






Asbestos Policy Management Plan and Guidance

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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'

STATEMENT OF INTENT

The Board of Governors will do all that is reasonably practicable to ensure the health, safety and wellbeing of staff, pupils and visitors, including contractors, and others who may be affected by the school's activities. To this end, we believe in achieving our aims in partnership with all interested parties. We are committed to complying as a minimum with our legal responsibilities, but we are seeking to continually improve our health and safety performance in line with best practice. We will maintain and continually review the asbestos management as part of an effective health and safety management system, which we consider to be an essential part of a high performing school.

It is the intention of the Board of Governors and Headteacher that the established asbestos policy together with the health and safety policies, guidance and procedures shall be followed and developed locally to meet the specific needs of Bishop Stopford's School. The aim is to ensure that Management of Asbestos is fully compliant with the Control of Asbestos Regulations (2012) as an integral part of managing school health and safety. The Board of Governors will review this policy annually, and employees will be consulted prior to any amendments being made.

The Board of Governors recognises that it has responsibility for the management, maintenance and/or repair of the school and has duties, as the 'dutyholder' of a non-domestic premises, under Regulation 4 of the Control of Asbestos at Regulations 2012. The Board of Governors understands its duties under Regulation 4 and that it is required as dutyholders to:

- take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;

- prepare a plan setting out how the risks from the materials are to be managed;
- take the necessary steps to put the plan into action;
- review and monitor the plan periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them i.e. maintenance workers and teachers

The Board of Governors will ensure that the individual (s) who they intend to delegate to are trained to a sufficient level of competency. The responsibility as Dutyholder cannot be delegated and is retained by the board of governors regardless of whether the function is delegated or not.

The governing body will review this policy annually.

Chair of Governors
Head Teacher

Signed

Signed

Date:

Date:

Part A - Policy

Introduction

In the past, asbestos has been widely used and it is found in buildings that are still in public and private use, and in the home. Asbestos was used in various materials in buildings to provide chemical resistance, incombustibility, thermal insulation, and strengthening characteristics. The proportion of asbestos contained in materials ranges from below 5% to 100%.

Employees in the building and allied trades are exposed to asbestos fibres every time they work on building materials that contain asbestos or carry out work without taking the correct precautions. The work can be the simple task of installing a new light fitting, through major building refurbishment, to demolition of part or all of an existing structure. Whilst not the only source of potential exposure, where such work is performed, asbestos fibres may be released into the air and anyone in the vicinity could be exposed to harm.

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining, but there is usually a long delay between first exposure to asbestos and the onset of disease. Past exposure to asbestos currently kills over 5000 people a year in Great Britain and this number may continue rising during for a number of years. There is no cure for asbestos-related diseases.

Purpose and Scope

This model policy is provided by Enfield Council's Health and Safety Team and is based on the Council's asbestos policy. Academy trusts/VA and Foundation schools may choose to adopt this policy.

It is the objective of this policy to contain and minimise the risks from asbestos to employees and other persons served by the name of School, for whom the Board of Governors/Trustees has a duty of care, by establishing and maintaining effective asbestos management systems and procedures in the control and maintenance of premises.

This policy applies to all school premises managed by: Bishop Stopford's School Board of Governors.

Definitions

'Asbestos' is the name given to a group of naturally occurring fibrous silicate minerals.

Management Plan – This sets out how asbestos is managed in premises.

Management Survey – Identifies and assesses asbestos that might be disturbed during normal occupation and foreseeable maintenance.

Refurbishment and Demolition Survey – Identifies asbestos in the work area. This type of survey is intrusive and destructive.

Asbestos Register – A table which lists current asbestos in the building.

