



Managing Asbestos Policy and Management Plan

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Version	Date	Author	Changes
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Vision Statement

Believe Strive Succeed

Our vision is to provide an outstanding, inclusive and aspirational education for local children. We believe that everyone in our community is capable of achieving beyond their expectations by living each day in all its fullness, spiritually, physically, intellectually, emotionally and morally. We are underpinned by deep rooted values of respect, consideration, loyalty, responsibility and success.

1 Corinthians 12:12 'the body is one and has many members, and all the members of the body, though many, are one body'.

1. Policy Statement

The Governing Body of Bishop Stopford's School recognises its responsibilities as the asbestos duty holder under Regulation 4 of the Control of Asbestos Regulations 2012 and is committed to ensuring the safety of pupils, staff, contractors, visitors and all other persons who may be affected by the School's activities.

The School will ensure that asbestos-containing materials are identified, monitored and managed appropriately and that exposure to asbestos fibres is prevented so far as is reasonably practicable.

2. Purpose

This policy aims to:

- Ensure compliance with statutory requirements.
 - Prevent accidental disturbance of asbestos-containing materials.
 - Protect all building users.
 - Ensure contractors receive appropriate asbestos information.
 - Maintain effective management arrangements.
 - Support the Governing Body in fulfilling its duties.
-

3. Scope

This policy applies to:

- All school premises.
- Employees.
- Governors.

- Contractors.
 - Consultants.
 - Visitors.
 - Volunteers.
 - Any organisation undertaking work on behalf of the School.
-

4. Legal Framework

This policy is supported by:

- Health and Safety at Work etc. Act 1974
 - Control of Asbestos Regulations 2012
 - Management of Health and Safety at Work Regulations 1999
 - Construction (Design and Management) Regulations 2015
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
-

5. Roles and Responsibilities

Governing Body

The Governing Body is the asbestos duty holder and retains overall accountability.

The Governing Body will:

- Approve this policy.
- Monitor compliance.
- Ensure adequate resources are available.
- Receive reports on asbestos management.
- Ensure competent persons are appointed.

Headteacher

Tammy Day will support implementation of this policy and ensure asbestos issues are reported appropriately.

Appointed Person

Brian Blake

Responsible for:

- Day-to-day asbestos management.
- Maintaining the management plan.
- Managing asbestos records.
- Contractor controls.
- Monthly inspections.
- Incident response.
- Liaison with the Enfield Asbestos Team.

Deputy Appointed Person

George Porter

Will support and deputise for Brian Blake when required.

6. Asbestos Management Arrangements

The School maintains:

- Building Asbestos Register.
- Site Drawings.
- Site Specific Asbestos Management Plan.
- Corporate Asbestos Register (Webtracker).
- Inspection records.
- Contractor records.
- Survey reports.

The asbestos register shall be reviewed before any maintenance, repair, installation or refurbishment work commences.

7. Monitoring and Inspection

Known asbestos-containing materials shall be monitored through:

Monthly Inspections

Undertaken by:

- Brian Blake
- George Porter

Any changes in condition shall be reported immediately to the Enfield Asbestos Team.

Formal Reinspections

Formal inspections are undertaken through the SLA programme every 12–18 months depending upon risk classification.

8. Contractor Management

Before work commences contractors must:

- Review the asbestos register.
- Review site drawings.
- Confirm asbestos awareness training.
- Review the Site Specific Asbestos Management Plan.
- Complete asbestos pre-work checks.
- Sign contractor acknowledgement records.

No work that disturbs the fabric of a building shall commence until asbestos requirements have been fully assessed.

9. Planned and Reactive Works

All intrusive works shall follow this process:

1. Review asbestos information.
 2. Assess whether building fabric will be disturbed.
 3. Commission a Refurbishment and Demolition Survey where required.
 4. Review survey findings.
 5. Undertake asbestos remediation if required.
 6. Complete works.
 7. Update asbestos records.
-

10. Emergency Procedures

Discovery of Suspected Asbestos

- Stop work immediately.
- Prevent access.
- Inform Brian Blake or George Porter.

- Contact the Asbestos Team.
- Do not recommence work until authorised.

Accidental Disturbance

- Stop work.
- Evacuate the area.
- Restrict access.
- Notify the Appointed Person.
- Contact specialist contractors.
- Record the incident.
- Consider RIDDOR reporting requirements.

11. Information, Instruction and Training

Required training includes:

Role	Training	Completed	Renewal Due
Brian Blake	Asbestos Awareness & Webtracker	7 th October 2025	7 th October 2028
George Porter	Asbestos Awareness & Webtracker	10 th March 2026	10 th March 2029
Staff supervising works	Asbestos Awareness	10 th March 2026	10 th March 2029
Contractors	Asbestos Awareness	As required	As required

Refresher training should be completed every three years.

12. Monitoring and Review

This policy shall be reviewed:

- Annually.
- Following any asbestos incident.
- Following significant building alteration.
- Following changes to legislation or guidance.

Appendix 1 – Site Specific Asbestos Management Plan

Asbestos management plan for

Board of Governors/Trustees (employer and asbestos dutyholder)

Overview

Introduction

This document sets out in detail how the asbestos duty holder manages asbestos in its school. Each premises/site has its own Site Specific Asbestos Management Plan. Protocol/procedures detailed within this document should only be altered or amended in consultation with the Council's Asbestos Team. This Management Plan including the documents appended to it should be kept and reviewed by the Premises Service Lead (PSL) every 12 months or sooner if there are any significant changes.

Purpose and Scope

In schools, the main asbestos duty holder is the employer in relation to the proactive management of asbestos under Regulation 4 – The Control of Asbestos Regulations 2012. In Academy Trusts/VA and Foundation schools, the employer is the trust or governing body.

