



EAST RIDING

OF YORKSHIRE COUNCIL

# Asbestos Management Plan

for

Molescroft Primary School



Employer	East Riding of Yorkshire Council
Duty Holder (Operational)	Dave Platten and Stuart Wilson: Site Managers
Deputy Duty Holder (Operational)	Michael Loncaster: Head Teacher

Plan Approved Date	1 <sup>st</sup> January 2024
Plan Approved By	Head Teacher

This Asbestos management plan should be read in conjunction with the associated asbestos management survey REFERENCE –

## The Employer

The East Riding of Yorkshire Council as the employer shares the duty holder responsibilities with schools. The council provides funding to schools to enable them to comply with legislative responsibilities and to undertake general repair and maintenance, and minor building improvements. This enables schools to either buy back professional services from the council or the use alternative provision from the private sector. The headteacher is the duty holder for day-to-day operations.

## The duty holder or deputy holder

The duty holder or deputy duty holder will ensure that this document is kept up to date and is situated in such a location that it is accessible to those that need it. The document will be kept for the lifespan of the building.

This asbestos management plan should be read in conjunction with the East Riding of Yorkshire Councils policy on managing asbestos which sets out the criteria for leaving asbestos in situ or its removal.

The duty holder or deputy duty holder will employ a UKAS accredited asbestos surveying company to provide an asbestos management survey which will form the basis of this management plan.

## **Contractors**

The Duty holder or their deputy will ensure that no work is permitted to start on the site without the contractor inspecting the asbestos register, and location plan contained within this document and detailed within the associated asbestos management survey. The contractor will familiarise themselves with the location of asbestos containing materials in relation to the area which they are working.

The contractor will acknowledge to the duty holder or deputy duty holder that they have read and understood this asbestos management plan and are aware of the location of asbestos in relation to the work they are proposing to undertake by signing the sheet contained in Appendix A.

All works that are to be undertaken will be supervised by the duty holder or their deputy. Where neither is available then the responsibility will pass to the headteacher.

The contractor will not manipulate any asbestos containing materials, and if any operations may result in damage to an asbestos containing material, then the contractor will stop work and advise the duty holder or their deputy without delay.

The duty holder or their deputy will determine if further assistance/advice is required from Building Facilities or if the engagement of a licensed asbestos contractor is necessary.

Only licensed asbestos contractors will be used to work with asbestos products. This includes minor repairs through damage or degradation or asbestos removal due to refurbishment work. The duty holder or their deputy will ensure such issues are recorded within the asbestos management plan.

Where projects are funded by the LEA the principal contractor will be supervised by a Building Facilities Project Officer. In most cases this will involve the segregation of the work area by using hoardings or partitions etc. The LEA project officer will arrange for an asbestos Refurbishment/Demolition R&D asbestos survey prior to any work commencing.

The LEA project officer will make reference to this Asbestos Management Plan within their Construction Design and Management Regulations 2015, Pre Construction Information, and also include any subsequent Refurbishment/Demolition survey data.

The project officer will arrange for a suitably qualified surveying company to consolidate any R&D survey data (new or removed asbestos items) within a new management survey at the completion of the project which will be included within the relevant sections of this plan. Following the consolidation of the asbestos management survey the duty holder or their deputy will update/amend the asbestos management plan to reflect any changes as a result the construction work.

## **Asbestos Management Survey**

The duty holder or deputy duty holder will ensure that the school has a current asbestos management survey. The duty holder or deputy duty holder must carefully read the survey to determine if there are any remedial actions that are needed and implement those accordingly. The duty holder or deputy duty holder will ensure that the asbestos items listed in the asbestos register contained within the survey are periodically reinspected at a frequency of not less than yearly. Ideally, this should be undertaken more often as a part of the termly health and safety inspections. The reinspection's undertaken by the duty holder or deputy duty holder should be recorded appropriately for future reference (see Action planning/Monitoring).

