:	Ivanhoe School Local Governing Body		
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1. About this Local Asbestos Management Plan

Asbestos is a naturally occurring mineral that was widely used from the 1950s - 1990s as a building material. Asbestos is a very good thermal and electrical insulator. However, it is now known that asbestos is a very dangerous material. Its fibres can be easily inhaled into the lungs where they become lodged causing severe terminal illness. Asbestos kills an average of 20 tradesmen per week.

While asbestos is dangerous, generally, if well managed, asbestos in-situ is safe if it is not disturbed. Therefore, it is essential that effective on-site management arrangements are in place to prevent asbestos disturbance. The general process for managing asbestos can be described as:

1. Conducting a Management Survey to identify areas containing asbestos materials.
2. Carrying out subsequent remedial actions to either treat or remove asbestos where necessary.
3. Communicating the risks of asbestos to appropriate personnel.
4. Continual monitoring of the condition of asbestos.
5. Being prepared to respond to any disturbance of asbestos.

This Local Asbestos Management Plan (LAMP) has been produced in accordance with the Control of Asbestos Regulations, (CAR) 2012 by Leicestershire County Council's (LCC) Health, Safety and Wellbeing Service in accordance with Operational Property Services. It is intended that the LAMP will assist managers and head teachers in fully complying with their duties to manage the risks associated with asbestos.

2. General Points

- LCC Policy states that all types of asbestos will be treated equally regardless of its material assessment score and subsequent risk rating. Asbestos is dangerous.
- Any construction work involving structural alteration or intrusion into the fabric of a building should be notified to the HS&W / Property Services (Alternative Advisor for non-buy-back academies) prior to commencing. This is to ensure that appropriate advice can be given to sites in order that the work can be undertaken safely and compliantly.
- Asbestos on-site should not be treated or removed without the prior knowledge of HS&W / Property Services.
- Any external asbestos consultant/surveyor engaged needs to be able to demonstrate organisational competence (ISO 17020) and individual competence (BOHS).
- All sites with buildings built before year 2000, where no asbestos has been identified in the asbestos management survey, should still have appropriate asbestos risk assessments and LAMP in place.

Further guidance can be found at: <http://www.hse.gov.uk/pubns/manageasbestos.pdf>

3. Roles & Responsibilities

The following table should be completed to outline which members of staff on site have the appropriate responsibilities for managing asbestos:

Responsibility:	Name:	Position:	Sign:
Overall Responsibility for Site:	Mrs Alison Allford	<i>Headteacher</i>	
Briefing Staff Onsite of ACM:	Mr Ben Duncombe	<i>Facilities Manager</i>	
Communicating with Contractors:	Mr Ben Duncombe Mr Ryan Coughlan Mr Craig Pearson Mr Ricky Jones Mrs Karen Westwood Mr Kirt Richardson	<i>Facilities Manager</i> <i>Premises Officer</i> <i>Premises Officer</i> <i>Premises Officer</i> <i>Estates Lead/Manager</i> <i>ICT Network Manager</i>	
Commissioning Contractors:	Mr Ben Duncombe	<i>Facilities Manager</i>	
Inspecting Asbestos Condition:	Mr Ben Duncombe Mr Ryan Coughlan Mr Craig Pearson Mr Ricky Jones	<i>Facilities Manager</i> <i>Premises Officer</i> <i>Premises Officer</i> <i>Premises Officer</i>	
Annual Asbestos Survey Inspection:	Rob O'Callaghan	<i>Property Services / Asbestos Surveyor</i>	
Conducting Annual Review of LAMP	Mrs Alison Allford Mr Ben Duncombe	<i>Headteacher</i> <i>Facilities Manager</i>	

4. Contractor Selection, Induction and Communication

It is essential that in order to ensure contractors are familiar with the risks associated with asbestos on site, they are suitably inducted to our premises. The following process diagram outlines the process for inducing contractors into Ivanhoe School in respect of asbestos.



5. Contractor Induction

Robust contractor induction is essential to ensuring that asbestos is not released on site. It is important that this Asbestos Management Plan is communicated to contractors, more importantly it is essential to make contractors aware of areas on site that contain asbestos. The following instructions must be conveyed to all contractors. Additionally, all contractors conducting works which have the potential to intrude into the building fabric must sign the following ASB 100 sheet.

