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| **Asbestos management plan** | | | | | | | |
| **Name and details of site**  List buildings known or presumed to contain ACMs. | | | |  | | | |
| **Overview** | | | | | | | |
| This asbestos management plan sets out the arrangements in place to manage the risks from asbestos-containing materials (ACMs) to minimise potential harm.  The Asbestos Management Survey (AMS) has identified ACMs to be present and the details can be found in AMS, Section 3, Executive Summary Registers, The Asbestos Register and Asbestos Plan. No disturbance works must be undertaken to the building fabric identified as:  - **Red** where asbestos has been detected or presumed or  - **Blue** “No Access Areas”  **The management survey did not access the fabric of the building so ACMs may be present. No work can start on the fabric of the building without an appropriate assessment for the presence of asbestos. This should include any project-specific refurbishment survey reports.** | | | | | | | |
| **Roles and responsibilities**  Below is an outline of the roles and responsibilities for the Duty to Manage Asbestos. Please note that the duty / responsibilities at each level cannot be delegated. | | | | | | | |
| **Role** | | | | | **Name and contact details** | | |
| **Dutyholder**  **KCC has the duty to manage asbestos within buildings that it has a responsibility for. This includes but not limited to the provisions of Policy, Procedures, and training.** | | | | | Kent County Council (KCC)  Infrastructure  [Estates.Enquiries@kent.gov.uk](mailto:Estates.Enquiries@kent.gov.uk)  Tel No: 0800 901 2464 | | |
| **Nominated Person (NP).**  The person in control of the premises such as a Headteacher or the school Governors | | | | |  | | |
| **Deputy Nominated Person (Deputy NP).**  Supporting the NP in ensuring tasks, processes and procedures are completed on site. This would include the regular monitoring and recording of the condition of asbestos on site and the completion of KCC’s statutory compliance asbestos management training modules is required. Refresher training is required every 2 years. | | | | |  | | |
| **Responsibility (as appropriate)** | | | | | **Designated role or name of person and contact details** | | |
| **Asbestos register and site plans**   * Preparation * Review and update | | | | | Duty Holder via  approved licensed asbestos contractor | | |
| **Condition monitoring of ACMs** | | | | | NP / Deputy NP | | |
| **Asbestos management plan**   * Preparation * Review and update | | | | | NP / Deputy NP | | |
| **Surveys and specialist asbestos advice**  For example, air monitoring, bulk sampling | | | | | Duty Holder via  approved licensed asbestos contractor | | |
| **Management of service providers**  Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements, and quality checks. | | | | | Duty Holder via  approved licensed asbestos contractor | | |
| **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 | | | | | 1. Duty Holder via Skanska /  approved licensed asbestos contractor arrange delivery of AMSR / Register to site and make NP / Deputy NP aware of the risks.  2. NP / Deputy NP provide briefing to staff. | | |
| **Organising staff training**  Including duty to manage and asbestos awareness. | | | | | 1. Asbestos Awareness & Duty to Manage - NP and Deputy NP 2. Asbestos Awareness - all staff | | |
| **Pre-site arrival checks of contractors**  Check those undertaking asbestos work have:   * Appropriate asbestos training * Seen the risk assessment and plan of work detailing suitable control equipment and procedures | | | | | NP / Deputy NP | | |
| **Providing asbestos information**  At planning stage for any refurbishment, installation, demolition work | | | | | 1. NP if works are instructed / managed by site.  2. Duty holder via Project Manager if works are instructed / managed by KCC Infrastructure. | | |
| **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. * issue a permit-to-work or equivalent | | | | | NP / Deputy NP | | |
| **Collating and storing evidence.**  Following asbestos removal, repair work and safe site reoccupation, for example:   * certificate of reoccupation * statement of cleanliness | | | | | 1. Duty Holder stored on K2 / Premises folder.  2. NP / Deputy NP retain records on site. | | |
| **Providing asbestos register and site plans to emergency services** | | | | | NP / Deputy NP | | |
| **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 | | | | | 1. Duty holder via site audits.  2. NP / Deputy NP | | |
| **Asbestos management control arrangements**  **Condition Monitoring** | | | | | | | |
| The frequency of the inspections will depend on the risk assessment and undertaken by the NP or Deputy NP. The table below outlines how often inspections should be carried out on ACM’s according to the score they have been given. Details of the scoring system and descriptions of the characteristics please refer to KCC Asbestos Policy, Section 17. Management of Installed Asbestos Containing Materials.   |  |  |  | | --- | --- | --- | | **Algorithm Score and Risk Level Key** | | | | **Score** | **Risk Level** | **Inspection Frequency** | | 10 or 10+ | High | Remedial Action required | | 7-9 | Medium | Every 3 Months or on reported damage | | 5-6 | Low | Annually or on reported damage | | 4 or <4 | Very Low | Annually or on reported damage | | | | | | | | |
