



Christ Church C.E. Primary School

Asbestos Management Plan

BSM's House

April 2024

Premises Asbestos Management Plan

The Control of Asbestos Regulations 2012¹ requires that persons or organisations which own, manage, occupy or have responsibilities for non-domestic properties (the Duty Holder) must protect persons who work in them or visit them, from the risks to health associated with exposure to asbestos.

The Duty Holder must ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or is liable to be present within the premises. If the assessment shows that asbestos is or is liable to be present within the premises the Duty Holder must ensure:-

- a) a determination of the risk from that asbestos is made;
- b) a written plan identifying those parts of the premises concerned is prepared; and
- c) the measures which are to be taken for managing the risk are specified in a written plan. (**The Asbestos Management Plan**)

The Duty Holder will be the person or organisation that has the responsibility for commissioning work in the premises. The definition of 'work' includes any construction, alteration, conversion, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure within the premises.

The 'Duty to Manage' covers all non-domestic premises including industrial, commercial and public buildings such as offices, shops, factories and schools. Also included are the 'common areas' of domestic housing developments and blocks of flats (such as foyers, corridors, lifts, staircases, shared gardens, garages etc).

The starting point of any Asbestos Management Plan is the initial Asbestos Management Survey. This survey will identify asbestos, to which people that work in or visit the premises may be exposed.

The Asbestos Management Survey does not, nor is it intended to, identify all of the asbestos in the premises. Asbestos may be contained within the fabric of the structure and will never be exposed unless work is carried out that may disturb and/or damage it.

If any project is planned that requires invasive work to the surface of the premises, then a refurbishment survey will be necessary before work commences (unless the surface is unmistakably not asbestos e.g. solid glass, wood, metal brick or stone)

Further information, advice and support can be obtained by contacting Education Safety Services (schoolsafety@birmingham.gov.uk or 0121 303 2420), Education Asset Management (eds.enquiries@birmingham.gov.uk or 0121 303 8847) or log on to People Solutions.

¹ Regulation 4 The duty to manage asbestos in non-domestic premises

1. The Asbestos Management Survey.

The Management Survey is in two parts. The **Material Assessment** and the **Priority Assessment**.

The Material Assessment samples material that is presumed² to be asbestos and carries out a preliminary risk assessment. The risk of exposure will be determined by a scoring method, ³resulting in A (High), B (Medium), C (Low), D (Minor) or E (No asbestos detected).

The *Priority Assessment* is a continuation of the *Material Assessment* allowing the Duty Holder to fine tune the risk of exposure based on the detailed knowledge the Duty Holder has of the use of the premises and the context of the location of the asbestos. The Priority Assessment will make use of the judgement of staff with skills, knowledge and experience of the day-to-day operations of the premises.

In this document this will again follow the A, B, C, D, E format of rating. Where a potential source of asbestos has been deemed to require some form of works, whether removal or encapsulation, it will be deemed an A and work will be organised. The item will then need re-rating, following the works. An item will be marked as a B if it is an area which gets a lot of use, where the asbestos is likely to be damaged. It will then be inspected every month for damage, which will be rectified if the item is then a category A. An item will be marked as a C if it is an area which is less well used or is in a position where damage is less likely. This will then be inspected every 3 months. An item will be marked as a D if it is extremely unlikely to be disturbed in any way. It will then be inspected every 6 months. An item will be marked as an E if work has been carried out since the initial survey which has entirely removed the hazard.

The combination of the *Material* and *Priority* assessments will determine the **Action Plan** (Remove, Repair, Seal/ encapsulate, Prohibit or restrict access, Label or Monitor condition).

The purpose of the *Refurbishment/Demolition* Survey is to detect that asbestos is present, how much of it there is and if appropriate the condition of the asbestos. As the *Refurbishment/ Demolition* Survey will involve substantial damage to the fabric of the premises, it is usual that it is restricted to the localised area where work is planned.

