



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

# Asbestos Management Plan

## Marple Hall School

Date Approved:	3 <sup>rd</sup> October 2023
Approved By:	Governors
Next Review Date:	October 2024
Author/Reviewer:	Site Manager and Governing Board
Version No.:	1.0

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## SECTION 1: Asbestos Management Plan

This Asbestos Management Plan sets out the actions taken within the school premises to manage Asbestos Containing Materials (ACMs). It is in accordance with The Control of Asbestos Regulations 2012 (CAR), best practice guidance and the Asbestos Management and Control (November 2022) Policy Stockport Metropolitan Borough Council (SMBC).

This plan sets out how the risks from asbestos are to be managed and the procedure for ensuring that employees, pupils, contractors, or others do not disturb asbestos-containing materials (ACMs). The premises 'Asbestos Register' is used to produce this plan.

The register is regularly maintained and adequate for the management of asbestos on a day-to-day basis. If building alterations/major refurbishment projects are proposed a more detailed 'Refurbishment and Demolition' survey may be necessary.

A copy of this plan, the premises asbestos survey and register, in addition to any other relevant asbestos information as detailed in school documentation, is held in a central folder which can be found **in a folder in the reception of Bradshaw.**

This central folder will be made readily available to all those who need access to the asbestos documentation.

This plan has been developed in consultation with the Health and Safety Department at Stockport Metropolitan Borough Council (SMBC) the school's leadership team and has been approved by the Governing Body.

**THIS PLAN SHOULD BE AVAILABLE IMMEDIATELY ON REQUEST**

<b>Asbestos Management Plan</b>		
<b>1. Establishment Name:</b>		
MARPLE HALL SCHOOL		
<b>2. Responsibilities:</b>		
Who is the site, Duty Holder?	Name: PETER HUTCHINSON	Title: FACILITIES AND ESTATES MANAGER
Who is the person with day-to-day operational responsibility for managing asbestos on site?	Name: PETER HUTCHINSON	Title: FACILITIES AND ESTATES MANAGER
Who is responsible for undertaking the annual visual inspection and updates to the asbestos register for the site?	Name: AEC	Title: AEC
Who is the author of this plan?	Name: PETER HUTCHINSON	Title: FACILITIES AND ESTATES MANAGER
<b>3. Reviewing this Management Plan:</b>		
Date this Management Plan was produced:	2 <sup>nd</sup> October 2023	
Date of next review of this Plan:	2 <sup>nd</sup> October 2024	
<b>4. How the location and condition of asbestos-containing material is recorded:</b>		
<p>How is information about asbestos in the premises recorded?</p> <p><i>Example Only:</i>  <i>Asbestos information is held centrally including:</i></p> <ul style="list-style-type: none"> <li>• <i>Recent Management Survey in accordance with (HSG 264)</i></li> <li>• <i>Asbestos Audit</i></li> <li>• <i>Asbestos Register</i></li> <li>• <i>Intrusive Works Inspections</i></li> </ul>	<p>ALL INFORMATION IS KEPT ON FOLDERS IN SITE MANAGEMENT OFFICE WITH HARD COPY KEPT AT RECEPTION WITH ALL RELATED ASBESTOS INFORMATION INCLUDING INDEPENDENT INTRUSIVE SURVEYS WHEN REFURBISHMENT IS REQUIRED.</p>	
Where are the hard copies of the register and this plan to be kept?	BRADSHAW MAIN RECEPTION	