If contractors have additional asbestos risk assessments for their specific work (R&D Survey) is required.

N.B. For the purpose of this procedure, the word 'contractor' shall include staff directly employed by the establishment, by LCC, consultants (whether employed by the establishment or by LCC) or volunteers undertaking work at the establishment.

Instructions to Contractors:

Your attention is drawn to the Asbestos Survey for this property that has been handed to you.

You must check the survey and associated drawings for the presence of asbestos in any area(s) which you intend to work. Do not commence work without consulting the Asbestos Survey Report first. It is imperative that you do not disturb any asbestos or asbestos-based product during the course of your work unless you hold the appropriate licenses to work with asbestos and asbestos-based products and are contracted to do so.

Please be aware that there may be asbestos in the property that has not been identified in the survey as it may be hidden behind panels, boxing-in under new pipework insulation etc.

If, in the course of your work you discover what you think may be asbestos or an asbestos-based product, you must immediately stop work and follow the contingency procedure detailed at the back of this Management Plan.

You must sign the attached register to demonstrate that you have read and understood this procedure before you will be allowed to commence any work on site. You must also ensure that any colleague working with you are also familiar with this procedure.

6. Example Contractor Induction (ASB 100 Sheet)

Register of Persons Checking Asbestos Management Survey

Property Name: _____

(To be retained on site for 2 years)

I have read the mandatory instructions in document ASB 100.

I have checked the asbestos survey for the area(s) I intend to work, which are detailed below, and I understand the procedure to be followed if material suspected as being asbestos or an asbestos-based product is discovered during the course of the work. I will ensure that any colleagues working with me are also aware of the procedure.

Date	Contractor (Company)	Name (Please Print)	Signature	Area on site of work to be undertaken	Asbestos survey checked	Asbestos noted as present on work area (y/n)

7. Asbestos Management Survey

All buildings within Leicestershire County Council built before the year 2000 will be subject to a 'Management Survey' (previously known as a Type 2 survey). These are conducted every 5 years. The findings of these surveys and subsequent action plans are followed up by Ivanhoe School in accordance with Ivanhoe School Policy.

The Management Survey identifies asbestos locations and itemises these in the form of an asbestos register. However, **it is very strongly advised that an asbestos register is produced and maintained locally**. The register may need to be amended following the discovery of new ACMs or the removal of existing ACMs.

Ivanhoe Asbestos Management Survey Report July 2023:

PLEASE FOLLOW LINK – THE DOCUMENT IS A PDF

[Ivanhoe College North Street Ashby de la Zouch Leicestershire - J070476 \(1\) 2023 April.pdf](#)

THE ORIGINAL PRINTED DOCUMENT IS ALWAYS AVAILABLE IN RECEPTION

IMPORTANT: It is a legal requirement that the asbestos register is kept up to date and is an accurate reflection of the known asbestos on site.

8. Asbestos Refurbishment / Demolition Survey

In addition to Management Surveys, where any refurbishment, construction or demolition work is to be conducted at site, Ivanhoe School are committing to ensuring that an appropriate Refurbishment / Demolition Survey (RDS) will be conducted.

RDS surveys will focus on the areas of the building that are to be refurbished / demolished with a greater degree of detail and accuracy to ensure that any risks can be identified and alleviated prior to construction works taking place. Any asbestos identified during the RDS should be added to the asbestos register on site accordingly.

If after the surveyor has made a recommendation to remove then this removal should be properly managed and adequately recorded in the register.

9. Asbestos Register and Action Plan

LCC recognise that the asbestos management survey is intended to help populate the on-site asbestos register in order that a corrective action plan can be formulated and prioritised. The Service Level Agreement with the LCC Asbestos Surveyors encompasses the production of an asbestos register and a prioritised action plan. (In accordance with HSG 264).

It is essential that this register is amended as and when asbestos is discovered or removed in order to ensure that the most up-to-date information is conveyed to personnel on site. This may be hand written onto the survey report by a member of staff on site who has been suitably trained in asbestos awareness.

PLEASE FOLLOW LINK – THE DOCUMENT IS A PDF

[Ivanhoe College North Street Ashby de la Zouch Leicestershire - J070476 \(1\) 2023 April.pdf](#)

THE ORIGINAL PRINTED DOCUMENT with amendments IS ALWAYS AVAILABLE IN RECEPTION, any amendments to the register are written on this original copy.