| **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 | | | | | | | |
| Please refer to KCCs Asbestos Policy and Procedures Section 15. Management of Installed Asbestos Containing Material: Safe Working Permits and Access Restriction – Permit to Work, Appendix 3 Safe Working Permits and Appendix 5 Access to Restricted Areas. | | | | | | | |
| **Maintenance tasks on ACMs that can be carried out by non-licensed, trained workers** | | | | | | | |
| Some tasks, like cleaning vinyl floor tiles, can be done by workers who have had asbestos awareness training. | | | | | | | |
| **KCC’s Policy is that all works that involves Asbestos must be undertaken by a Licensed Asbestos Contractor.** | | | | | | | |
| **Maintenance tasks on ACMs that can only be done with help from licensed contractors.** Some tasks, for example removal of multiple damaged AIB ceiling tiles, must be done by a licensed contractor | | | | | | | |
| **KCC’s Policy is that all works that involves Asbestos must be undertaken by a Licensed Asbestos Contractor.** | | | | | | | |
| **Labelling of ACMs (optional)**  ACMs can be labelled clearly with the asbestos warning sign, or some other warning system (for example colour coding) can be used.  Labelling is not mandatory and may not be appropriate in some settings and should not be relied on as a standalone control measure | | | | | | | |
| Labelling is not always appropriate in certain environments and is only an additional precaution and is not the sole method of indicating presence of asbestos. Please refer to KCCs Asbestos Policy and Procedures Section 18 Management of Installed Asbestos Containing Materials. | | | | | | | |
| **Controls for planned maintenance or other work on the building**  The plan should identify procedures and arrangements to make sure:   * the record/register is checked in good time before the work starts. * the information on the presence of asbestos has been understood and will be considered. * the permit-to-work (or similar) is completed. * the correct controls will be used. * competent asbestos-trained contractors will conduct the work. * handover arrangements are in place at the start and end of work. | | | | | | | |
| KCC’s Policy is that all works that involves Asbestos must be undertaken by a Licensed Asbestos Contractor.  Duty Holder - If works are instructed / managed by KCC Infrastructure   * Review all Plan of Works (PoW) / Risk Assessments (RA) * Ensure HSE ASB5 has been submitted if works are notifiable. * Appoint UKAS accredited analyst to complete 4 stage clearance independent of the contractor. * Retain Completion letter / file and provide a copy to site. * Update Asbestos Survey / Register and plans.   NP - If works are instructed / managed by the site.   * Review all Plan of Works (PoW) / Risk Assessments (RA) * Ensure HSE ASB5 has been submitted if works are notifiable. * Appoint UKAS accredited analyst to complete 4 stage clearance independent of the contractor. * Retain Completion letter / file and provide a copy to site. * Update Asbestos Survey / Register and plans. * Issue Safe Working Permits to contactors who are planning to undertake other maintenance tasks (excluding asbestos remediation works) where the area is known to contain ACMs or is suspected. | | | | | | | |
| **Action plan for ACM removal, remediation, or ongoing management** | | | | | | | |
| The action plan for ACM removal, remediation or on-going management will be dependent on the risk assessment. The table below outlines what remediation works / monitoring is required. Please refer to KCCs Asbestos Policy and Procedures Section 11. Decorating, Repair and Removal of Asbestos.   |  |  |  | | --- | --- | --- | | **Algorithm Score and Risk Level Key** | | | | **Score** | **Risk Level** | **Inspection Frequency** | | 10 or 10+ | High | Remedial Action required | | 7-9 | Medium | Every 3 Months or on reported damage | | 5-6 | Low | Annually or on reported damage | | 4 or <4 | Very Low | Annually or on reported damage | | | | | | | | |
| **Project / Construction Management** | | | | | | | |
| **KCC Managed**  Ensure that a refurbishment / demolition survey is undertaken prior to the commence of any works and actioning the outcomes and a copy must be sent to site.  Conduct a new asbestos management survey on completion of works. | | | **School Managed**  Ensure that a refurbishment / demolition survey is undertaken prior to the commence of any works and actioning the outcomes.  Conduct a new asbestos management survey on completion of works. This is paid for by the school as part of the project undertakings. | | | | |
| **Asbestos communication plan**  Everyone who needs to know about the ACMs at the site, for example maintenance workers, contractors, and occupants, should be provided with information in sufficient detail.  This should include the location of ACMs and relevant arrangements set out in this management plan A communication plan can be helpful and could include:   * the strategy for sharing information about the location of ACMs on site. * how the asbestos register is maintained as a ‘live’ current document. * where information is kept * how to access that information   What to do in the event of an accidental disturbance including emergency contacts | | | | | | | |