<b>Asbestos Management Plan</b>		
<b>5. Results of the risk assessments and action required (if any):</b>		
What was the date of your last Annual Visual Re-inspection:	AUGUST 2023	
Detail the findings from the last visual inspection in the action plan in section 9.  (Please update the action plan on an annual basis, following each visual inspection).	DUE TO FAILURE IN RECORDING EQUIPMENT VISIT WAS CANCELLED AND RE-BOOKING IS REQUIRED. AEC CONTACTED LAST FULL INSPECTION AUGUST 2022	
<b>6. Monitoring arrangements for asbestos:</b>		
What are the arrangements for monitoring the known/presumed asbestos-containing materials, to ensure that they remain in good condition and that there is no increased risk of disturbance?	ALL AREAS ARE ENCAPSULATED AND INDEPENDENT COMPANY CALLED IN IF ANY CONCERNS	
<b>7. How information about asbestos is passed to those that need it:</b>		
How are staff informed and updated on asbestos related issues? Including location of ACM's.	STAFF WOULD BE INFORMED IN WRITING VIA EMAIL IF ANY CONCERNS	
What is the procedure for ensuring that contractors and others check the asbestos register before starting work?	PRIOR TO ANY WORKS ALL CONTRACTORS ARE SENT THE REPORT AND WILL SIGN REGISTER UPON ARRIVAL	
How are routine maintenance and construction works monitored during the activity?	PRIOR TO ANY WORKS INTRUSIVE SURVEYS ARE INSISTED ON SO NO CONTRACORS ARE SUBJECT TO ANY ASBESTOS.	
Who is the nominated person that will act on behalf of the duty holder in the event of absence?	Name: TIM DAY	Title: SITE SUPERVISOR
<b>8. Training:</b>		
Asbestos Awareness 1. Tim Day completed 2 <sup>nd</sup> October 2. Peter Hutchinson completed 2 <sup>nd</sup> October 3.	Date of Training 1. 2 <sup>nd</sup> October 2. 2 <sup>nd</sup> October 3.	
Training that remains to be done should be added to the Action Plan.		





<b>Asbestos Management Plan</b>			
<b>Date of Annual Reinspection</b> _____	<b>Completed By</b> _____		
<b>High risk items / major concerns / training requirements</b>	<b>Remedial action required</b>	<b>Target date for action</b>	<b>Date completed</b>

## Action

It is recommended you print off and keep a hard copy of the following information in this section.

- SMBC Asbestos Management & Control Policy Asbestos:  
<https://secure2.sla-online.co.uk/v3/Resources/PageSetup/3562>
- How to Manage Asbestos in School's – Short Guidance Note:  
<https://secure2.sla-online.co.uk/v3/Resources/PageSetup/3562>
- Government Guidance - Managing Asbestos in your School:  
<https://www.gov.uk/guidance/asbestos-management-in-schools>
- HSE Guidance - Asbestos in Schools:  
<https://www.hse.gov.uk/services/education/asbestos.htm>



## SECTION 2: Asbestos Register

### Action

It is recommended you print off and keep a hard copy of the following information in this section.

- **The Asbestos Register is a record of information collected from previous records (where the asbestos remains in-situ) and a management asbestos survey of all buildings on the site.**
- Areas not checked should be presumed to contain asbestos until proven otherwise. All the areas and materials listed should be included in a future Asbestos Refurbishment and Demolition survey where refurbishment and alterations (including rewiring or cabling work) or demolition is planned to include self-financed projects.
- **All “Revisions to the Asbestos Register” must be communicated to all staff and contractors who visit the site.**

### Notes:

1. **Materials listed as “presumed asbestos” must be treated as asbestos until analysis proves otherwise.**
2. **Areas that were not surveyed due to access being unavailable at the time of the management asbestos survey must be presumed to contain asbestos materials until proven otherwise. These areas are clearly identified on the register.**
3. **The register should be updated with the discovery of previously unknown asbestos and the repair or removal of known asbestos. It is therefore important that details of any changes to the information regarding asbestos materials is current and communicated accordingly.**

## SECTION 3: Asbestos Surveys

### Action

It is recommended you print off and keep a hard copy of the following information in this section.

- Recent Asbestos Management Survey (in accordance with HSG 264)
- Asbestos Audit – every 5 years for low-risk sites. Annual for high risk?
- Demolition and Refurbishment Survey

A copy of the Asbestos Management Survey which contains useful information for use in managing the asbestos and determining any action required or areas to look at during the annual inspection.

For major refurbishment (including rewiring or cabling work in areas not surveyed) or demolition work an Asbestos Refurbishment and Demolition Survey must be carried out for the areas to be accessed / altered. When completed the survey details should be filed in this section. Asbestos Surveys must be carried out by competent persons e.g., UKAS (United Kingdom Accreditation Service).

The Overall Assessment Score from the Material Assessment Algorithm based on HSG 264 will be assessed by the Duty Holder to determine any action necessary.

The two types of survey that are listed in the [HSE booklet HSG 264](#) – Surveying, sampling and assessment of asbestos-containing materials are:

#### **Management Survey (formerly Type 2)**

The purpose of this survey is to locate, as far as reasonably practicable, the presence and extent of any suspect asbestos materials in the building and assess their condition. Representative samples are collected and analysed for the presence of asbestos.

#### **Demolition and Refurbishment Survey (formerly Type 3)**

Full access sampling and identification survey' – This type of survey is used to locate and describe, as far as reasonably practicable, all asbestos materials in the building and may involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.