Individual Asbestos test reports are stored in the Facilities Office in the Asbestos File.

10. Asbestos Communication Plan

The communication of asbestos presence is essential in ensuring the safe management of its condition. The following table outlines how Ivanhoe School intend to communicate ACM presence to appropriate personnel within our building.

Location of Asbestos	Personnel Affected	Means of Communication
That the school Contains asbestos	<ul style="list-style-type: none"> • All staff • All contractors 	<ul style="list-style-type: none"> • Staff annual briefing to all staff based on site. • New staff are briefed in asbestos Management and are required to sign to say that they have read and understood the procedures in place. • Contractor Induction process including sharing of Asbestos Report • Physical demonstration of ACM locations to be provided to contractors. • Asbestos Stickers in some area across the School.

11. Site Schematic Diagrams

The site schematic diagrams are contained within the appropriate Asbestos Management survey. They can be used to give contractors / staff an indication of the areas where asbestos is likely to be found. These schematic diagrams should be inputted beneath this section and updated as and when ACM is found or removed. Site schematic diagrams are a good way to help communicate asbestos presence to contractors and staff but should not be solely relied upon. The local knowledge of staff and physical demonstration of asbestos locations should accompany any contractor induction.

Site Schematic Diagram – please follow link to Asbestos Management Survey 2023:

[Ivanhoe College North Street Ashby de la Zouch Leicestershire - J070476 \(1\) 2023 April.pdf](#)

See the last few pages of Asbestos Report 2017 for schematic diagrams

12. Online Training & Awareness

LCC operate a 2-tier format of training for staff within the authority and its out-lying schools. The first tier (Asbestos Management) aims to ensure that premises managers / duty holders are competent in respect of Regulation 4 and the second tier (Local Asbestos Briefing) aims to ensure that all staff are aware of the risks associated with asbestos in their workplace. The 2 courses are discussed in more detail as follows:

- **UKATA Class A Accredited Asbestos Management Awareness** – A course that highlights the requirements of Regulation 4 of the Control of Asbestos Regulations in respect of surveying, monitoring, communicating risks and prioritising remedial action for asbestos containing materials (ACM) identified on site. In addition, asbestos management training will highlight the importance of employing those with appropriate competence to assist in the process. The course also gives a brief overview of the risks associated with asbestos exposure and the basic steps that should be taken to negate these risks. This course should be attended by senior staff within a service / school and those involved in the checking and communicating of asbestos.
- **Local Asbestos Briefing** – This should be conducted by a competent member of staff on site (that has attended the Asbestos Management Training) to inform other staff (and pupils if necessary) of the dangers of the asbestos contained on site. The briefing should encompass the findings of the asbestos survey, (particularly for the locations that staff are likely to come into contact with) the mechanisms in place for checking the asbestos and the processes for dealing with an asbestos disturbance. (See section 14)

Additional Competency: The BOHS P405 may be a desirable qualification for staff who are actively involved in the onsite management of asbestos. This is discussed below:

- **British Occupational Hygiene Society (BOHS) P405** – This is a more detailed, and nationally recognised, course that looks at the practical elements of surveying buildings for asbestos. While it may not always be necessary for staff to have completed this course, it may be beneficial in terms of identifying exactly which materials on site do contain asbestos and will help in calculating the risks of these materials.

13. Competency Matrix

The matrix below outlines a core competency requirement for asbestos training on site.

	Compulsory		Desirable
	UKATA Class A Accredited Asbestos Management Awareness	Local Asbestos Briefing	BOHS P405 Asbestos Surveying
Head Teacher / Bursar / Bus' Manager / Service Manager	X		
Premises Officer / Site Manager	X		X
Teaching / Service Staff		X	
Pupils (Schools) / Service Users		X	
Contractors		X*	

* In addition to being able to demonstrate general asbestos awareness competence.

Formal UKATA 'Class A' Asbestos Management Training can be sourced via the LCC [Health Safety and Wellbeing Service](#) on (0116) 305 5515. The HS&W Service will also assist schools in the completion of an on-site asbestos briefing.

