



SR75: Local Asbestos Management Plan (LAMP)

Site Name	Alderman Pounder Infant and Nursery School
Site Address	Eskdale Drive, Chilwell, NG9 5FN
Site UPRN	122548
Responsible Person / Duty Holder	Julie Hemsley
Nominated Property Officer (NPO)	Julie Hemsley
Assistant Nominated Property Officer (ANPO)	Mick Reason
Nominated Property Contact (NPC)	Mick Reason
Date Completed	20.09.17
Date to be reviewed	Resources Committee Autumn 2018

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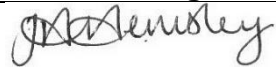


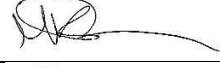

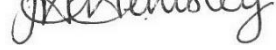
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1.0 Introduction

- 1.1 This document is designed to outline the requirements of Nominated Property Officers (NPOs) in relation to asbestos management within NCC sites. The manual should be read in conjunction with:
- Section B8 of the NCC Health and Safety Manual which stipulates the Authority's Guidance on managing asbestos;
 - SR77 Contractors Site Induction Form;
 - The Code of Practice for Carrying Out Work that may Disturb ACMs (Asbestos Code of Practice)
- 1.2 This document should be completed by the appropriate on-site personnel with designated responsibilities for managing asbestos.
- 1.3 It is essential that NPOs and site Duty Holders fulfil the complete criteria of this document in order to ensure compliance with the NCC Asbestos guidance and thus the Control of Asbestos Regulations 2012.
- 1.4 Where Site Duty holders, NPOs, or NPCs / ANPOs require any further assistance, they should refer to Section B8 of the Safety Manual in the first instance then contact the NCC Property Careline on 0115 9773322.
- 1.5 General Points:
- When considering construction work that might disturb asbestos, the procedures set out in the Asbestos Code of Practice must be followed.
 - Any construction work that involves the alteration of building structures must be brought to the attention of NCC Property Services (unless NCC is **not** the Landlord). Failure to do so may result in alterations being demolished.
 - (In the event that such alterations affect the capacity of a school site this may affect the level of funding provided by central government.)
 - When selecting a company to undertake an asbestos survey or air sampling, only those analysts listed in the Asbestos Ordering Procedure (Section 5.0) can be used.
 - NPOs and Site Duty Holders must not treat, remove, encapsulate or alter the condition of any asbestos on site without the knowledge and approval of NCC Property Services.
- 1.6 A model completed version of this document is available via the BMS Portal. The path is: *BMS Portal > Property Online Tab > DMS Workspace > Information Management Assistance > Asbestos Management Information > NCC LAMP template model SR75*

2.0 Roles and Responsibilities

2.1 The following table should be completed in order to outline which members of staff take responsibilities for managing the various aspects of this L.A.M.P.

Item of Responsibility	Designated Person	Signature
Delivering Asbestos Safety Talk	J Hemsley	
Organising Asbestos Awareness Training	J Hemsley	
Compiling and Maintaining Asbestos Register	M Reason	
Conducting Contractor Inductions	M Reason	
Conducting Asbestos Condition Monitoring	M Reason	
Completing and Reviewing this Asbestos Plan	J Hemsley	

3.0 Asbestos Register & Action Plan

3.1 The site's asbestos register is pivotal to compiling a complete and effective Local Asbestos Management Plan (LAMP). The asbestos register needs to be shown to contractors prior to commencing any constructing / maintenance work which could possibly disturb or damage asbestos containing materials.

3.2 All NCC properties constructed before 2000 have an asbestos register which is available in the DMS Workspace via the Property Online section of the BMS Portal.

3.3 **Note:** The NCC Asbestos Policy states:

- *As part of the corporate management plan, any 'high' or 'medium' risk ACMs will require further work to reduce the risk which may include removal by a licensed contractor. This is managed by NCC Property division.*
- *'Low' and 'very low' risk ACMs will remain in situ and be managed through a routine monitoring regime by premises managers.*

4.0 Contractor Induction

4.1 When inducting contractors onto site, use the *SR77 Contractors Site Induction Form*.

4.2 Questions to ask when carrying out a Contractor induction:

- Does the asbestos register indicate the presence of ACMs in the area where work is to be carried out?
- As most Asbestos registers do not include above ceilings, within walls or ducts, will the contractor be going into areas not covered by the asbestos register?
- Is there a risk of the contractor disturbing ACMs?
- Can the contractor provide a method statement setting out how they will manage the work in a safe manner?
- Can the contractor provide evidence of Asbestos Awareness training?
- Can the contractor provide evidence of competence proportionate to the task to be undertaken?