Asbestos Statement

The Board of Governors/Trustees accepts that where ACMs are disturbed, they may present a risk to health. However, ACMs that are in good condition and not likely to be disturbed present a very low risk to health and can usually be left in place. All ACMs left in place should be monitored for deterioration. Equally the Board of Governors/Trustees accepts that materials containing asbestos may form an integral and valuable part of many premises e.g. asbestos cement roofing. It is therefore the Board of Governors/Trustees policy to:

- (a) take reasonable steps to find materials in premises and initiate surveys and systems within premises to find materials likely to contain asbestos;
- (b) presume that materials contain asbestos unless there is strong evidence to suppose they do not and monitor (at least annually);
- (c) maintain the condition of all asbestos in the premises as far as reasonably practicable;
- (d) ensure the compilation and maintenance of the Asbestos Register in which the location, extent and condition of asbestos-containing materials and installations is recorded;
- (e) make use of the Asbestos Register in which the location of asbestos-containing materials and installations is recorded;
- (f) assess the likelihood of anyone being exposed to these materials; and
- (g) prepare a plan to manage that risk and put into effect to ensure that:
 - (i) Materials containing asbestos are maintained in a sound and safe condition until such time as it is decided to remove it. Such maintenance will be in accordance with current legislation.
 - (ii) Asbestos containing materials are removed or repaired where the risk to occupants makes it a necessity or where future maintenance costs make such actions cost effective or unavoidable.
 - (iii) Information on the location and condition of the material is given to anyone potentially at risk.

It is the Board of Governors/Trustees policy that all work with asbestos shall only be carried out by Health and Safety Executive (HSE) Licensed Asbestos Removal Contractors (LARCs). All asbestos related or ancillary works must be referred to the management team who will seek advice before work starts.

Furthermore, it is the School's Board of Governors/Trustees policy that all asbestos related and removal work shall only be carried out by Health and Safety Executive (HSE) Licensed contractors.

Part B - Duties and Responsibilities

In order that the School's Health and Safety objectives and policy can be complied with the following posts/functions have specific roles in the management of asbestos in its premises.

Some of the roles can be carried out by separate individuals or combined, where appropriate, so that for example the Asbestos Co-ordinator and may also be the Appointed Person or Head Teacher. The important thing is that whosoever has a role or roles is to ensure that they are they are competent and able to do the work. The responsibilities for each role are:

Board of Governors/Trustees

The Board of Governors/Trustees have overall responsibility for ensuring the aspects of asbestos management detailed in these policy arrangements, and the duties of all responsible persons, are carried out in full. They should ensure that roles are appointed and suitable and sufficient training is made available.

Asbestos Co-ordinator

The School's Asbestos Co-ordinator is [Elisabeth Davies, School Business Manager and is responsible for the following:

- (a) Compiling and maintaining asbestos records. These records will form part of the premises maintenance records and are to be accessible to the Governing Body, Head Teacher, Service Managers, Contractors and relevant Trade Union Safety Representatives;
- (b) Setting up a system to enable the provision of expert advice and the containment of asbestos in the event of an asbestos emergency, in accordance with the asbestos management process in these arrangements. We recommend taking up the available service-level agreement with Enfield Council's Asbestos Team and use of their asbestos management system.
- (c) Setting up a system to enable the monitoring of the condition of asbestos containing materials and ensuring appropriate action is taken in the event they deteriorate become damaged or exposed.
- (d) Compiling the Asbestos Management Plan (see appendix 1)

Head Teacher

The Head Teacher is responsible for ensuring that the School's Asbestos Policy is adhered to within their school and that all members of staff are aware of its contents and implications. In particular, they shall ensure that:

- (a) All asbestos containing materials are inspected for signs of deterioration, damage or exposure;

- (b) Signs of deterioration, damage or exposure are reported to the Asbestos Co-ordinator;
- (c) No members of staff should fix anything to a surface (e.g. wall, ceiling or noticeboard) without first checking that the surface does not contain asbestos.
- (d) No members of staff undertake any work on asbestos containing materials (ACMs) and;
- (e) Appropriate action is taken to either remove or repair ACMs, and maintain and monitor any identified as requiring remedial action;
- (f) Information regarding the location of ACMs is made available to any contractor working within the premises.