Any survey which reaches its 5<sup>th</sup> year should then be refreshed by a competent asbestos surveyor.

## **Asbestos Register**

*Actuals in the Asbestos Management File at the school reception.*

#### 4.0 Asbestos register (refer to section 5.0 for more detailed information)

Room Code	Designation/Block	Floor	Location	Description	Position	Quantity	Asbestos Type	Ref no. / Sample I.D.	Type of I.D.	Action Priority	Recommended Action
2	Commercial School Building	Gnd Floor	Cleaners Cupboard	Floor Tiles (Red) & Bitumen Adhesive	Floor	2m <sup>2</sup>	Chrysotile (1)	002 - DH000781	Identified	Longer term	No action required
2	Commercial School Building	Gnd Floor	Cleaners Cupboard	Floor Tiles (Grey) & Bitumen Adhesive	Floor	2m <sup>2</sup>	Chrysotile (1)	003 - DH000782	Identified	Longer term	No action required
3	Commercial School Building	Gnd Floor	Electrical Intake Cupboard	Floor Tiles (Red) & Bitumen Adhesive	Floor	2m <sup>2</sup>	Chrysotile (1)	004 - As DH000781	Strongly Presumed	Longer term	No action required
3	Commercial School Building	Gnd Floor	Electrical Intake Cupboard	Floor Tiles (Grey) & Bitumen Adhesive	Floor	2m <sup>2</sup>	Chrysotile (1)	005 - As DH000782	Strongly Presumed	Longer term	No action required
7	Commercial School Building	Gnd Floor	Cupboard	Floor Tiles (Red) & Bitumen Adhesive	Floor	1m <sup>2</sup>	Chrysotile (1)	008 - As DH000781	Strongly Presumed	Longer term	No action required
7	Commercial School Building	Gnd Floor	Cupboard	Floor Tiles (Grey) & Bitumen Adhesive	Floor	1m <sup>2</sup>	Chrysotile (1)	009 - As DH000782	Strongly Presumed	Longer term	No action required
7	Commercial School Building	Gnd Floor	Cupboard	Floor Tiles (Brown) & Bitumen Adhesive	Floor	1m <sup>2</sup>	Chrysotile (1)	010 - DH000783	Identified	Longer term	No action required
14	Commercial School Building	Gnd Floor	Cupboard	Floor Tiles (Red) & Bitumen Adhesive	Floor	1m <sup>2</sup>	Chrysotile (1)	014 - As DH000781	Strongly Presumed	Longer term	No action required
14	Commercial School Building	Gnd Floor	Cupboard	Floor Tiles (Grey) & Bitumen Adhesive	Floor	1m <sup>2</sup>	Chrysotile (1)	015 - As DH000782	Strongly Presumed	Longer term	No action required

**Site Plan Showing Asbestos Locations [Insert Overpage]**

*Actuals in the Asbestos Management File at the school reception.*

Floorplan No:	Floor:	Building:	Description:	Sample points containing asbestos	Sample points not containing asbestos
2	Ground Floor	Commercial School Building	GROUND NOT SURVEYED	Ref no. (e.g., 099)	Ref no. (e.g., 099)


  

DH000781 - Red floor tiles & bitumen adhesive  
2, 3, 7, 13, 14

DH000782 - Grey floor tiles & bitumen adhesive  
2, 3, 7, 13, 14, 22, 23

DH000783 - Brown floor tiles & bitumen adhesive  
7

Post 2000  
(no need to survey)



Block A,  
Main School Block.

## Action Planning / Monitoring

The Duty holder or their deputy will undertake regular inspections of the Asbestos Containing Materials (ACM's) identified within the asbestos register. The inspections will be recorded on the asbestos action monitoring sheet over.

The inspection period will be typically each term as a part of the general health and safety inspection regime. However, the duty holder their deputy will determine if those inspection frequencies need to be adjusted taking account of such issues as the ACM's condition, accessibility and the activities taking place in the vicinity of the material. The duty holder or their deputy will adjust the inspection frequencies where circumstances change on the school site, for example due to construction or other work occurring in the vicinity of asbestos products. The inspection period will never be more than 12 months.