Other Important Documents

Please refer to:

- Asbestos - SLAs Model Management Arrangements
- Building Asbestos Register or Corporate Asbestos Register (web-based viewing portal - Webtracker)
- Site Drawings

Contact Details

Asbestos Team:

Tel: 020 3821 1798

Email: asbestos@enfield.gov.uk

Name, details and photo of site:

Premises Name:	Bishop Stopfords School
Premises Address:	Brick Lane, EN1 3PU
UPRN no:	207154217



Roles and responsibilities

Role	Name and contact details
Dutyholder The person or organisation with the main responsibility for maintenance or repair (typically the employer in schools),	Board of Governors/Trustees Contact Details:
1) Appointed person The overall responsibility for a building's management and maintenance is overseen by the school.	Board of Governors/Trustees/ Headteacher
2) Appointed person and deputy The person with the resources, skills, training and authority to ensure that Asbestos Containing Materials (ACMs) are managed effectively	Name of PSL: Brian Blake _____ _____ Name of Deputies: George Porter _____ _____ _____
Responsibility (as appropriate)	Designated role or name of person and contact details
Asbestos register and site plans - Preparation - Review and update	Asbestos Team: Tel: 020 3821 1798 Email: asbestos@enfield.gov.uk
Condition monitoring of ACMs	Asbestos Team: Tel: 020 3821 1798 Email: asbestos@enfield.gov.uk PSL and Deputies
Asbestos management plan - Preparation - Review and update	Asbestos Team: Tel: 020 3821 1798 Email: asbestos@enfield.gov.uk PSL and Deputies
Surveys and specialist asbestos advice For example, completion of priority assessment, air monitoring, bulk sampling	Asbestos Team: Tel: 020 3821 1798 Email: asbestos@enfield.gov.uk
Management of service providers Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements and quality checks	Board of Governors/Trustees/ Headteacher or delegated competent person e.g. PSL and Deputies
Delivery of 'site asbestos information briefing' to site staff - Detail the location of ACMs in specific areas they work - Include an instruction not to disturb ACMs - Explain what must be done if ACMs become damaged	Board of Governors/Trustees/ Headteacher or delegated competent person e.g. PSL and Deputies

Organising staff training For example, duty to manage and asbestos awareness	Asbestos Team: Tel: 020 3821 1798 Email: asbestos@enfield.gov.uk Board of Governors/Trustees/ Headteacher or delegated competent person e.g. PSL and Deputies
Pre-site arrival checks of contractors Check those doing asbestos work have: • had appropriate asbestos training • seen a risk assessment and plan of work detailing suitable control equipment and procedures	Board of Governors/Trustees/ Headteacher or delegated competent person e.g. PSL and Deputies
Providing asbestos information At planning stage for any refurbishment, installation, demolition work At site level, prior to any planned maintenance or other work on the building.	Board of Governors/Trustees/ Headteacher or delegated competent person e.g. PSL and Deputies
Delivery of contractor site inductions Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to: • verify pre-site check (Delegated competent person e.g. PSL and Deputies) • issue a permit-to-work or equivalent (Delegated competent person e.g. PSL and Deputies in consultation with the Asbestos Team)	Delegated competent person e.g. PSL and Deputies Asbestos Team: Tel: 020 3821 1798 Email: asbestos@enfield.gov.uk
Collating and storing evidence Following asbestos removal, repair work and safe site reoccupation, for example: • certificate of reoccupation • statement of cleanliness	Delegated competent person e.g. PSL and Deputies
Providing asbestos register and site plans to emergency services The Site Specific Asbestos Management Plan, Building Asbestos Register(s) and Site Drawing(s) for premises/sites shall be, where practicable, held on site and made available to the emergency services as necessary. In the event that the premises cannot be accessed, this information is available via the Corporate Asbestos Register or where present, in the 'Gerda' box or 'grab bag', in accordance with any business continuity plan.	Delegated competent person e.g. PSL and Deputies Asbestos Team: Tel: 020 3821 1798 Email: asbestos@enfield.gov.uk
Resilience testing of the asbestos management plan This is to check the procedures work for a range of scenarios, for example: • planned and unplanned work • accidental disturbance of ACM	Board of Governors/Trustees/ Headteacher or delegated competent person e.g. PSL and Deputies Asbestos Team: Tel: 020 3821 1798 Email: asbestos@enfield.gov.uk

Asbestos management control arrangements

Asbestos condition monitoring

Inspect any identified or suspected ACM and assess its condition periodically, to check that it has not deteriorated or been damaged

The frequency of inspection will depend on the location of the ACMs and other factors which could affect their condition, for example the activities in the building, non-occupancy etc.

Monitoring of ACMs (Periodic Reinspections and Checks)

There is a 12-18 month reinspection programme in School buildings. This reinspection is undertaken by the Council's Asbestos Team. All ACMs undergo a detailed risk assessment which looks at the materials propensity to release asbestos fibres when disturbed (Material Assessment) and how likely the material is to be disturbed (Priority Assessment). The general approach to frequency of reinspections is based on the ACMs propensity to release asbestos when disturbed. See table below:

Material type	Inspection frequency
ACMs with a high propensity to release asbestos e.g. insulation, sprayed coatings, lagging	12 months
ACMs with high/medium propensity to release asbestos e.g. AIB (asbestos insulating board), millboard	18 months
ACMs with low propensity to release asbestos e.g. cements, textured coatings, lino tiles	18 months

Each ACM is given an overall risk score. This score allows us to use a more detailed approach to the frequency of reinspections in some circumstances and where this is appropriate e.g. more frequent reinspection of damaged and vulnerable ACMs, pending their removal.