4.3 It is important to ensure that the following is brought to the attention of the contractor:

- Do not lift ceiling tiles into roof voids unless there is strong evidence to suggest there is no asbestos containing material present above the ceiling or a safe system of work is designed and implemented.
- When implementing a Safe System of Work consider:
 - Using a risk assessment
 - Area Isolation
 - FFP3 Face Masks with evidence of face fit test
 - Disposable overalls (Type 5) fitted with a hood
 - Cover shoes or boots without laces
 - Safe system of decontamination and disposal
 - After work air sampling.

4.4 A guide to the precautions to take when accessing ceiling voids in CLASP buildings is available in the DMS in the BMS. The pathway is: *BMS Portal > Property Online Tab > DMS Workspace > Information Management Assistance > Asbestos Management Information > NCC Accessing CLASP ceiling voids*

5.0 Asbestos Consultant Ordering Procedure

5.1 Asbestos Analysts may be required for conducting asbestos surveys (prior to significant refurbishment or demolition works) or for conducting air sampling in the event of a possible asbestos release.

5.2 Property Services have produced an Asbestos Consultant Ordering Procedure which stipulates an Authority-wide contractual obligation for the selection of competent Asbestos Consultants. It is important that all establishments adhere to this procedure when arranging for asbestos surveys / air sampling. The procedure is available in the DMS in the BMS

5.3 The pathway is: *BMS Portal > Property Online Tab > DMS Workspace > Information Management Assistance > Asbestos Management Information > NCC Asbestos Ordering Procedure for appointing analysts*