| ***(Details to be provided by NP / Deputy NP)*** | | | | | | | |
| **Designated person or people** | | **Type of information** | | | | **Method of communication, who is responsible and confirmation** | |
| In-house maintenance and cleaning staff | | Asbestos register / survey, site plan and asbestos management plan, emergency procedure, which will be provided on staff induction training and refreshed every 2 years. | | | | Verbal by Nominated or Deputy Nominated Person.  Sign the register | |
| External contractors including but not limited to electricians, plumbers, and IT engineers. | | Asbestos register / survey, site plans and incident procedure | | | | Verbal by Nominated or Deputy Person.  Sign the register | |
| Site staff including volunteers & after school clubs. | | Asbestos register / survey, site plan and asbestos management plan, emergency procedure, which will be provided during site induction training and refreshed every 2 years. | | | | Verbal by Nominated or Deputy Nominated Person.  Sign the register | |
| **Arrangements for asbestos training**  Determine the content of asbestos training by the role and responsibilities assigned and include those relating to asbestos management detailed in this plan.  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 | | | | | | | |
| Site induction training to staff / contractors will be given by the Nominated / Deputy Nominated Person identifying the locations, presumed locations, and areas of no access.  Asbestos Awareness training for all staff and contractors who could potentially disturb asbestos. Staff training will be facilitated by the Duty Holder via DELTA / KELSI TEP online training. Contactors will be responsible in delivering their own training.  The appointed and deputy appointed person(s) must complete Duty to Manage Asbestos training which will be facilitated by the Duty Holder via DELTA online training. | | | | | | | |
| **Name** | | **Training undertaken** | | | | **Date Completed** | |
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| **Incident procedure**  Details of what to do and who to contact if asbestos is discovered or accidentally disturbed | | | | | | | |
| **Emergency Procedures**  If any incidents occur whereby ACMs become damaged the following actions MUST be  taken:   * Immediately isolate the area ensuring access is sealed off to all persons. * All ventilation equipment must be switched off and isolated. * Report the incident to the KCC (Skanska) helpdesk and Nominated or Deputy   Nominated Person in the Asbestos Management Plan.   * asbestos survey report or their deputy i.e. the Headteacher. * Consult the asbestos survey report to determine if the materials are known to contain asbestos and if they do, please follow the below. * Record names and contact details of people involved in the incident. * KCC’s contractors will assess any situation and ensure reports are sent to KCC so notifications can be made to relevant parties i.e. The Health and Safety Executive   – if it meets the reporting requirements.   * Seek advice from KCC FM if the building users have concerns and are considering closing the building or a significant part of the site. * Ensure that a certificate of re-occupation has been issued by the contractor prior to anybody entering the site.   Contact details:   * Tel No. 0800 901 2464 * Email [Kenthelpdesk@skanska.co.uk](mailto:Kenthelpdesk@skanska.co.uk) * Email the KCC Facilities Management Team via [estates.enquiries@kent.gov.uk](mailto:estates.enquiries@kent.gov.uk)   Contact the KCC Health and Safety Advice line on 03000 418456 or email [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk)  For further information refer to KCC Asbestos Policy and Procedure Section 16, and Appendix 2 the Asbestos Emergency Checklist. | | | | | | | |
| **Accidental damage and incident log** | | | | | | | |
| **Details** | **Action required** | | **Responsible person** | | | | **Completion date** |
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| **Review and update**  As a minimum, review this asbestos management plan, including register and site plans, every 12 months. It should also be reviewed if there have been changes to the organisation or personnel, use of building, any works undertaken or if any ACMs have been removed, repaired, or encapsulated.  Note: the asbestos register should be updated at any time following any action on, or deterioration of, an ACM  Update the plan, including register and site plans, accordingly.  Develop a review procedure which could include auditing sections of the plan through the year. Key aspects to check may include, how the plan has been implemented over the year, any items in the incident log have been actioned, root causes have been identified and changes implemented as necessary. | | | | | | | |
| **Date of plan** | | |  | | | | |
| **Next review due date** | | |  | | | | |
| **Plan produced by** | | |  | | | | |
| **Relevant documents and forms**  You can include supporting documents such as:   * Asbestos Management Survey and Register * Site plans showing location of ACMs and areas not accessed where ACMs are presumed present. * Asbestos Refurbishment survey reports * KCC Asbestos Policy & Procedures | | | | | | | |