A schedule for monitoring (when the next reinspection will take place) is produced for each site and provided to the PSL as part of this Site Specific Asbestos Management Plan. See [Schedule for Monitoring Form](#).

Additionally, regular checks on ACMs (every 6 months) should be carried out by the PSL/Deputies and a local record kept as part of this Site Specific Asbestos Management Plan. See '[Asbestos Checklist – Tasks](#)'.

Access controls such as permit to work system, restricted areas

These may be required for areas where asbestos is present or presumed and it is at risk of being disturbed

Maintenance tasks on ACMs that can only be done with help from licensed contractors

For any work to remediate or remove asbestos, all work with asbestos must be carried out by a Licensed Asbestos Removal Contractor (LARC).

This includes licensed work with asbestos, non-licensed work with asbestos and notifiable non-licensed work (NNLW) with asbestos.

LARCs must have a risk assessment and plan of work. The school will appoint a UKAS accredited analyst who will complete a mandatory 4 stage clearance for licensed work and air monitoring where this is deemed appropriate. UKAS accredited analysts will be appointed independently of the LARC. Where a 4 stage clearance is not required and air monitoring has not been undertaken, a statement of cleanliness is recommended. This should be provided by the LARC.

Labelling of ACMs

It is the general approach of the Council not to label ACMs in situ. Instead, the Corporate Asbestos Register or the Building Asbestos Register should be checked. Where doubt remains, materials must be presumed to contain asbestos unless there is strong evidence that they do not.

The reasons for the Council's approach are:

- (i) Labels may fall off
- (ii) People may become reliant on the asbestos labels
- (iii) Labelling can cause unnecessary alarm

However, labelling may take place in the following circumstances - where an area: -

- (i) is not accessible to members of the public or residents
- (ii) is likely to be accessed by persons other than school employees who may not have consulted the Corporate Asbestos Register or the Building Asbestos Register (such as the utilities or emergency services) and
- (iii) this is agreed with the Asbestos Team.

In such circumstances only the nationally recognised "a" signs will be used to indicate the locations of ACMs identified in the Corporate Asbestos Register or the Building Asbestos Register.

Controls for planned maintenance or other work on the building

Planning stage:

1. Risk assessment and RAMs are submitted to the school (headteacher or delegated competent person e.g. the PSL or deputy) for review.
2. Asbestos awareness for contractors must be in place for all operatives carrying out work.
3. Contractor checks the Corporate Asbestos Register or Building Asbestos Register and Site Specific Asbestos Management Plan.
4. Contractor assesses whether information in 3 above is suitable and sufficient for the planned work or whether an R&D survey is necessary.
5. Contractor confirms 1, 3 and 4 above in the Contractors Asbestos Pre-Works Check Form (part of this AMP).
6. Asbestos Team review all steps 1-5 above. This is achieved through contractor monitoring and asbestos management audits.

Arrival at site:

1. PSL provides Corporate Asbestos Register or Building Asbestos Register and Site Specific Asbestos Management Plan to contractor.
2. Contractor completes the Contractor Signing In Log (part of this AMP) to confirm they have read this Asbestos Management Plan and have checked the Corporate Asbestos Register or the Building Asbestos Register to establish if asbestos is present in the areas where they are likely to be working and have understood the scope and limitations of the survey(s). This also confirms whether the operatives on site have undergone Asbestos Awareness training.
N.B. If they have not undergone Asbestos Awareness training, they should not undertake any work.

Areas that have not been assessed for the presence of asbestos:

Section 9 of the Building Asbestos Register details those areas that have not been surveyed. These are also shown in the Corporate Asbestos Register and shaded blue. These areas should be presumed to contain asbestos and no work should be carried out in them until a suitable and sufficient asbestos survey has been undertaken. Requests for surveys should be made to the Asbestos Team.

Action plan for ACM removal, remediation or ongoing management

The Action Plan forms part of this Site Specific Asbestos Management Plan. This details ACMs that require remediation e.g. removal or encapsulation. This shows remedial work required in a specific premises.

N.B. The action plan only identifies ACMs needing immediate attention. Please refer to the Corporate Asbestos Register or the Building Asbestos Register for a comprehensive list of all areas with ACMs and the actions required.

<u>ACTION PLAN</u>					
Room (PR)	Element	Material	Location	Condition	Recommendation
Languages Classroom 1/192	Floor 	Lino tiles	Floor	Slight damage	Encapsulate

COMMUNICATION PLAN

At site level, information on the location of asbestos should be provided to relevant staff and those occupying the premises, along with the reporting procedures if they have any concerns.

Any damage or change to the condition of the ACMs should be notified to the asbestos team as soon as possible.

Careful attention should also be paid to the scope and limitations of asbestos surveys carried out.

The purpose of an Asbestos Management Survey is to identify ACMs that may be disturbed during normal occupation and through foreseeable maintenance. Where any work is required or where the fabric of the building will be disturbed a more intrusive Refurbishment and Demolition (R&D) Survey may be necessary. The Asbestos Team can advise on this.

Some areas may not have been accessed during the course of a management survey. These will be detailed in the no access summary of the Building Asbestos Register. These areas should be presumed to contain asbestos.

N.B. If a material's composition is unknown, it should be presumed that it contains asbestos.

Asbestos communication plan

The Communication Plan forms part of this Site Specific Asbestos Management Plan. The Communication Plan provides other important and useful information on management of asbestos in a premises e.g. where a permit to work system is in place.

The table below forms part of the Communication Plan and shows the types of information required for different personnel and the method for providing that information:

Designated person or people	Type of information	Method of communication, who is responsible and confirmation
PSLs, Project Managers	1) Site Specific Asbestos Management Plan 2) Building Asbestos Register(s) 3) Site Drawings 4) Corporate Asbestos Register (Webtracker)	1) Documents provided electronically by the Asbestos Team. 2) Documents provided electronically by the Asbestos Team. 3) Documents provided electronically by the Asbestos Team. 4) Access to the Corporate Asbestos Register provided by Asbestos Team or on request.