All Employees

All employees are responsible for informing their immediate supervisor or line manager of any suspected or known asbestos-containing material (ACM) that is either deteriorating, has become damaged or is exposed. In the event of exposure to asbestos due to an uncontrolled release, all employees must immediately inform their supervisor or line manager, who will take the necessary steps to enable the implementation of the asbestos emergency procedures. In addition, the incident must be reported and recorded in accordance with the School's/Trust's Health and Safety arrangements for accidents/ incidents.

Council's Asbestos Team

The Council's Asbestos Team can provide a fully comprehensive advisory service together with an asbestos management system to support the school(s) in managing asbestos in the premises. This can be provided via a service level agreement.

Asbestos – Appointed person

The School's Appointed Person in liaison with the Asbestos Co-ordinator (these roles may be combined) will ensure a full portfolio of records exists for the premises. The Appointed Person should be able to use and access information in the Asbestos Register. The Asbestos Appointed Person should periodically audit to ensure that monitoring inspections are taking place.

Recording Exposures to Asbestos

Where exposures to asbestos have occurred to employees, pupils or any others on the school premises this must be recorded on the School's/Trust's Accident/Incident reporting system. The Asbestos Co-ordinator should then assess whether this is reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR"). Schools with an Asbestos SLA should use the Council's Accident/Incident Reporting System (Smartaa) to report asbestos incidents.

If employees or others are concerned about possible exposure to asbestos from work activities, they are advised to consult their GP and ask for a note to be made

on their personal records. This may include the date(s) duration, type of asbestos and likely exposure levels if know.

The school should refer any employees believed to have been exposed to asbestos to their occupational health service.

Arrangements for work with Asbestos

For the purpose of the Control of Asbestos Regulations (2012), working with asbestos can be defined as any work that is liable to disturb asbestos. Any work on or with asbestos or asbestos containing materials (ACMs) require full compliance with these regulations. Examples of work with asbestos are:

- (a) Work which consists of the removal, repair or disturbance of asbestos insulation, asbestos coating, asbestos cement, or any other asbestos containing material;
- (b) Work which is ancillary to such work – this means for example the erection of scaffolding in close proximity to asbestos insulation to provide access for removal;
- (c) Specified supervising work – means work involving any direct supervisory control over those working with asbestos but would not normally include inspection or quality control work.

Work involving asbestos should not normally be carried out when the school is occupied. However, this is not always practicable and in such cases a comprehensive risk assessment must be undertaken prior to any work starting. See section on '*Risk Assessments*' below.

Licensed asbestos removal contractors should be used for all work with asbestos, (even though this is not a legal requirement for all work with all types of asbestos).

Before any work starts, the HSE licensed asbestos removal contractor must submit a method statement (which must include the project start date and duration) to the school. See section on '*Method Statement*' below.

All work with asbestos should be carried out in compliance with the relevant requirements under the Construction (Design and Management) Regulations 2015 and the Control of Asbestos Regulations 2012.

For schools who have an Asbestos Service Level Agreement (SLA), any completed work in schools involving asbestos must be notified by the school (or any others acting on their behalf (e.g. Asset Management)) to the Asbestos Team on a ASB15 form.

Asbestos Permits to Work

In certain circumstances (e.g. where there is known asbestos contamination), it may be appropriate to restrict control access to an area or any works carried out.

To this end, an ‘Asbestos Permit to Work’ system may be implemented. An example permit to work can be seen in the appendix 5.

Labelling of Asbestos Containing Materials

Generally, ACMs are not labelled in situ. Instead, all materials must be presumed to contain asbestos unless there is strong evidence that they do not.

This is for the following reasons:

- (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 exceptional circumstances. In such circumstances only the nationally recognised “**a**” signs (see appendix 3) will be used to indicate the locations of ACMs identified in the asbestos register.