14. Asbestos Competency Records

Name	Course Attended	Date	Signature
Tracy Winfield	Asbestos Management	25/09/2014	
All Staff	Asbestos Awareness	22/08/2013	See SIMS training records
New staff	Asbestos Awareness	At initial induction with Business Manager	See signed document in Employees Personnel file.
Jeanette Harris	Asbestos Awareness	27.8.13	See signed document in Policy file
Ben Field	Asbestos & Legionella Awareness	15.9.15	See signed document in Policy file
Tracy Winfield	UKATA Asbestos Management	1.6.16	See signed document in Policy file
All Staff	Asbestos Awareness	25.8.16	See SIMS training records
All staff	Asbestos Awareness	28.8.18	
K Westwood, B Field, C Wardle, M Colcombe & M Halsey	Asbestos Awareness toolbox training talk with Robert O'Callaghan (LCC)	11.9.18	See SIMS training records
Alison Allford	UKATA Asbestos Management	14.11.18	See signed document in Policy file
Karen Westwood, Ben Field, Michael Wileman and Ben Duncombe	UKATA Asbestos Management course	KW March 2019 BF, MW, BD Sept 2019	See SIMS training records & signed document in Policy file
Premises Officer and Cleaner	Asbestos Tool box talk	24.8.21	See training records
All Staff	Asbestos awareness	24.8.21	
Jim Pennington Craig Pearson Ricky Jones Laura Tickle	UKATA Asbestos Management	28.4.22	See training Records
Ben Duncombe	Asbestos management		
All Staff	Asbestos awareness	1.9.22	
Ben Duncombe	Asbestos awareness ukata	14.6.23	
Ricky Jones	Asbestos awareness ukata	26.6.23	
Craig Pearson	Asbestos awareness ukata	29.9.23	
Laura Tickle	Asbestos awareness ukata	29.7.23	
All Staff	Briefing	24.8.23	JH supplied form & info
Alison Allford	Asbestos awareness ukata	14.11.23	
Dongsu Lim	Asbestos awareness ukata	10.1.24	
All Staff	Briefing	27.8.24	Staff signed on training day,
Ben Duncombe	Asbestos awareness	8.2.25	
Ricky Jones	Asbestos awareness	5.10.24	
Craig Pearson	Asbestos awareness	15.9.24	
Dongsu Lim	Asbestos awareness	3.12.24	
Ben Duncombe	Asbestos management	06.25	
Ben Duncombe	Asbestos awareness ukata	Before 22.8.25	Course paid & code waiting
Ricky Jones	Asbestos awareness ukata	Before 22.8.25	Course paid & code waiting
Craig Pearson	Asbestos awareness ukata	Before 22.8.25	Course paid & code waiting

Ryan Coughlan	Asbestos awareness ukata	Before 22.8.25	Course paid & code waiting
Jenifer Steer	Asbestos awareness ukata	Before 22.8.25	Course paid & code waiting

15. Asbestos Monitoring

Ivanhoe School operate a continual, pro-active monitoring process to ensure the safe condition of ACM on site. In addition to annual survey reviews conducted by Operational Property Services / Lucion, at least 4 inspections per year will be conducted at 3 monthly intervals.

These inspections aim to demonstrate that Ivanhoe College is proactive in trying to identify and deal with any deterioration in asbestos condition. The inspections will only be undertaken by staff that are trained in Asbestos Management. The inspections will only monitor ACM that may be exposed in general circumstances i.e. ACM that can be visually detected. The inspections will **NOT** intrude into the fabric of the building, dismantle appliances or take place in areas that are generally inaccessible (roof voids etc.) as this may expose staff and service users to asbestos fibre. In addition, staff will not inspect asbestos locations that are at height or in confined spaces.

Three monthly asbestos inspections will be recorded by the Premises Officers / Facilities Management Team and will be countersigned by the onsite responsible person. Records of inspection will be retained within this Asbestos Management Plan. Where any deterioration is noted, the asbestos contingency procedure (see section 18) should be applied.

16. Asbestos Quarterly Monitoring Check List

This check-sheet should be initialled by a nominated member of staff that has received Asbestos Management training as a minimum. The initials confirm that asbestos condition is satisfactory and has not deteriorated since the last inspection. Any deterioration to asbestos condition should be recorded on the reverse of this sheet. It is advised that this inspection occurs quarterly.