External Contractors	1) Site Specific Asbestos Management Plan 2) Building Asbestos Register(s) 3) Site Drawings 4) Corporate Asbestos Register (Webtracker) 5) Asbestos Preliminary Information for Contractors 6) Contractors Asbestos Pre-Works Check Form	1) Documents provided in hardcopy or electronically by the delegated competent person e.g. PSL. 2) Documents provided in hardcopy or electronically by the delegated competent person e.g. PSL. 3) Documents provided in hardcopy or electronically by the delegated competent person e.g. PSL. 4) Access to the Corporate Asbestos Register provided by Asbestos Team or the delegated competent person e.g. PSL. 5) Documents provided in hardcopy or electronically by the delegated competent person e.g. PSL. 6) Documents provided in hardcopy or electronically by the delegated competent person e.g. PSL.
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Arrangements for asbestos training

Asbestos awareness training is a minimum requirement for those who could disturb asbestos, such as maintenance staff or those who supervise or influence the work, but it does not allow the person to work on asbestos.

The Asbestos Team provide Asbestos Awareness training (including the Council's Management Model) and Webtracker training.

PSLs should check that any contractors working in the premises have had Asbestos Awareness training. See [Contractors Signing In Log](#) where details should be recorded.

See table below:

People	Training need	Date training completed	Date training due
PSL Name: Brian Blake _____	Asbestos Awareness including the Council's Management Model	October 2025	
	Webtracker	October 2025	
PSL Deputies: George Porter _____	Asbestos Awareness including the Council's Management Model	March 2026	
	Webtracker	March 2026	
PSL Deputies: _____	Asbestos Awareness including the Council's Management Model		
	Webtracker		
Those allocating, supervising, monitoring and undertaking work	Asbestos Awareness	Dates not applicable	
	Webtracker		
External Contractors/Consultants – those allocating, supervising, monitoring and undertaking work	Asbestos Awareness		

We recommend completing asbestos awareness training at least every 3 years.

All users of the Corporate Asbestos Register (Webtracker) shall be provided with a comprehensive user guide but should also attend Webtracker training provided by the Council's Asbestos Team.

Incident procedure

Details of what to do and who to contact if asbestos is discovered or accidentally disturbed

Unexpected discovery of asbestos

If during work, suspected ACMs are discovered, stop work immediately. Put up a warning sign and ensure nobody enters the area. Report the problem to the PSL and the manager in charge. Contact the Asbestos Team to sample and analyse the material. If it does not contain asbestos, then work can continue. If the material does contain asbestos then follow the flowchart below. Alternatively, you could presume that the material contains the worst type of asbestos and follow the flowchart below accordingly.

Emergency procedures - Uncontrolled release of asbestos

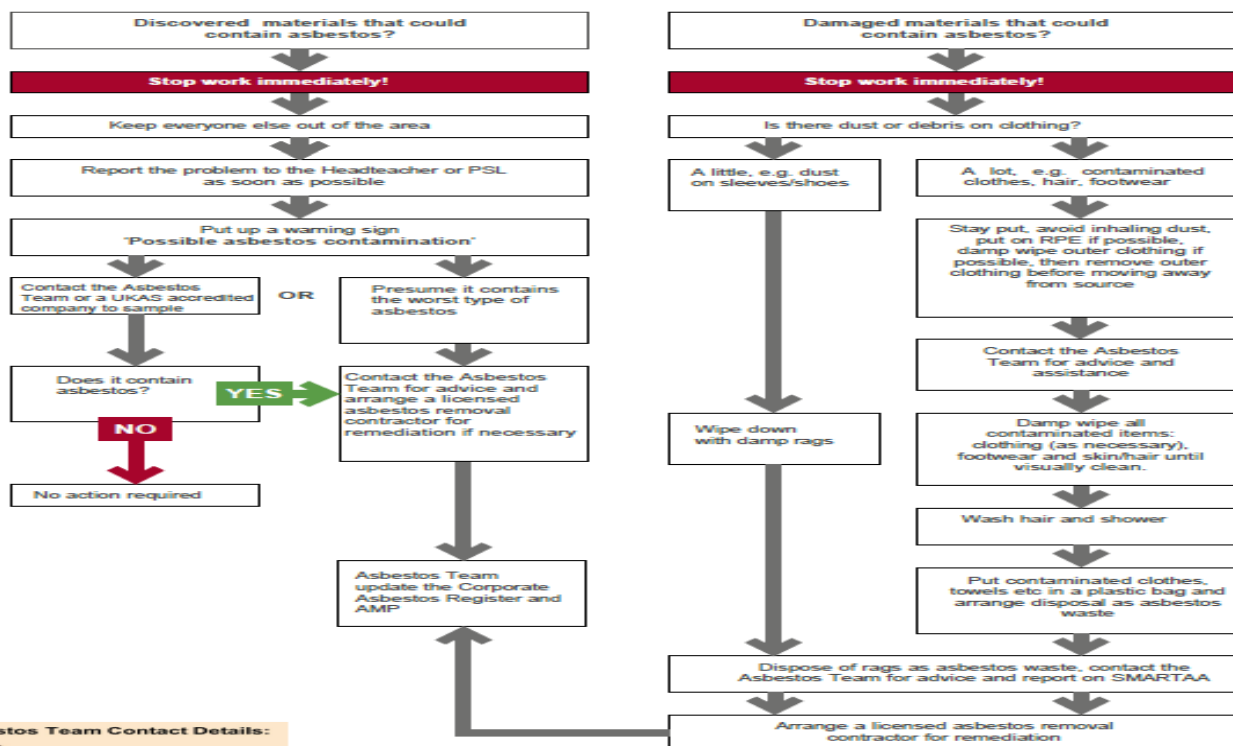
If suspected ACMs are accidentally disturbed and release asbestos during work, it must be dealt with quickly and appropriately. In accordance with these arrangements, any clean-up of asbestos (apart from personal decontamination in emergency situations) requires a LARC.