Work on Asbestos - Construction (Design and Management) Regulations 2015 (CDM)

Complying with CDM 2015 will help ensure that no-one is harmed during the work, and that your building is safe to use and maintain. Effective planning will also help ensure that your work is well managed. Ensuring that CDM Regulations can be followed requires that the appropriate competent people are appointed. Key roles under these regulations are the Client, Designer, Principal Designer, Contractor and Principal Contractor.

Additionally, CDM Regulations require that arrangements are in place and laid out in recognised documentation. These include: pre-construction information (e.g. existing asbestos surveys), construction phase plan, safety file etc.

Works with asbestos should take account of the CDM Regulations and in many cases rely on the appointed roles and arrangements.

Licensed Asbestos Removal Contractors (LARC)

Any work on asbestos in or on the School premises should be undertaken by a Licensed Asbestos Removal Contractor (LARC). They may be appointed directly or by a main contractor where the asbestos removal is part of a larger project or programme of work.

Notification of work on Asbestos

In the case of notifiable work, the Licensed Asbestos Removal Contractor must notify the Health and Safety Executive 14 days prior to the proposed asbestos removal work– verify with your contractor.

Method Statement

The Licensed Asbestos Removal Contractor should produce a written method statement or plan of work. It is good practice for the plan of work to be submitted to the person commissioning the work (either working on behalf of the Client or the Client themselves). The method statement or plan of work must detail exactly how the work on asbestos will be undertaken the expected start date and duration of the works. The school should take an overview of the method statement to consider where there may be any conflicts with the health and safety management processes of the school or areas of concern (e.g. blocked fire exits, vehicle movements, deliveries etc.). All method statements produced for the contracted work are to remain on site at all times during the contract period.

Risk Assessments

The client and/or those commissioning work on behalf of the client must consider information from the method statement and any other works being undertaken at that time and the proposed occupation of the premises. Additionally, this information should be used by the designer/principal designer to produce a risk assessment to determine any foreseeable risks, appropriate timing of the asbestos removal and any limitations on the occupancy of the premises during the asbestos removal. For small jobs, the contractor may also fulfil the role of designer.

Air Monitoring

Air monitoring should take place for all licensable work. Additionally, for any other category of work, the risk assessment may determine if air tests are appropriate e.g. reassurance. Air tests should be organised independently of the asbestos removal contractor using a laboratory with United Kingdom Accredited Service (UKAS) Accreditation.

Asbestos Management System

We strongly recommend using the Council's Asbestos Management System in conjunction with the application of this policy.

Enfield Council's Asbestos Team provide a Service Level Agreement that includes:

- Asbestos surveys and regular re-inspections including unlimited sampling and analysis. Formal re-inspections of ACMs every 12-18 months.
- Emergency response to any incidents and concerns.
- Unlimited advisory service and consultancy service, face-to-face, online and by telephone. This includes advice on carrying out work in the school and managing asbestos remediation e.g. asbestos removal.

- Use of and access to the Council's Asbestos Management System (a system that allows online access to surveys and the asbestos register).
- Production and review of the Asbestos Management Plan. Following an asbestos survey, this sets out in writing how asbestos is managed in your school. This is a legal requirement.
- Monitoring/review service including an Asbestos Action Plan. This uses a risk-based approach to managing asbestos and prioritising remedial actions for your school.
- Asbestos awareness training for key staff, including trustees and school governors.

- Bespoke Asbestos Policies – these tie in with the Asbestos Management Plan.

Asbestos Management Process

The premises should have an **Asbestos Management Plan** and should be surveyed to determine the location, extent and assess the condition of asbestos containing materials (ACMs). An **Asbestos Register** should be compiled detailing information regarding the location of ACMs it is derived from the asbestos survey(s). It records the locations of each bit of asbestos in a table. A 'no access' register should also be compiled which lists any areas/elements of the premises which were not accessed. These areas/elements should be presumed to contain asbestos. A detailed drawing of the premises should be used in conjunction with the survey report and registers.