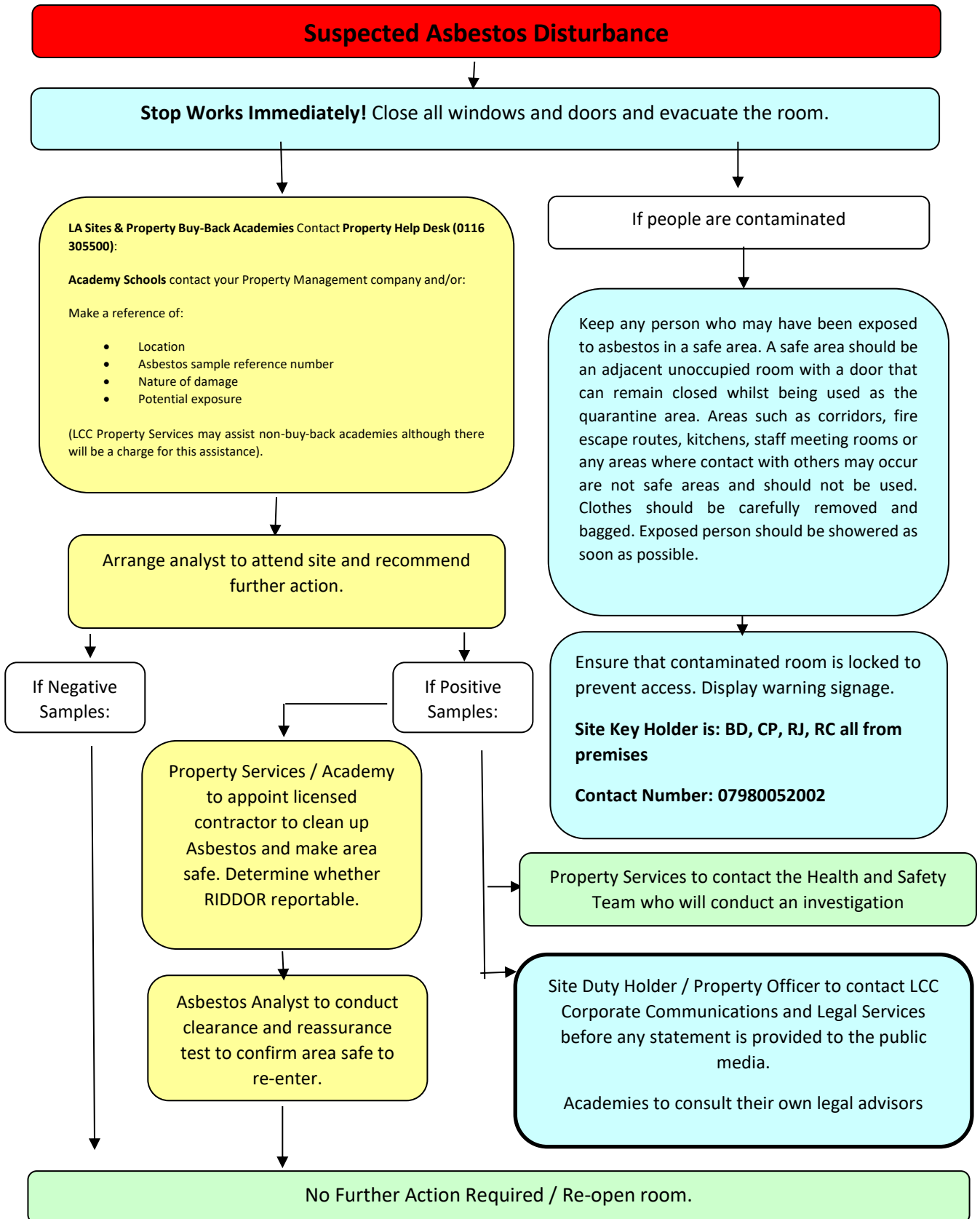
These record sheets are kept in the Asbestos File in the Facilities Office