To manage uncontrolled release of asbestos materials into the workplace, follow the emergency procedure below:

- warn anybody who may be affected;
- exclude from the area anyone not needed to deal with the release;
- identify the cause of the uncontrolled release;
- regain adequate control as soon as possible;
- make sure anyone in the work area affected who is not wearing personal protective equipment (PPE), including respiratory protective equipment (RPE), leaves the affected area immediately.
- Follow decontamination procedure in the flowchart below
- Immediately notify the PSL and contact the Asbestos Team on 020 3821 1798 / asbestos@enfield.gov.uk. If outside of normal working hours, contact the Customer Services Centre 020 8379 1000. This will enable the Asbestos Team to assess the situation and advise on the appropriate corrective actions. The Asbestos Team will advise on the arrangements for any decontamination. This will depend on the scale of the uncontrolled release.
- Record the details of the incident on the Council's Accident Reporting System (SMARTAA) (if you have a Health and Safety SLA). Where appropriate the Asbestos Team will assess whether this is reportable under Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to the Health and Safety Executive.

Emergency Procedure Flowchart

London Borough of Enfield - Schools - Emergency Procedure Flowchart



Asbestos Team Contact Details:
 020 3821 1798
 asbestos@enfield.gov.uk

Review and update

As a minimum, review this Site Specific Asbestos Management Plan, including register and site plans, every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed, for example:

- A change in the condition of asbestos or removal
- A change to organisation or key personnel
- A change in the use of a building, room or area

Update the Site Specific Asbestos Management Plan, including register and site plans, accordingly.

Note: The Corporate Asbestos Register and the Building Asbestos Register should be updated at any time following any action on, or deterioration of, an ACM.

The Council's Asbestos Team will review this Site Specific Asbestos Management Plan each time ACMs are reinspected. The Council's Asbestos Team will liaise with PSLs during this review to ensure their input e.g. in production of priority assessments. The Corporate Asbestos Register, Building Asbestos Register and Site Specific Asbestos Management Plan will be updated and new documents will be issued.

It may also be helpful to test the plan using realistic scenarios, for example a burst pipe or installing a new fire alarm system.

Date of plan	11/11/2025
Next review due date	11/11/2026
Plan produced by	Chike Iroajanma – LBE Asbestos Technical Officer

Relevant documents and forms

- [Corporate Asbestos Register \(Webtracker\)](#)
- Building Asbestos Register
- Site Drawings (which was used for the asbestos surveys)
- Any additional Refurbishment & Demolition (R&D) asbestos survey reports (if applicable)
- Corporate Health and Safety Policy Statement
- Asbestos arrangements
- Permit to work (where applicable)
- Asbestos Preliminary Information for All Contractors
- Contractors Asbestos Concerto E-Form

Appendix 2 – Contractor Management Arrangements

Introduction

NOTE: This document MUST be read in conjunction with the Schools Asbestos Management Arrangements (for more detailed information), Site Specific Asbestos Management Plan, Building Asbestos Register and Site Drawings.

The purpose of this document is to give all contractors clear information regarding the Board of Governors (asbestos duty holder) approach to managing asbestos and the standards required.

Information provided by Enfield Council (including Site Specific Asbestos Management Plans, Building Asbestos Registers, Site Drawings, Sample Results and any other Refurbishment and Demolition Survey Reports) helps identify where known Asbestos Containing Materials (ACMs) are located and supports planned and responsive works.

This document and related information above **must** form part of the preconstruction information supplied under the Construction (Design and Management) Regulations 2015.

Asbestos Requirements

A) Appoint UKAS accredited companies only

Only use UKAS (United Kingdom Accreditation Services) accredited companies for asbestos analytical work. Analytical work includes:

- Asbestos surveying
- Bulk Sampling
- Bulk Identification
- Air Monitoring

B) Appoint independent UKAS accredited Air Monitoring companies

Use an independent UKAS-accredited air monitoring company (not linked to the removal contractor) for asbestos air monitoring.

C) Provide any Asbestos surveys to the School and the Council's Asbestos Team

Send all asbestos survey reports to the school and the Asbestos Team. If asbestos is found but not removed (e.g. encapsulated), the team will update the Corporate Asbestos Register and attach the report.

D) Appoint an HSE Licensed Asbestos Removal Contractor

All work on ACMs (including removal or encapsulation) MUST be carried out by an HSE Licensed Asbestos Removal Contractor (LARC).

E) Provide details of any asbestos remediation to the School and the Council's Asbestos Team

If ACMs are removed or encapsulated, complete an ASB15 form with details of the work and send it to the school and the Asbestos Team.

F) Notify the School and the Councils Asbestos Team of any asbestos found in poor condition

If ACMs are found but not removed, notify the Project Manager so it can be added to the Corporate Asbestos Register and Action Plan for remediation.

G) Asbestos Awareness Training

All site workers must have Asbestos Awareness Training, with certificates available on request.

H) Ensure arrangements are in place for your company to consult the Corporate Asbestos Register/Building Asbestos Register for each job, including out of hours.

The arrangements should be clearly set out in your Construction Phase Plan.

Corporate Asbestos Register

Enfield Council's Corporate Asbestos Register contains information from asbestos surveys (mainly management surveys – see below) including the location, condition and extent of ACMs.