A full sampling programme is undertaken to identify possible asbestos materials and estimates of the volume and surface area of asbestos materials made. The survey is designed to be used as a basis for tendering the removal of asbestos materials from the building prior to demolition or major refurbishment. Repairs to the fabric of the building may be necessary following this level of survey.

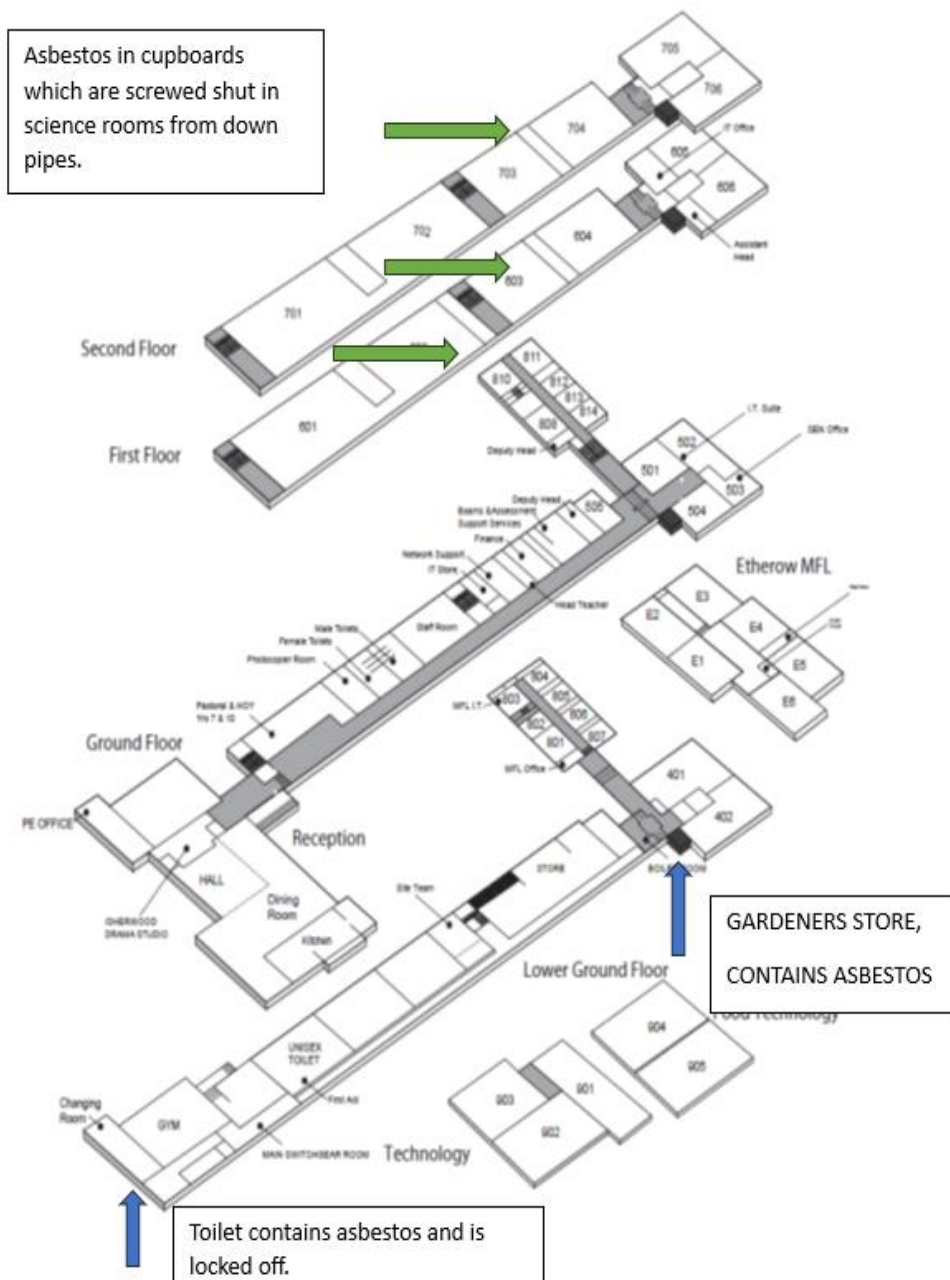
## SECTION 4: Floor Plans

### Action

It is recommended you print off and keep a hard copy of the following information in this section and make these available to any contractors who undertake work anywhere on the school site.