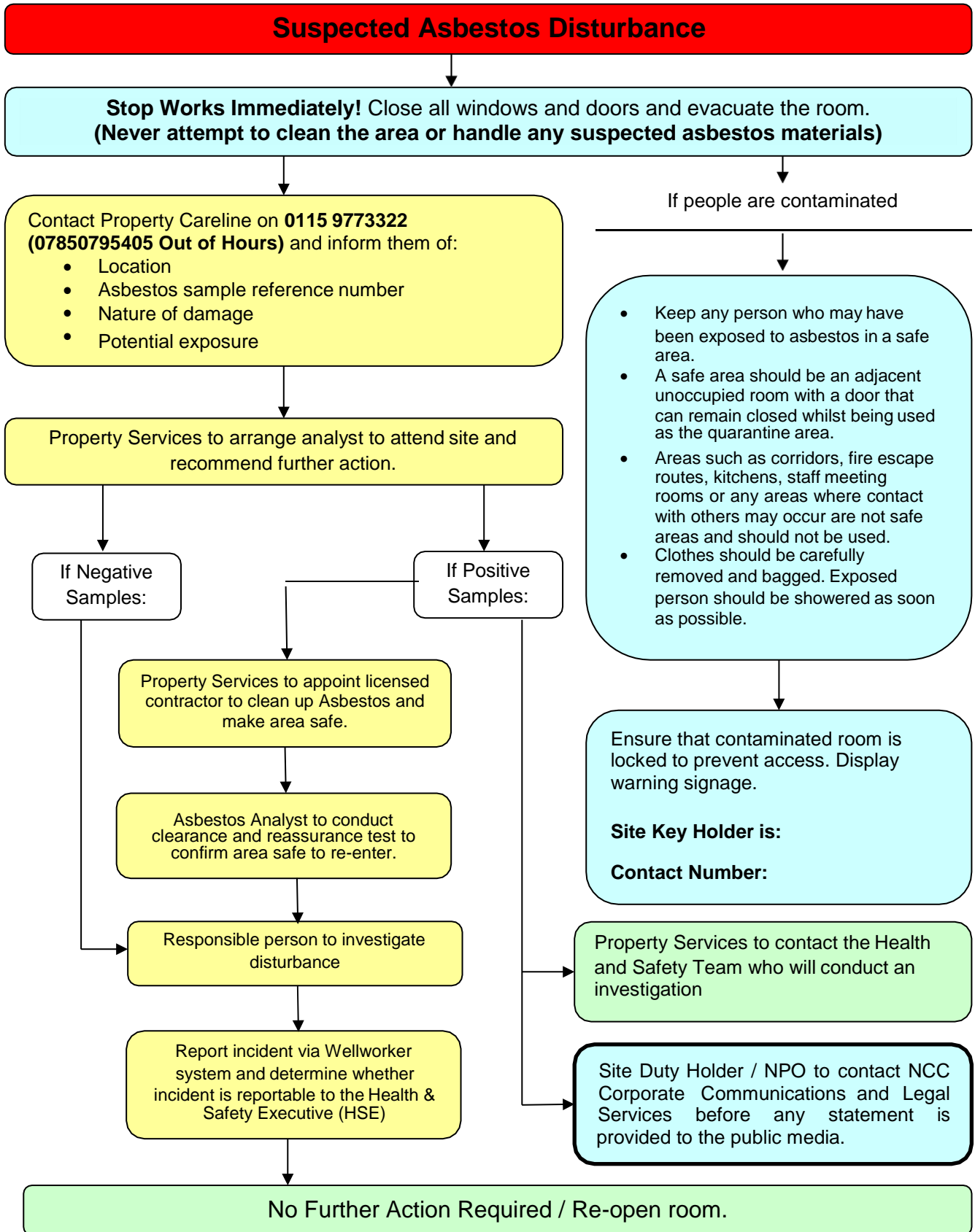
6.0 Asbestos Communication Plan

6.1 It is essential that asbestos presence is communicated to all of those who may come into contact with it. As part of an effective Asbestos Management Plan, NCC require all sites containing asbestos to document how they intend to communicate its presence to the appropriate people in a communication plan.

Location of Asbestos Containing Materials	People Concerned	Method of Communication
Refer to Inspection Survey Report September 2016	All Staff	Staff Training Annually – First INSET of every year Copy of Asbestos plan
Key Stage One Structured Play		
Micks Internal Store		
Lime Floor and Ceiling + quiet room		
Oak Floor and ceiling + quiet room		
Alder Floor and ceiling		
Entrance Floor		
Bitumen Felt Seal		
Elm/ Cherry Floor		
Boiler House		
Main Office Ceiling		
SLT Ceiling		
Staff Toilet		
HT Office		
Cherry Children's toilets		
Lime toilets and cloakroom		
Hall ceiling		
Maple ceiling + quiet Room		
Maple toilets and cloakroom		
Seedlings ceiling and toilets + quiet room		
Kitchen floor and ceiling		
Kitchen toilet floor		
Kitchen – boxing around extractor fan		
Kitchen food store		