The Corporate Asbestos Register can be viewed through Webtracker, which is an internet-based viewing portal.

Management Survey

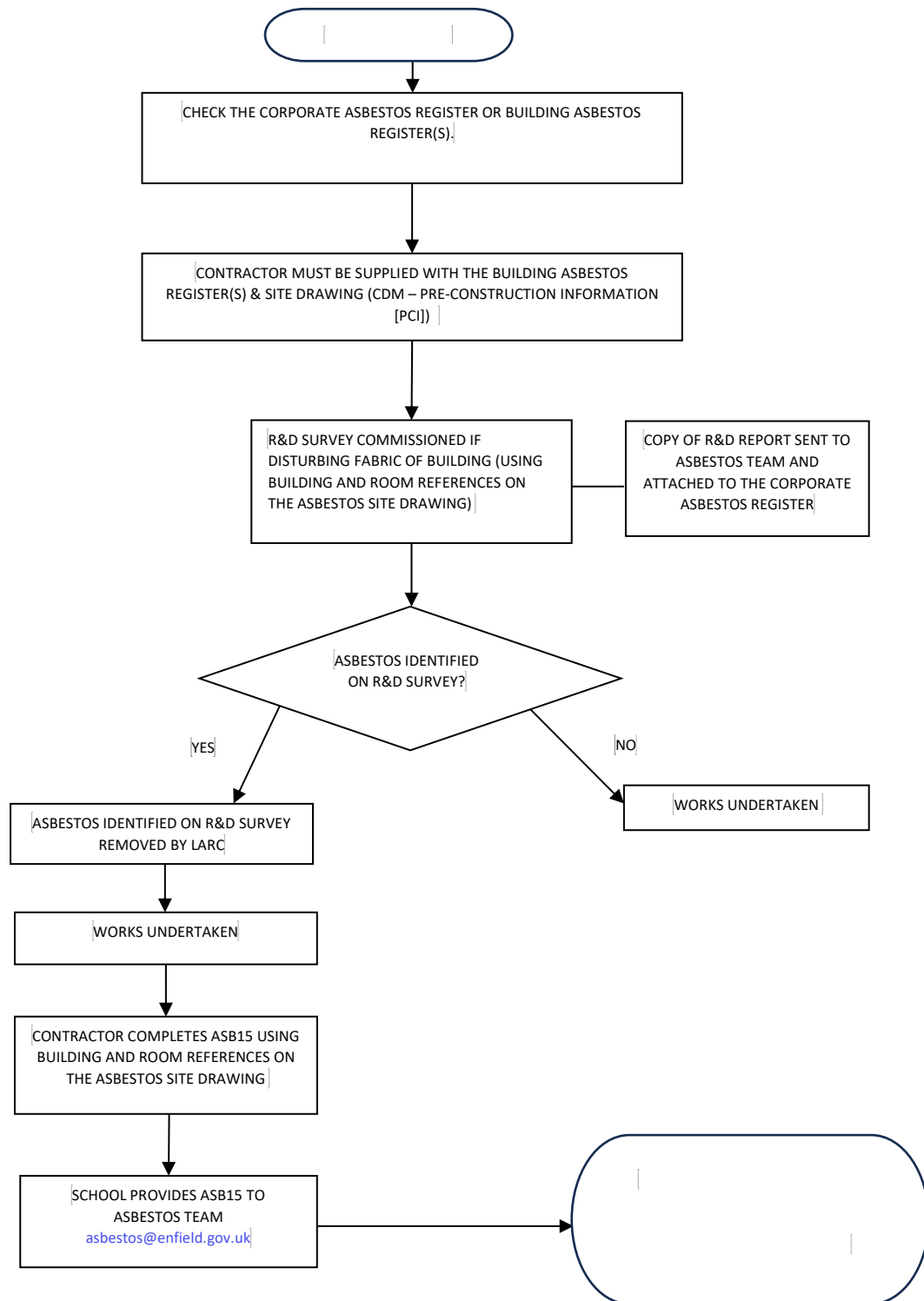
- To identify and assess ACMs which could be disturbed during normal occupation and foreseeable maintenance.

Refurbishment & Demolition Survey (R&D)

- To identify ACMs in the work area. These should be carried out before any works which disturb the fabric of the building e.g. any intrusive maintenance, repair or refurbishment work. ACMs identified on this type of survey are normally removed before the planned work starts.

You must presume that asbestos is present in areas to be refurbished/maintained unless you have strong evidence to indicate that it is not.

Asbestos Flowchart Planned & Reactive Repair Works



Air Monitoring

For **Licensable Asbestos Work** air monitoring is a legal requirement as part of a 4 stage clearance process.

For **Notifiable Non-Licensable Work (NNLW)** and **Non-Licensed Asbestos Work** air monitoring is recommended in most cases.

Air monitoring is not normally required for work outdoors.

Asbestos Emergency Procedures

Unexpected discovery of asbestos

If you find suspected ACMs during work:

- Stop work immediately,
- Secure the area and prevent access
- Report the problem to the Premises Service Lead (PSL) and the manager in charge.
- Contact the Asbestos Team or a UKAS accredited company for bulk sampling. Only resume work if asbestos is not present; otherwise, follow the emergency procedure flowchart. Alternatively, you could presume that the material contains the worst type of asbestos and follow the flowchart below accordingly.