### Floor Plans Showing Location of Asbestos Materials

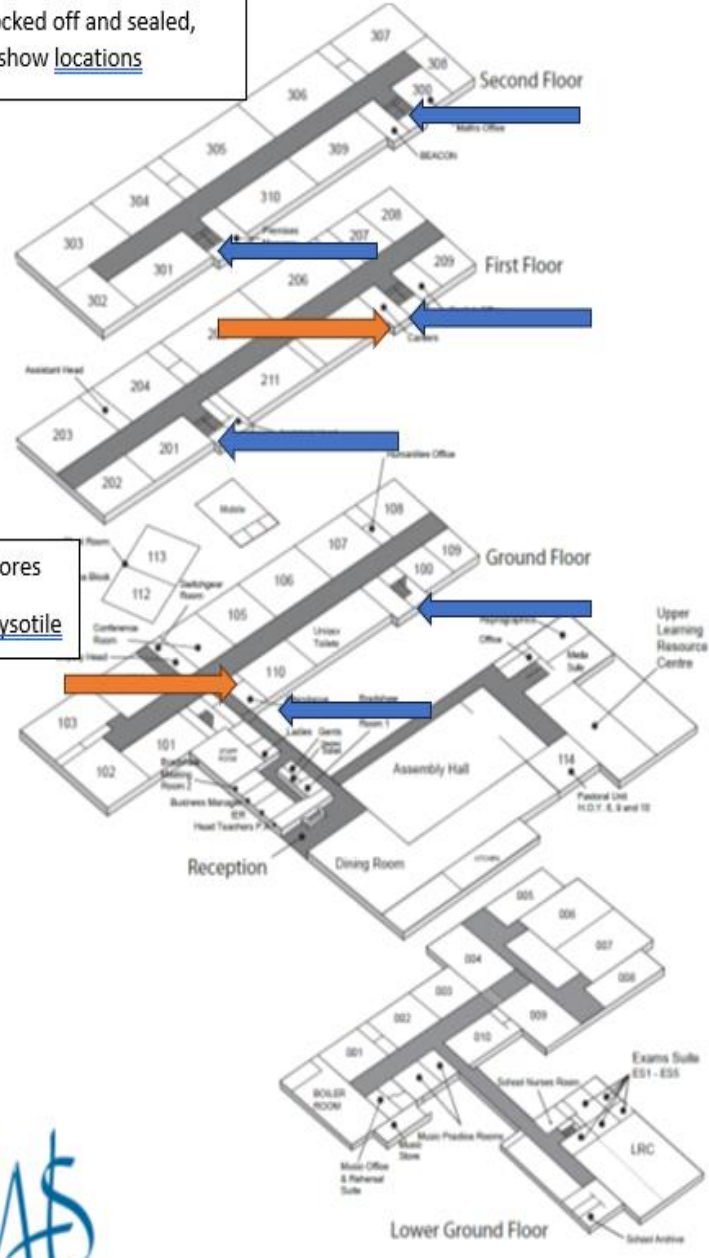
#### Isherwood Building



**Bradshaw building**

Asbestos is in risers on stair wells and are all locked off and sealed, blue arrows show locations

Cleaners' stores  
Contain chrysotile



## **SECTION 5: Regular Visual Inspection Check Records**

### **Action**

It is recommended you print off and keep a hard copy of the following information in this section and make these available to any contractors who undertake work anywhere on the school site.

### **Asbestos Inspection Record Sheets**

For use by establishments to record details of checks to monitor the condition of known asbestos materials.

As well as the day-to-day requirement to report any damage to asbestos materials the site duty holder should carry out at regular visual non-intrusive walk round inspections to monitor and assess the condition of asbestos containing materials.

Describe, location, material, nature of any damage, what action you are going to take and by when. Always include Photos. Look 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 an asbestos specialist. Any work you decide to carry out should be recorded with an agreed date for completion.

Record actions in the Site Asbestos Management Plan – Section 9

Print more sheets as required.