The monitoring undertaken by the duty holder or their deputy will require a visual inspection of the ACM. The ACM can be identified from the survey photographic record. The inspection involves looking for signs of surface damage, broken edges, debris, delamination, peeling paint etc.

Where damage or condition degrading is identified, then the duty holder or their representative should make an assessment if immediate action is required. That immediate action may involve simply keeping people away from that area or removing a room from use.

The duty holder their deputy should then without delay seek assistance from Building Facilities or a licensed asbestos contractor.

Any actions taken should be recorded on the asbestos action monitoring record overpage.

*Example of original format.*

### INSPECTION OF THE CONDITION OF ASBESTOS

**Inspection date: 28/04/24**

**Inspection carried out by: Michael Loncaster**

Positions:

Headteacher

Caretaker

Governor

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Satisfactory

Location	Reference	Yes	No
Caretaker's Room	Ceiling	✓	
Centre Point	Ceiling	✓	
Photo Corridor	Ceiling	✓ Seal is secure outside FY Room, but remains monitored.	
Parish Room	Ceiling	✓	
PE Store	Ceiling	✓ asbestos floor removed – ceiling removed	
Chair Store	Ceiling	✓ asbestos floor removed	
Kitchen	Ceiling	✓ asbestos ceiling removed	
Boiler Room 1	Ceiling	✓ removed through LA contract to replacing boilers	
Gas Valve Cap	Ceiling	✓	
Staff Toilets	Ceiling & tiles	✓ Cracking around pipe sealed as recommended.	
Boiler Room 1	Calorifier Insulation	✓	
SMT Office	Ceiling	✓	
Parish Centre Toilets	Tiles	✓ Cracking around pipe sealed as it was before on the staff toilet.	
North Block Classrooms	Ceiling	✓ asbestos ceilings removed	
North Block Corridor	Ceiling	✓	

***Example of new format below***

**INSPECTION OF THE CONDITION OF ASBESTOS**

**Inspection date: 28/04/24**

**Inspection carried out by: Michael Loncaster (Head Teacher)**

WHERE	ROOM CODE	PRODUCT TYPE	ACTION Monitor for Damage Ongoing Will be checked during termly H&S audit	SPECIFIC DEADLINE FOR ACTION	BY WHOM?  Duty Holder Caretaker Headteacher
Parish Centre	1	Artex Ceiling	NONE	X	
Parish Centre Kitchen	2	Artex Ceiling	NONE	X	
Parish Centre Kitchen underneath Sink Unit & Drainer	2	Black Sink Pads	NONE	X	
Kitchen Toilet, cistern	8/9	Black Cistern	NONE	X	
Visitor Toilets	24/25	Artex Ceiling	✓ Cracking around pipe sealed as recommended.	X	
Electrical Intake Cupboard	27	Beige Floor Tile	NONE	X	
Staff Toilet	22/23	Artex Ceiling	✓ Cracking around pipe sealed as recommended.	X	

**INSPECTION OF THE CONDITION OF ASBESTOS**

**Inspection date:** 28/04/24

**Inspection carried out by:** Michael Loncaster (Head Teacher)

WHERE	ROOM CODE	PRODUCT TYPE	ACTION Monitor for Damage Ongoing Will be checked during termly H&S audit	SPECIFIC DEADLINE FOR ACTION	BY WHOM?  Duty Holder Caretaker Headteacher
SMT office	18c	Floor under carpet	NONE	X	
SMT office	21	Artex Ceiling	NONE	X	
Foundation Stage Corridor	26	Artex Ceiling	NONE	✓Seal is secure outside FY Room, but remains monitored TERMLY	
Caretaker's Room	35	Artex Ceiling	NONE	X	
School Kitchen – larder, office and toilet/cloakroom	4/5/8/9	Artex Ceiling	NONE	X	
North Block Cloakroom corridor	18c	Artex Ceiling	NONE	X	
Foundation Stage Corridor	26	Artex Ceiling	NONE	X	
Centre Point Room & Store	36 a d 39	Artex Ceiling	NONE	X	

**Asbestos Action Monitoring Record**

*Actuals in the Asbestos Management File at the school reception.*

## Communication Plan

The duty holder or their deputy will ensure that the asbestos management plan and any associated information is made available to all those working in or working on the school. This includes safety representatives, staff representatives, governors, committees, and trade union officials.

