Chelmsford County High School for Girls

A Grammar School with Academy Status

Asbestos Management Plan

The Control of Asbestos Regulations 2006 requires managers of premises to prepare a written asbestos management plan. The plan should set out how the risks from asbestos are to be managed and the procedure for ensuring that employees or others do not disturb asbestos-containing materials (ACMs). The latest Asbestos Management Survey, the Asbestos Register containing details of known ACMs on site and Asbestos Monitoring sheets should be read in conjunction with this plan.

The register is adequate for the management of asbestos on a day-to-day basis but it does not list any asbestos that may be present but **not** visible. If alterations are proposed a more detailed survey may be necessary and specialist advice will be sought as required.

The Headteacher, Business Manager and the Site Team must be aware of the contents of this management plan.

1. Name of premises	
Chelmsford County High School for Girls	
2. Employee responsibilities	
Name of the Headteacher *In the case of schools the person with responsibility for the premises is the head teacher.*	Stephen Lawlor – Headteacher Melissa Mulgrew – Business Manager
Name of the person with delegated duties to manage asbestos in the premises. *The named person must:* • *produce and review this management plan;* • *update the asbestos register;* • *monitor the condition of asbestos materials;* • *Ensure that contractors do not disturb asbestos.*	Richard Free - Site Manager
3. Reviewing this management plan	
Date this management plan was produced (or last reviewed). *Asbestos management plans should normally be reviewed every six months but for small, low risk premises an annual review will be sufficient.*	**Produced:** 02/03/2011 **This review: 20/08/2022** **Governor Approved: For approval 5/10/2022** **Next review:** 20/08/2023
4. The Asbestos Register	
State where the register is kept. *This plan may be kept with the register.*	Site Office

5. How information about asbestos is passed to those that need it	
State here which other staff need to be made aware and how they have been informed. *Relevant staff should be made aware **not** to disturb asbestos that may be in walls or ceilings in their workplace. These staff could be informed at a staff meeting and asked to report any damage.* *Take care when communicating with staff – asbestos should be respected but not feared.*	• **Premises staff must be made aware of the detailed location of asbestos-containing materials on the premises; other staff only need to be made aware if they are liable to disturb them.** • Staff are aware that they must not hang/fix items to walls/ceilings without checking with the Site team for ACMs. New staff are informed via a H&S induction. Existing staff have an annual reminder at the start of each academic year. All staff are emailed a copy of the Staff Handbook which contains H&S information. • A copy of the Asbestos Management Plan is available on the R:\ drive. • The Site Manager will follow up as required with individual departments following the annual ACM inspection.
Detail here the system for ensuring that contractors, and others carrying out building work, do not inadvertently disturb asbestos-containing materials; and how you ensure that the asbestos register is checked before starting work. Ensure that this system does not fail during staff absence. **The procedure must identify the need to carry out further intrusive asbestos surveys if necessary.**	• When works are commissioned on site, the asbestos survey will be issued to the principal contractor for information. The principal contractor will be requested to ensure ACMs are not disturbed during the works. • Contractors will review the Asbestos Register and Asbestos Monitoring sheets before commencement of their work. They will be required to sign to confirm their review. • An R&D survey will be required for any major refurbishment or demolition works. This will be completed when the area is unoccupied and the results shared with relevant personnel. • The Asbestos Register will be updated to reflect information identified within the R&D survey. • If ACMs are disturbed or newly identified, personnel will stop work and report to the Site team and/or the Business Manager. • Site Team will co-ordinate inspection and air testing by a qualified asbestos removal company. The area will be made safe through implementing the advice of the asbestos removal company. • The Site Manager and/or Business Manager will inform the relevant employees. • The incident shall be reported to external bodies eg RIDDOR in line with current H&S regulations. • The Asbestos Register will be updated following any removal or remedial work. N.B. P3/4 portacabins were removed in 2020. The asset checklist has been updated accordingly. P3/4 contained warm air heaters that were suspected to contain asbestos. These were removed by the principal contractor for the project.

State here if, and where, warning labels have been used to alert workers to the presence of known asbestos. *Labels are not essential and may not be appropriate (e.g. in classrooms) but they will always be appropriate in areas such as boiler rooms. The decision to label or not will, in part, depend on whether you are confident that communication with your staff and contractors is effective.*	• Labels are displayed in non-curriculum areas. • The Facilities and Finance Committee have discussed the need for labels in classrooms and deemed these not required at the present time. This decision is considered as part of the annual review of the asbestos management programme. • External fascia removed from V8/9 and School kitchen August 2022

6. Training

Training in asbestos management is essential. State here who has received training on asbestos management, and approximately when it took place.	• Richard Free, Site Manager – ECC Managing Asbestos on 14/03/2007; Asbestos management Training through Essex Education Services on 09/12/2015. • Richard Free– BSC Supervising Staff Safely Level 2. • Bryan Field - Asbestos Management Training through Essex Education Services on 09/12/2015.

7. Risk Assessments and Monitoring

All known or presumed asbestos-containing materials shown in the Asbestos Register should be regularly monitored to ensure that they remain in good condition. The first stage in this process is to assess the risk from each material to establish the priority for monitoring (this is called a '**Priority Assessment**'). This is easily done by walking around the premises with the Asbestos Register and assessing the likelihood that each material will be disturbed and deciding how frequently they should be checked for damage or deterioration.

When doing the initial assessment you should consult the '**Material Assessment**' section of your Asbestos Register which is an assessment of how hard or breakable the material is, and if it is soft, whether it has been adequately protected or sealed. It provides a Material assessment Score; the higher the score, the more likely it is that the material will release fibres if disturbed. This section of the register also contains recommendations which should be complied with.

Note: Any work on asbestos-containing materials must only be carried out by a contractor who is trained and competent to carry out the task. Normally, only a contractor licensed by the Health and Safety Executive should work on asbestos insulation, asbestos insulating board and lagging, including sealing and removal. If you are in any doubt about the action to take you should contact your property consultant.

State the monitoring arrangements that you have adopted. For example you may decide that a six-monthly monitoring regime of all asbestos materials may be appropriate with the exception of a few items that need more frequent checks. *Monitoring must be recorded. The **Asbestos Monitoring Sheet** is one method for recording the monitoring.* *The time period between monitoring will vary depending on the type of material, its location and the activities in the area concerned, but would not be expected to be more than 12 months in most cases. However, some materials may need inspecting more frequently (for example asbestos insulating board panels on the walls of a constantly used corridor may need inspecting monthly). Monitoring would involve a visual inspection, looking for signs of disturbance, scratches, broken edges, cracked or peeling paint and debris. If you have any doubts about what action to take you should seek advice from your property consultant. Any work you decide to carry out should be recorded with an agreed date for completion.*	• Site Manager completes an annual inspection of ACMs and records findings in the Asbestos Monitoring sheet. • Details of any remedial action required are included and items are prioritized (high priority – to be actioned within 1 month of the check; medium priority – to be actioned within 3 months of the check). • The nature of the remedial action may require the services of a specialist company in line with HSE regulations. • Details/date of work completed is recorded on the Asbestos Monitoring sheet and reviewed with the Business Manager. • Once remedial work has been completed, the relevant ACMs will be checked every 3 months until the area has been clear from damage for a period of 1 year. Details will be recorded on the Asbestos Monitoring sheet. • Asbestos Monitoring sheets are filed with the Asbestos Register.
8. Signatures	
Person managing asbestos: Richard Free **Person reviewing this Management Plan:** Melissa Mulgrew	