<b>Visual Inspection Record Sheet</b>	
<b>Date:</b>	
<b>Name &amp; Status of Persons carrying out Inspection:</b>	
<b>Signed:</b>	
<b>Outcome/Comments/description:</b>	
<b>Outcome/Comments/description:</b>	
<b>Outcome/Comments/description:</b>	

**Details of any damaged asbestos discovered during the inspections must be actioned immediately.**

## SECTION 6: Uncontrolled Release of Asbestos

The following information has been taken from HSE Managing and working with Asbestos L143 (Second edition). <https://www.hse.gov.uk/pubns/priced/l143.pdf>

Employers must deal with all uncontrolled releases of asbestos into the workplace, quickly and appropriately. This applies to circumstances where asbestos is accidentally disturbed as a result of work or where asbestos is unintentionally released as a result of a failure of control measures, such as a leak from an enclosure.

The steps required to clean up such releases must be appropriate for the scale of the release and the potential for further release and spread of fibres.

The clean-up of any release that leads to potential exposures at or above the control limit or that are not sporadic and of low intensity, e.g., releases of asbestos lagging, loose fill, asbestos coatings (not textured coatings) or largescale releases of AIB must be done by a licensed contractor.

### What to do if there is a release

The school should immediately report to the operational responsibility for managing asbestos on site if there is a release. Name: Peter Hutchinson

In all cases, where there has been an uncontrolled release of asbestos materials into the workplace, employers should take steps to contain the area and the following:

- Warn people who may be affected;
- Exclude people from the area, who are not needed to deal with the release;
- Identify the cause of the uncontrolled release;
- Regain adequate control as soon as possible.

### In particular, employers must make sure that:

- Anyone in the work area affected who is not wearing PPE, including RPE, leaves that area immediately;
- Arrangements are made to decontaminate anyone who is contaminated with dust and debris;
- Any clothing or PPE is decontaminated or disposed of as contaminated waste;
- Measures are taken to contain and reduce fibre release.

For any employee who was not wearing adequate RPE or has been potentially exposed to asbestos fibres in an incident, a note that the exposure has occurred must be made on that employee's health record. If the employee does not have a health record, the note must be made on that employee's personal record.

In instances where ACM's or suspect ACM's are encountered, **Staff Must Not:**

- Attempt to remove the ACM/suspected ACM
- Attempt to clean up any debris
- Use any brushes or vacuum cleaners as this will cause the particles to become airborne and dangerous.

## How to clean up after a release

A licensed contractor and analyst should be employed to thoroughly clean and check the area respectively. When cleaning up after a release, the employer must make sure that:

- The contaminated area is thoroughly cleaned of visible debris or dust that may have become contaminated by asbestos fibres;
- Employees doing this work wear appropriate PPE, including RPE;
- Employees use equipment and procedures appropriate for the task and have appropriate training and expertise;
- Supervisors or managers make a careful check to make sure the work has been properly carried out;
- Checks are made to make sure the area is thoroughly cleaned and safe for reoccupation. Air sampling should be done to confirm that the remedial measures taken have been effective;
- Only those people essential for carrying out repairs and other necessary cleaning and maintenance work are allowed into the affected area (other than emergency services).

## RIDDOR Reporting

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places duties on employers, the self-employed and people in control of work premises (the responsible person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). Exposure to asbestos is reportable under RIDDOR when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. Such situations are likely to arise when work is carried out without suitable controls or where those controls fail.

Any uncontrolled release of asbestos should be reported via the online portal:  
<https://forms.stockport.gov.uk/accidents-and-incidents/what-are-you-reporting>

If the school have purchased the H&S SLA, then the Health, Safety & Wellbeing Team will ensure that asbestos related incidents are appropriately investigated and, where necessary, reported under RIDDOR.

If the school do not purchase the H&S SLA, then they will need to notify their competent H&S Adviser and report to the HSE via <https://www.hse.gov.uk/riddor/report.htm>



**APPENDIX 1: Contractors Signing in Sheet**

Date	Time In	Time Out	Company	Reason for visit / nature of work e.g., service boiler	Asbestos Register checked	Print name	Signature

**NOTICE TO CONTRACTORS:**

Stockport Metropolitan Borough Council has in the past used asbestos products in the construction and insulation of its buildings. These products are in many forms with different surface finishes that can hide the fact that asbestos is present. It is not a simple process to determine whether asbestos materials are present, and **it is safer to assume that all materials contain asbestos unless you know for sure, or it is proven otherwise that they do not.**

**Always** be sure to report any damage to materials you know, or suspect could contain asbestos immediately. If any work to be carried out, even of a simple nature, will affect the fabric or structure of the building always be sure that checks have been made to determine whether any asbestos is present.

Check you have read and understood the sites asbestos register.

Report discovery of asbestos and/or damage to the site responsible person and STOP work immediately.