The purpose of the **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** survey must be carried out in the work area, before work starts. If a material's composition is unknown it should be presumed to contain asbestos.

The Asbestos Register and Survey Report(s) must be referred to where any maintenance, refurbishment or development etc. is undertaken.

- (a) Where ACMs are in the work area, these usually need to be removed.
- (b) Where a suitable and sufficient survey has been undertaken e.g. a refurbishment and demolition survey and no ACMs have been identified, the work can proceed (keep in mind the existing management survey may not be adequate in some cases and you should seek advice if unsure);
- (c) Where areas have not been accessed during a survey, these should be surveyed by a suitably UKAS accredited company **before** any work.
- (d) The asbestos management plan, including the register and reports, should be made available to anyone who might disturb asbestos.

Part C – Guidance

This guidance is provided to answer a number of general questions but it cannot hope to cover everything. Where further guidance is required, contact should be made with the Asbestos Team (asbestos@enfield.gov.uk). Contact can also be made with the Schools Health and Safety Team.

Accessing Webtracker

As part of the Asbestos SLA, you can apply for access to the Council's Asbestos register information. This will require an individual email address. Applications or queries should be made to asbestos@enfield.gov.uk.

Monitor and review the effectiveness of the plan

The arrangements to control the risk will have to be reviewed. This will need to be incorporated in the management plan, implemented and monitored to ensure it is working effectively. This should be reviewed by the School at least every 12 months or sooner if there are significant changes that will affect the arrangements, e.g. if the use of the premises change, or if any of the remaining ACMs are removed.

Procedure for removal of fly tipped asbestos material

Fly tipped asbestos is the responsibility of the landowner on which it is dumped. All suspected asbestos materials should be presumed to contain asbestos unless there is strong evidence to the contrary. All fly tipped asbestos should be removed by a LARC. Responsibility for clearing asbestos fly tips is as follows:

Asbestos on public highway - Street Cleansing (Street.Cleansing@enfield.gov.uk)

Asbestos on Council housing estate – Housing Repairs Team (housingrepairs@enfield.gov.uk or repairs.council.housing@enfield.gov.uk)

Asbestos on private land – Public Health Team (enviro.crime@enfield.gov.uk)
N.B. Where there is evidence of who carried out the fly tipping, please inform the Public Health Team of this and they will involve the Waste Enforcement Team.

Where necessary the Asbestos Team will carry out bulk sampling and analysis, risk assessment and provide advice.

Asbestos Emergency Procedure

In the event of an uncontrolled release of asbestos, immediately:

1. Warn people that may be affected
2. Leave the area and prevent any further access

3. Identify the cause of the uncontrolled release and regain adequate control as soon as possible
4. Good practice would be to immediately notify the Asbestos Coordinator and the Asbestos Team 020 3821 1798 (Out 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
5. Record the details of the incident on your accident reporting system. Where you have engaged with the Council's reporting system (Smartaa), you may use this and 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).
6. Ensure any remedial work is carried out by a LARC.

Provision of Information, Training and Instruction

It is the duty of employers (the school) to ensure that suitable and sufficient training is provided. The Asbestos Team are able to provide Asbestos Awareness and other asbestos management training. The Governing Body/Trust and Head Teacher are responsible for ensuring that appropriate staff attend such training and that adequate information, instruction and training is given to employees who are liable to be exposed to asbestos.

Provision of Information to Emergency Services

The Asbestos Management Plan for premises 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 Asbestos Team or where present in the 'Gerda' box'.