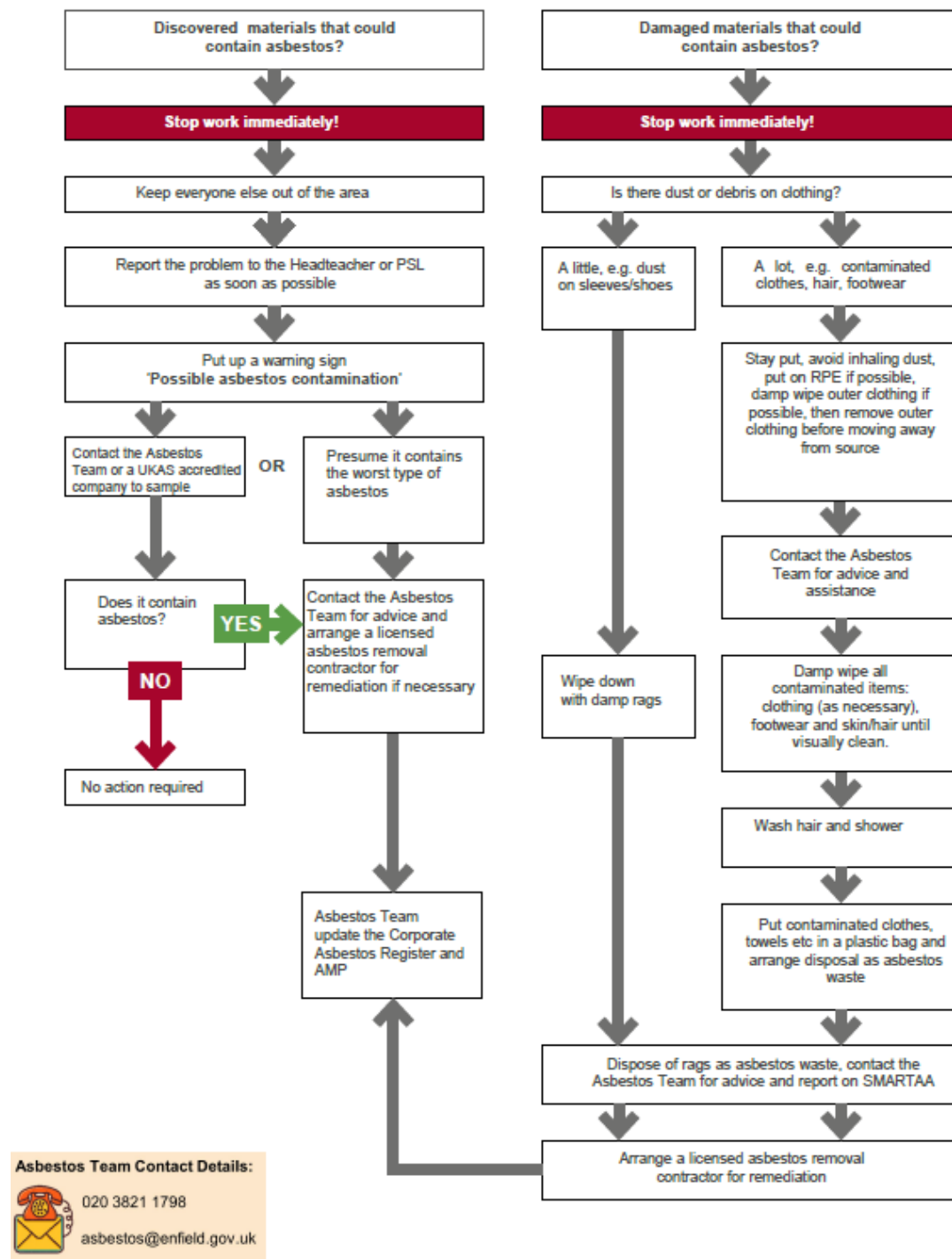
Emergency procedures - Uncontrolled release of asbestos

If suspected ACMs are accidentally disturbed and release asbestos during work, it must be dealt with quickly and appropriately. Any clean-up of asbestos (apart from personal decontamination in emergency situations) requires a LARC. Follow the emergency procedure below:

- warn anybody who may be affected;
- exclude from the area anyone not needed to deal with the release;
- identify the cause of the uncontrolled release;
- regain adequate control as soon as possible;
- make sure anyone in the work area affected who is not wearing personal protective equipment (PPE), including respiratory protective equipment (RPE), leaves the affected area immediately.
- Follow decontamination procedure in the flowchart below
- Immediately notify the PSL and contact the Asbestos Team on 020 3821 1798 / asbestos@enfield.gov.uk. If outside of normal working hours, contact the Customer Services Centre 020 8379 1000. This will enable the Asbestos Team to assess the situation and advise on the appropriate corrective actions. The Asbestos Team will advise on the arrangements for any decontamination. This will depend on the scale of the uncontrolled release.
- Ensure details of the incident are recorded on the Council's Accident Reporting System (SMARTAA) (if you have a Health and Safety SLA). Assess whether this is reportable under Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to the Health and Safety Executive.

Emergency Procedure Flowchart

London Borough of Enfield - Schools - Emergency Procedure Flowchart



Receipt of Information

Principal Contractor/Termed Contractor/Contractor

Signing of this document confirms you will follow the asbestos duty holder's requirements. All subcontractors must also sign and return to the Project Administrator to acknowledge receipt.

A form for the Principal Contractor/Termed Contractor/Contractor Asbdoc4 (**receipt of information**) is attached (*see appendix 2*).

Subcontractors

All subcontractors must also sign this document to comply with the asbestos duty holder's requirements. Principal Contractors/Termed Contractors are responsible for monitoring this. Subcontractors must return this document to the Project Administrator to acknowledge receipt.

A form for subcontractors Asbdoc5 (**receipt of information**) is attached (*see appendix 2*).

These records are retained by the school within the contract documentation and the Health & Safety file.