Quarter 1			Quarter 2			Quarter 3			Quarter 4		
____/____/____			____/____/____			____/____/____			____/____/____		
Satisfactory:	Y/N		Satisfactory:	Y/N		Satisfactory:	Y/N		Satisfactory:	Y/N	
Satisfactory:	Y/N		Satisfactory:	Y/N		Satisfactory:	Y/N		Satisfactory:	Y/N	
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Satisfactory:	Y/N		Satisfactory:	Y/N		Satisfactory:	Y/N		Satisfactory:	Y/N	
Head Teacher / Manager											

17. Asbestos Deterioration Record

Asbestos Sample Reference	Location and Type	Date Discovered	Extent of Deterioration	Action Taken upon Discovery	Any Persons Exposed?	Exposure Record Form Complete?
E.g. 2 ASB/12/34	Boiler House	01/12/12	Hole in cement sheets (vandalism)	Isolated boiler house, informed property services. Asbestos analyst conducted fibre count – deemed safe to occupy. Replacement roof sheets being sought.	No	N/A

18. Asbestos Disturbance Contingency Plan



19. Asbestos Exposure form

This form should be completed in the event that staff, service users and/or members of the public may have been exposed to asbestos containing materials. The form should be completed with as much detail as possible.

Full Name of Person Exposed:			
Job Title (if LCC Employee):		Employee Number:	
Date and Time of Possible Exposure:			
Full Address of Site Where Possible Exposure Occurred:			
Specific Location within Premises:			
Activities Taking Place by Person Potentially Exposed to Asbestos:			
Detail of Potential Asbestos Release: (Include details of the activities taking place when asbestos was potentially released, who was in the vicinity etc.)			
Has Post Incident Air Sampling / Analysis Taken Place?			
Fibre Count of Air Sampling:			
Name of Company Conducting Air Sampling:			
Actions Taken After Potential Asbestos Release including certificate of reoccupation:			

A copy of this Exposure Form should be sent to the following People / Services (Tick to Confirm):

- The Person Exposed: ☐
- LCC HS&W Service: ☐
(healthandsafety@leics.gov.uk)
- Employee Service Centre to be retained in Employee File: ☐
(escservicedesk@eastmidlandssharedservices.org)

Signature of Person Exposed	Print Name	Date
Signature of Site Representative	Print Name	Date

20. Lamp Review

The site Duty Holder should sign this document on an annual basis to confirm that:

- The outlined Roles and Responsibilities are still correct,
- The Management / RDS Survey remains relevant (i.e. any building works occurred that may have removed significant volumes of asbestos?)
- Contractors are being appropriately inducted to site.
- The communication plan is still relevant and that appropriate people are being communicated with effectively.
- Pro-active inspections are occurring on a quarterly basis.
- Staff are aware of where asbestos is and how to respond in the event of an emergency.

Date of Review:		Signed:	Print	Further Actions Required?
Y1	June 16 initial review	TW	T.Winfield	Full detailed review August 16
Y2	May 17	TW	TA Winfield	New survey commissioned for Summer 17
Y3	Nov 17	TW	TA Winfield	New survey received – area of concern boiler room. – work to be costed and addressed 2017/18
Y4	Oct 18	JH TW	J Harris T Winfield	Head Teacher & Po's to attend UKATA Asbestos Awareness Training
Y5	Nov 19	JH TW	J Harris T Winfield	
Y6	Nov 20	JH TW	J Harris T Winfield	
Y7	Oct 21	JH TW	J Harris T Winfield	BM/FM attend UKATA Asbestos Awareness Training
Y8	Jan 22	BD TW AA	B.Duncombe T.Winfield A.Allford	
Y9	Jan 23	BD	B.Duncombe	
Y10	Jan 24	BD	B.Duncombe	
Y11	Feb 25	BD	B.Duncombe	

21. Further Support

Leicestershire County Council's **Health Safety and Wellbeing Service** should be contacted for advice relating to:

- Provision of UKATA 'Class A' Asbestos Awareness Training
- Technical Advice and Support
- Guidance on Asbestos Disturbance and Response.

Contact:

Tel: 0116 305 5515

Email: healthandsafety@leics.gov.uk

Leicestershire County Council's **Operational Property Services** should be contacted for advice relating to:

- Proposed Building Alterations
- Arranging for Appropriate Asbestos Surveys
- Arranging for Asbestos Analysts Following ACM Disturbance.

Contact:

Tel: 0116 305 5000

Email: property.helpdesk@leics.gov.uk