Relevant Statutory Documents

Control of Asbestos Regulations 2012
Management of Health and Safety at Work Regulations 1999
Construction (Design and Management) Regulations 2015

Associated Documents

LBE Policy – Asbestos on Council Premises
HSE - Managing and working with Asbestos – L143
HSE – Asbestos: The Survey Guide – HSG264
HSE – A short guide to managing asbestos in premises – INDG 223
HSE – A comprehensive guide to managing asbestos in premises – HSG 227
Responsible Persons Premises Log, section 5

Appendix 1 – Asbestos Management Plan

Bishop Stopford's School Asbestos Management Plan

School	_____ Bishop Stopford's
School	_____
Address	_____ Brick Lane,
Enfield	_____

Asbestos Co-ordinator	_____ Elisabeth Davies _____
Signed	_____

Appointed Person (if different from above)	_____
Signed	_____

Deputy Appointed Person	_ George Porter _____
Signed	_____

Developed with	_____ LBE Asbestos Team (Chike Iroajanma _____)
Signed	_____
Date	_____

Section 1 - Asbestos in Your Premises

An asbestos management survey has been carried out in

Premises Bishop Stopford's School_(20/11/2020 full survey and last periodic review 24/10/22_____

Asbestos containing materials (ACMs) have been identified. A summary of where ACMs were found forms part of this Asbestos Management Plan.

An asbestos survey was not possible in some areas of your premises, (for example in hard to reach areas). A summary of where access was not possible also forms part of this asbestos management plan. These areas should be presumed to contain asbestos and checked before any disturbance.

The purpose of this plan is to help prevent staff and others being exposed to asbestos.

NB

It is important to understand that asbestos containing materials pose very little risk to health if they are undamaged and left undisturbed.

ACMs should be re-inspected periodically. However, if you or anyone becomes aware of damage or a change to the condition of the asbestos materials at any time, contact the Asbestos Team as soon as possible.

This plan should be reviewed every 12 months.

Further information on asbestos is available in the health and safety model Asbestos Policy.

Legal Duty

This Asbestos Management Plan is a legal requirement under Regulation 4 of the Control of Asbestos Regulations 2012.

Its purpose is to assist those who have day-to-day control over premises comply with the Duty to Manage Asbestos in non-domestic premises.

As an employee and/or to any extent in control of non-domestic premises you have an obligation to co-operate with your employer in discharging the Duty to Manage responsibility.

Following this simple Asbestos Management Plan will assist both the dutyholder and yourself to meet this requirement.

Section 2 - Asbestos Coordinators/Appointed Persons Checklist

This section is designed to help you meet the standard to manage asbestos. In the table below, the expected standard tells you what is required. The answer points out what you should have done, or are doing to comply. Where relevant you can tick or sign when you have met the standard.

Expected Standard	Answers	Tick/Sign/Date
Do you have a nominated Deputy?	Asbestos Coordinators/Appointed Persons should have someone who deputises for them in their absence. In the absence of the appointed person or deputy – you may contact the LBE Asbestos Team if you have an Asbestos Service Level Agreement.	y
Have you undergone Asbestos Awareness Training?	Asbestos Coordinators/Appointed Persons and those that deputise for them should all undertake asbestos awareness training. This is provided by the Council’s Asbestos Team as part of the SLA, but you can use other providers.	y
Do you have a copy of or access to the asbestos survey/register for your premises?	<p>It can be accessed on line using Webtracker at</p> <p>https://enfield.manageworkonline.com/AWT/?ct=1</p> <p>The Webtracker user guide may also be accessed via the link below</p> <p>Asbestos Webtracker User Guide</p> <p>If you cannot access a copy of the user guide or report contact The Asbestos Team (details below).</p>	y
From the survey report do you know generally where asbestos may be present or where it should be presumed to be present?	<p>Check the asbestos register for your premises - areas containing asbestos. Also check areas that have not been accessed. Where there was no access it must be presumed that asbestos could be present. If you are unsure always presume asbestos is present.</p>	y
Have you told staff or others that an asbestos survey has been carried out?	Advise staff and others of the existence of this plan, where asbestos is present and where access was not possible.	N
Do people know what to do if they think asbestos has been damaged?	Report this immediately to your Line Manager. Tell the Asbestos Team or the Council Health and Safety Team.	N