The site-wide all inclusive *Refurbishment/Demolition* Survey will only be carried out prior to site demolition or major refurbishment

² Anything other than wood, glass, metal, brick or stone

³ Appendix 4 Material Assessment Algorithm (HS(G)264 The Survey Guide; HMSO

2. The Action Plan – The Asbestos Register

The Duty Holder must arrange for an *Asbestos Register* that will provide easily accessible information regarding results of initial asbestos surveys, remedial actions taken, localised surveys examining the deeper fabric of the buildings, Certificates of Reassurance and Reoccupation and further Management Surveys undertaken.

Responsible Persons:

- The person who **produced** the plan.
- The person(s) responsible for **implementing** and keeping **Management Plan maintained**.
- The **Premises Controller** must be aware of the contents of and support the *Management Plan*.

The Review Process:

- The location and condition of presumed asbestos-containing materials (ACMs)
- Results of Combined Material & Priority Assessments.
- Monitoring arrangements for ACMs.
- Records of communicating information to staff.
- Records of training.

When there is a change of personnel identified in this document, the successor will be identified and their role in the Plan is communicated

This document will be reviewed every 6 months or as part of any major construction work on the fabric of the building.

RECORDS

1. Name & Address of Premises

Christ Church CE Primary School, Claremont Rd, Sparkbrook, Birmingham B11 1LF (BSM's House)

2. Responsible Persons

'The Duty Holder' Name, designation and signature of Premises Controller <i>The Premises Controller must sign to show that they are aware of the contents of the plan</i>	PRINT NAME	DESIGNATION	SIGNATURE	DATE
	T. Adams	Head Teacher		05.04.2024
Name, designation and Signature of the person who produced this Premises Asbestos Management Plan originally <i>The person may not necessarily be the Premises Controller, who can delegate The task of producing the Premises Asbestos Management Plan to another suitably trained and competent person</i>				
	D.Panagoulas	BSM		12/12/2017
'The Appointed Person' Name, designation and signature of the person responsible for ensuring that this Premises Asbestos Management Plan is implemented, maintained, reviewed & updated as is necessary. <i>This may not be the same person that produced the plan. They should however have received suitable training to enable them to adequately & competently undertake the role.</i> N.B. The purpose of the above is to clarify whether these tasks have been allocated to different individuals. <i>These persons should have received suitable training to enable them to competently carry out their specific roles as set out within the Premises Asbestos Management Plan.</i>	D.Panagoulas	BSM		05.04.2024

3. Reviewing this Premises Asbestos Management Plan		Date	Signature
Date when this Plan was first produced		12/12/2017	
Date of last review <i>Premises Asbestos plans should normally be reviewed every six months, however for Low Risk premises, an annual review may be sufficient.</i>			
		28.04.2023	

4. How is the location and condition of all identified or presumed asbestos-containing materials (ACMs) recorded?	
State how information about ACMs in these premises is recorded and where in the premises it is held. <i>State if there is a written record or register of all ACMs that can be found within the premises. If there is no written record, state that any asbestos information you have will be held together in an accessible file.</i> <i>Survey information, action plans etc. should be stored where they are easily accessible for those who may need to consult them.</i>	Information re asbestos containing materials (ACMs) is held in Premises Asbestos Management, and localised Demolition/Refurbishment Surveys. This is contained in the Asbestos Register held in the Site Manager's office. The most recent Management Survey is: Bradley Environmental J083527 carried out on 9th November 2017. There is one Asbestos Targeted Refurbishment Surveys dated 15.01.2020. Bradley Environmental J152399 A copy of the AMP and the Asbestos Register is held in the Main Office/Reception Area to be easily accessible to all contractors visiting the premises.