The duty holder or their deputy will, where the school has separate teaching blocks and administration offices, ensure a copy of the plan is held at each block. The duty holder or their deputy will also undertake the following for each block with separate administration.

The duty holder or their deputy will bring this plan to the attention of all staff in order that they can contribute to the monitoring of its implementation and be aware of the actions required if any damage is observed.

Staff and contractors will be briefed to:

- Be aware of where asbestos exists.
- How to avoid damaging asbestos.
- Know what to do if they observe damage.
- Inform the duty holder or their deputy if action is required.
- Keep an open and honest approach to asbestos.

The labelling of asbestos products in the school setting is not always appropriate. Therefore, where the duty holder opts not to use asbestos warning labels particular care will be given to ensure contractors are familiar with the location of asbestos containing materials.

The location of non-asbestos containing materials are shown within the asbestos management survey referred to within this document.

## Training

The duty holder or their deputy will ensure that those staff working within the school who can affect or be affected by the condition of the asbestos within the school receives training in asbestos awareness and the risks associated with the material within the school. This will take the form of:

Duty holder – Formal asbestos awareness training.

Deputy duty holder – Formal asbestos awareness training.

Site manager – Formal asbestos awareness training/tool box talks

Cleaners – Toolbox talks.

Teaching staff – Toolbox talks.

## **Emergency Procedures**

Where asbestos or suspect asbestos material has become damaged the duty holder or their deputy will immediately vacate the affected area, anyone working in the area will be asked to stop and report back to their supervisor.

The incident will be reported immediately to Building Facilities.

Where there is any doubt that pupils or staff may have been exposed to asbestos they will be moved to a safe room (with minimum movement around the school) whilst advice is sought from Building Facilities.

At no time will people be allowed back into the suspected contaminated area to collect belongings etc until such a time that the duty holder or their deputy has satisfied themselves that the hazard has been controlled or removed.

Should an incident occur at the school that requires the attendance of the emergency services, for example a fire, then the duty holder or their deputy will bring the asbestos management plan to the attention of the attending services senior officer.

## **Review of the Asbestos Management Plan**

The duty holder or their deputy will be reviewed annually to:

- Monitor the effectiveness of the plan.
- Review communication processes.
- Review any trends in the ACMs condition.
- Review/update procedures after learning opportunities.
- Update following staff changes.
- Update following building use changes.

## Appendix A

### Contractor Acknowledgement Record

*Actuals in the Asbestos Management File at the school reception.*



## **Appendix B**

### **Asbestos Emergency Action Checklist**

## Asbestos Emergency Action Checklist

- Stop any activity in the affected area immediately.
- If it is suspected that contamination has occurred to clothing, carefully and slowly remove outer garments.
- Remove everyone from the affected area.
- Do not remove any items from the area.
- prevent access to the area until any necessary remedial action has been taken.
- Contact Building Facilities and seek immediate advice regarding necessary remedial action to be taken – there may be a need to decontaminate individuals or areas exposed to asbestos.

### Further Information

DFES Managing Asbestos in Schools - <https://www.gov.uk/guidance/asbestos-management-in-schools>

HSE – Managing and Working with Asbestos – Approved Code of Practice - <https://www.hse.gov.uk/pubns/books/1143.htmAsbestos>

Asbestos Management Checklist for schools - <https://www.hse.gov.uk/services/education/asbestos-checklist.pdf>