Do you regularly check the condition of ACMs?	Whilst under the Asbestos SLA, the Asbestos Team will carry out formal periodic re-inspections, you should undertake regular monitoring of ACMs, to check they have not deteriorated or been damaged. Inspections of the ACMs should form part of your normal regular and frequent school inspection regime (e.g. monthly) and a local record kept.	y
Do you know what to do in an emergency?	<ol style="list-style-type: none"> 1. Warn People 2. Leave Area & Prevent Access 3. Identify Cause & Regain Control 4. Contact Asbestos Team 5. Record on Smartaa – Council’s accident and incident reporting system 	y
Are you planning building or maintenance work of any sort? For example IT or telephone cabling, new windows, plant maintenance or general refurbishment.	Check the scope and limitations of any asbestos surveys of your premises. Asbestos Management Surveys are suitable for normal occupation and foreseeable maintenance only. More intrusive Refurbishment & Demolition Surveys are necessary for most work where the fabric of the building may be disturbed. As part of the SLA, you may contact the Council’s Asbestos Team for advice.	N
Do you have any contractors attending site?	If so you must ensure that they see the site Asbestos Management Plan. You must tell them that asbestos is present in the building and ensure they have access to the survey report and register. NB Get them to sign that they have looked at it. If in any doubt contact the Asbestos Team and advise the Council Health and Safety Team.	Y
Do you know who to contact if you or anyone else has concerns about asbestos in the premises?	As part of the SLA, you may contact the Asbestos Team or the Council’s Health and Safety Team. See the Contact List below	y

Further Advice and Information		
Asbestos Team	020 3821 1798 or asbestos@enfield.gov.uk	
Schools Health and Safety Team www.enfield.gov.uk/	020 8379 3223 or shst@enfield.gov.uk	
www.hse.gov.uk		

Section 4 – Documentation for Management Plan

Attach the following documents to this Management Plan

1. Asbestos Action and Communication Plan *(This will be provided to schools with an Asbestos SLA).*

2. Asbestos Survey Report, which should identify;

- Where asbestos was found
- Where No Access was possible by the surveyor at the time of the survey

(This will be provided to schools with an Asbestos SLA).

3. A drawing/plan of the premises, which was used for the asbestos survey. *(This will be provided to schools with an Asbestos SLA).*

4. Schedule for monitoring of Asbestos Containing Materials. *(This will be provided to schools with an Asbestos SLA).*

5. Schools regular check of the condition of Asbestos Containing Materials. *(See Appendix 2).*

NB

It is essential you use the drawing/plan used at the time of the survey. If you cannot find your copy, look on Webtracker or contact the Asbestos Team to arrange for a further copy.

Appendix 2 – Schools Regular Check Form – Condition of ACMs

**Schools Regular Check Form
Condition of Asbestos Containing Materials (ACMs)**

Example

Date when checked	Name	Signed	Role (e.g. Asbestos Co-ordinator / Deputy/ Appointed Person)	Please tick one			Date changes reported to the Asbestos Team (If applicable)
				No change in condition	or	Change in condition	
<i>Enter date</i>	<i>Enter your name</i>	<i>Sign here</i>	<i>Enter your role</i>	✓			<i>Enter date</i>

Appendix 3 – Asbestos Identification Label



Appendix 4 – ASB15 Form

Please return this form by Email to: asbestos@enfield.gov.uk
Or Asbestos Team

ASB 15

From (Company): _____

Model Managing Asbestos – Academies, V.A. and Foundation Schools Policy, Management Plan and Guidance

Civic Centre
Enfield
EN1 3HX

**PLEASE COMPLETE USING
BLACK INK**

Telephone: _____

CORPORATE ASBESTOS REGISTER (Notification of Change of Premises Details)

Building Name: _____

Premises Address: _____

Building LSPG No: _____

The following areas(s) of the premises require amendment to the Asbestos Register. Please detail all information as in your copy of the Asbestos Survey Report. Please complete all columns below headed (1) (unless already populated) and either the Encapsulations Columns headed (2) or the Removals Columns headed (3). Confirm if you have completed the work by ticking the relevant box (4).