Contacts

Asbestos@enfield.gov.uk

Corporatehealth.safety@enfield.gov.uk

Appendix 2a – ASBDoc4

RECEIPT OF PRELIMINARY ASBESTOS INFORMATION FOR ALL CONTRACTORS

PRINCIPAL CONTRACTOR / TERM CONTRACTOR / CONTRACTOR

I /WE HAVE RECEIVED, AGREE TO READ, FULLY UNDERSTAND AND COMPLY WITH THE INSTRUCTIONS CONTAINED IN THE “*PRELIMINARY ASBESTOS INFORMATION FOR CONTRACTORS DOCUMENT*”.

Address:	
Site address / project name:	

Appendix 2b – ASBDoc5

RECEIPT OF PRELIMINARY ASBESTOS INFORMATION FOR ALL CONTRACTORS

CONTRACTOR / SUBCONTRACTOR

I /WE HAVE RECEIVED, AGREE TO READ, FULLY UNDERSTAND AND COMPLY WITH THE INSTRUCTIONS CONTAINED IN THE “*PRELIMINARY ASBESTOS INFORMATION FOR CONTRACTORS DOCUMENT*”.

Address:	
Site address / project name:	

Appendix 3 – Contractor Signing-In Log

Contractors Signing In Log

Ask Contractors to sign and date that they have seen this document when coming onto site and before starting any work.

To contractors,

I have read this Asbestos Management Plan and have checked the Corporate Asbestos Register or the Building Asbestos Register to establish if asbestos is present in the areas where I am likely to be working. I understand the scope and limitations of the survey(s).

N.B. If in any doubt as to whether asbestos is present or further surveys are required, I understand I must contact the Council's Asbestos Team to discuss the work.

Date	Name	Contractor	Location of work	Proof of ID seen? (Yes or No)	Asbestos Awareness? (Yes or No)	Fire Evacuation explained? (Yes or No)	Signature

Appendix 4 – Contractors Asbestos Pre-Works Check Form

Name of contractor	
Date of proposed works	Click or tap to enter a date.
Brief details of works	
Have RAMS been submitted?	Yes ☐ No ☐
Has the asbestos register been reviewed?	Yes ☐ No ☐
Does the works require an R&D survey?	Yes ☐ No ☐
If no , please provide justification	
Do operatives carrying out the works have Asbestos Awareness training?	Yes ☐ No ☐
Any additional notes	

Appendix 5 – Asbestos Checklist

ASBESTOS CHECKLIST - TASKS						
Asbestos (Annual check)	Date:					
Do you have the latest Site Specific Asbestos Management Plan.	Yes ☐ / No ☐					
Do you have the latest Building Asbestos Register.	Yes ☐ / No ☐					
Do you have the latest Site Drawing	Yes ☐ / No ☐					
Is there a process to ensure the Site Specific Asbestos Management Plan, Building Asbestos Register and Site Drawing are provided to contractors and others and that they have signed to confirm they have seen and understood it.	Yes ☐ / No ☐					
Are you familiar with the location of asbestos containing materials in your premises.	Yes ☐ / No ☐					
Has information on the location of asbestos been provided to relevant staff and those occupying the premises, along with the reporting procedures if they have any concerns.	Yes ☐ / No ☐					
Is there a Deputy appointed for your premises to cover for absence.	Yes ☐ / No ☐					
Have you and the Deputy completed Asbestos Awareness including the Council's Management Model and Webtracker training.	Yes ☐ / No ☐					
Do you have access to the Corporate Asbestos Register (Webtracker).	Yes ☐ / No ☐					
Check the Site Specific Asbestos Management Plan to see if there has been any significant changes: • A change in the condition of asbestos • A change in key personnel • A change in room/area use	Yes ☐ / No ☐ Yes ☐ / No ☐ Yes ☐ / No ☐ If you have answered yes to any of the above, please contact the Asbestos Team on asbestos@enfield.gov.uk					
Monthly check	1 check per month					
Check the condition of asbestos containing materials – Has there been any change?	Yes/No ☐ / ☐ Date:	Yes/No ☐ / ☐ Date:	Yes/No ☐ / ☐ Date:	Yes/No ☐ / ☐ Date:	Yes/No ☐ / ☐ Date:	Yes/No ☐ / ☐ Date:
	Yes/No ☐ / ☐ Date:	Yes/No ☐ / ☐ Date:	Yes/No ☐ / ☐ Date:	Yes/No ☐ / ☐ Date:	Yes/No ☐ / ☐ Date:	Yes/No ☐ / ☐ Date:
	If you have answered yes to any of the above, please contact the Asbestos Team on asbestos@enfield.gov.uk					

Appendix 6 – Current Action Plan

Action plan for ACM removal, remediation or ongoing management

The Action Plan forms part of this Site Specific Asbestos Management Plan. This details ACMs that require remediation e.g. removal or encapsulation. This shows remedial work required in a specific premises.

N.B. The action plan only identifies ACMs needing immediate attention. Please refer to the Corporate Asbestos Register or the Building Asbestos Register for a comprehensive list of all areas with ACMs and the actions required.

ACTION PLAN					
Room (PR)	Element	Material	Location	Condition	Recommendation
Languages Classroom 1/192	Floor 	Lino tiles	Floor	Slight damage	Encapsulate

Appendix 7 – Emergency Contacts

Contact	Details	
Appointed Person	Brian Blake	
Deputy Appointed Person	George Porter	
Enfield Asbestos Team	020 3821 1798	
Email	asbestos@enfield.gov.uk	
Out of Hours	020 8379 1000	

Governor Approval Page

This policy was approved by the Governing Body of Bishop Stopford's School on:

Date: _____

Chair of Governors: _____

Headteacher (Tammy Day): _____

Appointed Person (Brian Blake): _____

Deputy Appointed Person (George Porter): _____

Review Date: July 2027