9.0 Asbestos Disturbance Contingency Procedure

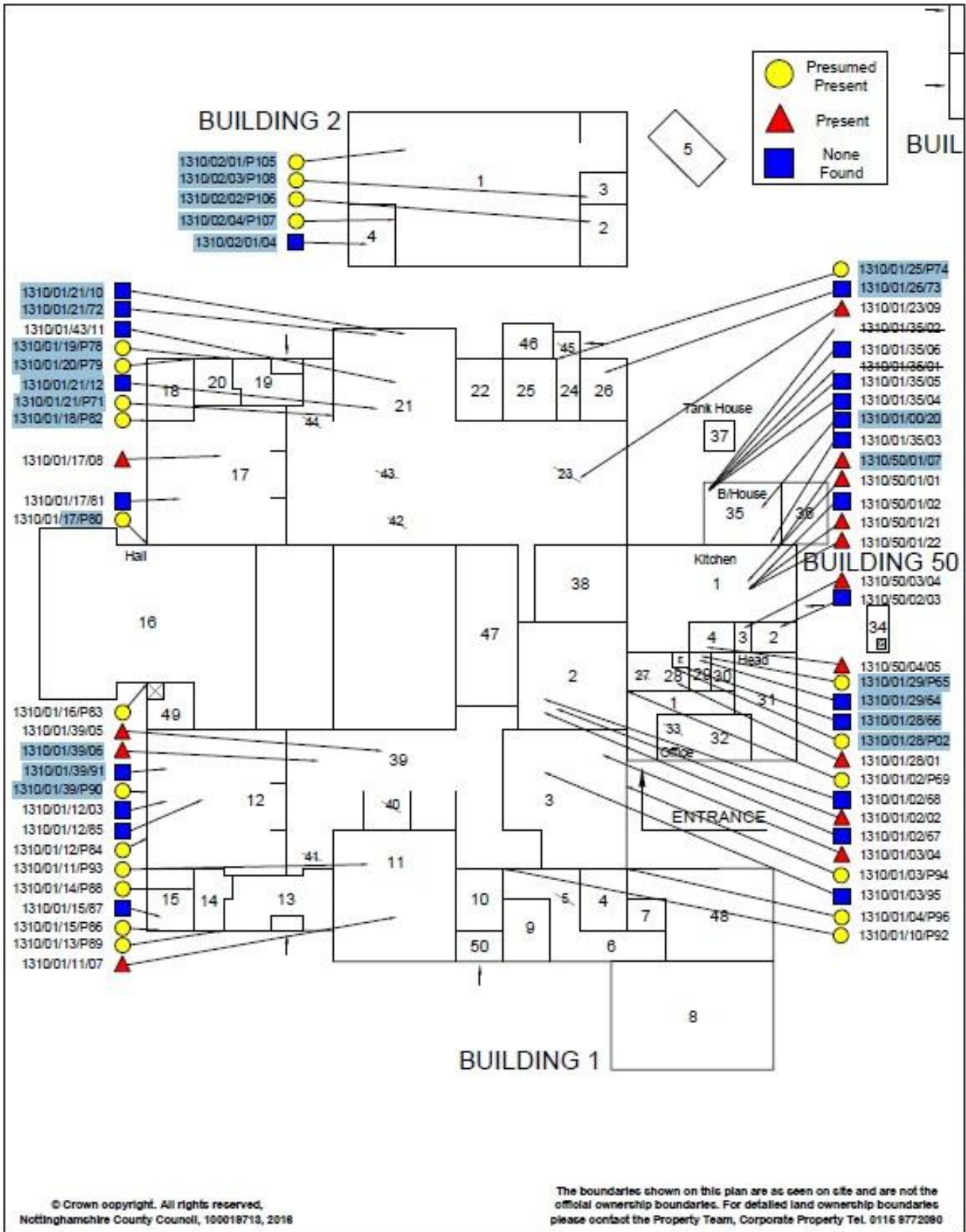
9.1 The Site's Responsible Person or NPO should complete this Contingency Plan and ensure that all staff and contractors are informed of the arrangements. It is also advised that it is displayed on site as necessary.



10.0 Staff Training

- 10.1 Asbestos Awareness training should be undertaken by all NPO's / NPC's, Site Management Staff (Including Caretakers) and any other member of staff who may have responsibilities relating to asbestos management (i.e. those named in Section 2.0). Records of this training may be recorded in the following table if there is no other system of maintaining records currently being used on site.
- 10.2 An Asbestos Awareness training module can be accessed via the Learning tab in the BMS Portal.
- 10.3 Schools can access Asbestos Awareness training via the Schools H&S Learning & Development Programme.
- 10.4 All staff should receive the Asbestos Safety Talk on the NCC intranet:
<http://intranet.nottscc.gov.uk/workingfornccl/healthandsafety/healthandsafetylearningdevelopment/healthandsafetytalks/>
- 10.5 Schools can access the Asbestos Safety Talk in their H&S Premises file (Yellow folder)

Name	Position	Details of Training	Provider	Date
J Hemsley	HT	Accident and Incident Management	NCC	27.03.12
J Hemsley	HT	IOSH	NCC	16.10.13
M Reason	Site Manager	Accident and Incident management	NCC	27.03.12
All Staff		Asbestos Awareness	J Hemsley	04.09.13
J Hemsley	HT	Asbestos Safety Talk	Online NCC	04.09.13
J Hemsley	HT	Asbestos CoP	NCC	30.09.14
J Hume	Business Manager	IOSH	NCC	13.05.15
J Hemsley	HT	Asbestos CoP	NCC	22.01.16
All staff		Asbestos Awareness	J Hemsley	07.09.16
All staff		Update staff on new inspection report – displayed in staff room	J Hemsley	10.10.16
J Hemsley	HT	NCC asbestos CoP	NCC	20.4.17



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Nottinghamshire County Council, 100018713, 2018

The boundaries shown on this plan are as seen on site and are not the official ownership boundaries. For detailed land ownership boundaries please contact the Property Team, Corporate Property Tel. 0116 8772089

Place Department Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ	Project ALDERMAN POUNDER INFANTS AND NURSERY		Drawn MVH	Date OCT'16
	Property No. 1310	Project No.	Auth.	Date
Nottinghamshire County Council	Title ASBESTOS PLAN			Scale NTS
	Drawing No. ASB1310-1			Rev.