(1)	(1)	(1)	(1)	(1)	(1)	(2)		or	(3)		(4)
				RECOMMENDATIONS		ENCAPSULATIONS			REMOVALS		
ROOM/ AREA	PLAN REF.	ELEMENT/ MATERIAL	LOCATION	RECOMMENDATIONS	RECOMMENDED BY	ENCAPSULATED WITH	DATE		PLEASE INDICATE REPLACEMENT OR REMAINING MATERIAL, IF ANY	DATE	WORK COMPLETED
				<u>Recommended action:</u>	<u>Recommended by:</u> LBE Asbestos Team <input type="checkbox"/> Other <input type="checkbox"/> If other, please specify: _____						Yes <input type="checkbox"/> No <input type="checkbox"/>
				<u>Recommended action:</u>	<u>Recommended by:</u> LBE Asbestos Team <input type="checkbox"/> Other <input type="checkbox"/> If other, please specify: _____						Yes <input type="checkbox"/> No <input type="checkbox"/>

See over for guidance on completion.
 I certify that the Asbestos Register should be updated to show that the above asbestos encapsulation work and/or asbestos removal work has now been completed.

Signed: _____

Name (Please Print): _____

Date: _____

Position: _____

NOTES ON COMPLETION OF THIS FORM

1. This form should only be completed AFTER asbestos has been removed or encapsulated.
2. This form can be used to notify the Council’s Asbestos Team of asbestos removals and encapsulations in the following circumstances:
 - a) Where the asbestos team has recommended the work
 - b) The work has been carried out for other reasons, e.g. asbestos removal as enabling work.
3. Please show the official building name and address, providing as much detail as possible e.g. include postcode.
4. Please provide the building LSPG UPRN (unique property reference number) if you know it, as this uniquely identifies the property in the Register.
5. Please provide the Plan Reference number as it appears on the drawing that goes with the Survey Report. This helps identify the correct room where there is more than one with the same room description, e.g. cupboard or classroom.
6. When entering details of the elements/materials that have been removed or encapsulated, please use the description as it appears in your copy of the Survey Report in order that the precise element can be identified.
7. If the element has been removed please indicate what, if anything, it has been replaced with. If it has not been replaced, please indicate the remaining material, if any, e.g. brickwork behind removed insulating board. This will enable us to correctly update the register.
8. If you plan to remove or encapsulate asbestos at some stage in the future, please delay filling in this form. *Do not complete and return this form until the work has been completed.*

Appendix 5 - Example - Asbestos Permits To Work

<u>London Borough of Enfield</u>	
<u>Asbestos Work Permit</u>	
1 <u>Permit title</u>	
2 <u>Permit reference number</u>	
3 <u>Job location</u>	
4 <u>Description of work to be done and its limitations</u>	
5 <u>Hazard identification – including residual hazards and hazards associated with the work</u>	
6 <u>Precautions necessary and actions in the event of an emergency</u>	
7 <u>Protective equipment (including PPE)</u>	

8 <u>Issue - (Issuing Authority)</u>	
This work permit is issued by the Council's Asbestos Team Issue date Start date Expiry date	Signature Name
9 <u>Acceptance - (Performing Authority)</u>	
I confirm understanding of work to be done, hazards involved and precautions required. Also confirming permit information has been explained to all permit users. Permit users:	Signature Name Date Mobile Contact No
10 <u>Extension/shift handover procedures (where applicable)</u>	
Signatures confirming new permit users made fully aware of hazards/precautions. New expiry time given.	Signature Name New expiry date
11 <u>Hand-back</u>	
Signed by performing authority certifying work completed and survey area is fit for reoccupation.	Signature Name Date Confirmed by issuing authority Signature Name Date
12 <u>Cancellation of work permit</u>	
Name Signature	Date