5. Results of combined Material Assessment & Priority Assessment				Survey No.	J083527	Date	9 th November 2017
The Material Assessment will identify the hazard based on physical characteristics of the material sampled. The person(s) producing the Management Plan will use their knowledge of the premises to determine the final risk rating. You may decide that the initial Material Assessment rating – A (high), B (medium), C (low), D (minor) or E (not found) – is the appropriate final risk rating and that the recommended action (Remove, repair, encapsulate, restrict/prohibit access or monitor condition) on the Bulk Sample Sheets will be the Combined Material & part Priority assessment. The Final assessment will help you prioritise Management actions. <i>No further action is required for E (No Asbestos Material Detected) results.</i>							
Sample No.	Material Assessment (A-D)	Final Material/ Priority Assessment (A-E)	Description	Reassessed Action	Reasoning		
CR003236	D	D	Floor tiles Room 02 (Cupboard)	Monitor condition			
CR003236	D (presumed)	D	Floor tiles Room 03 (Cupboard)	Monitor condition			
CR003236	D (presumed)	D	Cable wrap Room 06 (Store)	Monitor condition			
CR003236	D (presumed)	D	Floor tiles Room 01 (Hall)	Monitor condition	Tiles covered with new vinyl flooring to avoid rapid decay		

6. Arrangements for monitoring Asbestos-Containing Materials (ACMs)

All known or presumed ACMs should be monitored so that they can be maintained in good condition. If you have any doubts you should seek advice from BCC Safety Services team (303-2420) If your premises does not have an Asbestos Management Survey (previously known as Type 2 Sampling) then you must presume that any materials, except those that are obviously not asbestos (metal, wood, stone, glass or brick), contain asbestos, until it has been sampled to indicate that it is or is not asbestos.

State the arrangements for monitoring identified and presumed ACMs in order to ensure that they remain in good condition and that there is no increased risk of disturbance.

The time between inspections will vary, dependent on your final risk assessment (Material & Priority Assessment); however it should be checked every six to twelve months. Some materials may need to be checked more frequently (e.g. asbestos insulating board panels in well used circulation areas – corridors & stairs).

Regular inspections, every 3 months for Category C ACMs and 6 months for Category D ACMs.
Records of inspection kept in the Asbestos Management Folder.

What are the arrangements for ensuring that identified and presumed ACMs are properly and safely removed where necessary?

Any work involving, disturbing or removing ACMs must be carried out by a licensed asbestos removal contractor. The Regulations require that the contractor gives the Health & Safety Executive (HSE) 14 days notice before work begins unless there are very special circumstances. You can get advice from UN Asbestos Management team if you are unsure about any aspects of the work.

Any work involving, disturbing or removing ACMs is carried out by a licensed asbestos removal contractor.

7. How is information about ACMs properly communicated to staff & visitors (e.g. repair/maintenance contractors)?

Premises staff & contractors must be made aware of the location of all ACMs that it is foreseeable they could encounter. They must also be made aware of the procedure for reporting damage discovered to these materials.

State how this information will be given to staff and to visiting contractors and how they should report any damage they discover.

If you have no information about asbestos in the premises, staff should be informed that an assessment to determine the possible presence of ACMs has not been carried out and that in the absence of an up-to-date Survey, they should adopt a precautionary approach and presume that any material contains asbestos unless there is strong evidence to indicate that it does not (see 6 above).

The Asbestos Survey report, the Asbestos Management plan and the Asbestos Register are always available to the relevant contractors for consultation in order to ensure that their activities will not damage the fabric of the premises or materials that may contain asbestos.

A copy of the Asbestos Management plan & Asbestos Register is kept in the Main office in order to be easily accessible to everybody.

Occupants have been informed and are aware of all the details in the Asbestos Survey and AMP.

If any damage is discovered, it needs to be reported straight away either to the Head Teacher, the BSM or the SBM.

State what management procedures are in place to control the construction/maintenance/refurbishment activities and what is the procedure for ensuring visiting contractors and others consult the Asbestos Management Plan and Register prior to commencing work?

It is suggested that the contractor has written permission from the Premises Controller (or authorised representative) before work begins, that confirms the Contractor understands the premises asbestos procedures.

Contractors meet with BSM prior to work commencing. They go through the Asbestos Plan and the Asbestos Register and they sign the Record of Inspection of Asbestos Register to confirm understanding of the premises asbestos procedures. Surveys are carried out where needed.

Do these management procedures allow for the absence of key premises personnel? <i>If there is no Premises Asbestos Management Plan or Asbestos Material Register, arrangements should be in place to ensure that before any activities that may damage the fabric of the premises begin, materials that may be damaged are assessed for possible asbestos content. This is likely to include sampling the material for asbestos content. Attached to this document is a record sheet (Record of Inspection of Asbestos Register) that those carrying out work on these premises must sign before commencing work. Other methods of controlling work that are better than or equal to these procedures may be more appropriate, depending upon the premises.</i>	Contractors meet with BSM prior to work commencing. In the absence of the BSM, the meet with the SBM or the Head Teacher. They go through the Asbestos Plan and the Asbestos Register , which is easily accessible in the Main office, and they sign the Record of Inspection of Asbestos Register to confirm understanding of the premises asbestos procedures.
Are hazard labels used to warn of the presence of known ACMs? <i>Labels are not essential and may not be appropriate in some locations. The decision to label, or not, will in part depend on whether you are confident that communication with your staff and visiting contractors is effective. It will be more appropriate to label restricted areas like boiler houses that are less likely to suffer intentional damage.</i>	Small coloured stickers – using the colour code in the risk assessment may be attached to ACMs. This will be judged on the risk of intentional damage being caused to identify ACMs.

8. Have persons responsible for producing, implementing and maintaining this Plan received suitable training to enable them to completely undertake their roles?

State here the names and position of all the persons responsible for producing, implementing & maintaining this Plan.

Have they received suitable asbestos awareness & asbestos management training? State (if applicable) when & by whom this training was given, e.g. in-house or by an external provider. Information about the Council's asbestos training programme is available from your Safety Services team.	Name	Position	Training Date	Training Provider
	T. Tracey	Head Teacher	24.01.2024	Duty holder training
	D.Panagoulas	BSM	5/5/2017 June 2019 12/11/2020 06/12/2023	Education Asset Management and Safety Services Asbestos Awareness Training

9. Management Action Plan

Provide here a brief description of each instance of ACM that requires attention e.g. an asbestos wall lining board in a classroom may require action because it has been damaged by chair backs. The management action may be to provide a narrow timber rail on the wall to prevent further damage. **When this work is scheduled to be carried out should be indicated and recorded once this has been done.** **Material condition assessments, together with your assessment of the risk of disturbance, will help you prioritise any work required to manage these ACMs.** The items within this section have all been categorised as A's in Section 5 above. These categorisations should be revisited after this work has been completed.

Note: Any sealing, protecting or removal of ACMs must be notified to BCC Safety services (303-2420) and all relevant paperwork, including Certificates of Reoccupation/ Reassurance retained with the Asbestos Register, on-site subsequent to this work being carried out. Any work on ACMs must only be carried out by a contractor who is trained and competent to carry out the task. Advice regarding appointment of contractors is available from BCC Safety Services team. Only Licensed Asbestos Removal contractors are allowed to remove asbestos from the premises.

Location and brief description of the ACM (or survey reference)	Management action	Date work proposed	Date completed
Category D floor tiles	Floor tiles to be monitored during cleaning and concerns reported to BSM	On-going checked every 6 months	

Record of Inspection of Asbestos Register

This record must be signed by all persons intending to carry out construction, refurbishment and/or maintenance activities in these premises (including premises staff and voluntary workers).

Persons signing this record are verifying that they have consulted the Asbestos Register before starting work in order to ascertain whether there are any identified or presumed ACMs in the areas they wish to work and that their method of working takes full account of any ACMs indicated. If anyone carrying out work in the premises subsequently, encounters suspected ACM that has not been previously identified and taken full account of, they must **immediately stop work at once** and inform the Premises Controller (or other authorised person)

N.B. Work involving the disturbance of ACMs will only be undertaken in compliance of Control of Asbestos Regulations 2012 (CAR).
For further advice contact your BCC Safety Adviser team (303-2420).

Record of Inspection of Asbestos Register				
Date	Name of Company	Work Being Carried Out	Name of Person who Inspected the Register	Signature

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