



Local Asbestos Management Plan (LAMP)

Site Name	Alderman Pounder Infant and Nursery School
Site Address	Eskdale Drive, Chilwell, NG9 5FN
Site UPRN	145092
Responsible Person / Duty Holder	Julie Hemsley
Date Completed	17.10.18
Date to be reviewed	Autumn 2019

Name: J Hemsley

Signature: 

Position: Head Teacher

Name: C Goodyear



Signature:

Position: Chair of Governors

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1.0 Introduction

- 1.1 This document is designed to outline the requirements of the Duty Holder in relation to asbestos management within the Academy sites. The manual should be read in conjunction with:
- The Trust's Health and Safety Manual section that covers managing asbestos;
 - Trust Estate Policy and Contractors Site Induction Form;
- 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 Duty Holders fulfil the complete criteria of this document in order to ensure compliance with asbestos guidance and thus the Control of Asbestos Regulations 2012.
- 1.4 Where Duty Holders require any further assistance, they should refer to the Safety Manual in the first instance then contact Nick Layfield, Estates Manager
- 1.5 General Points:
- Any construction work that involves the alteration of building structures must be brought to the attention of Nick Layfield, Estates Manager
 - (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 approved, regulated and competent analysts can be used.
 - Duty Holders must not treat, remove, encapsulate or alter the condition of any asbestos on site without the knowledge and approval of Nick Layfield, Estates Manager

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	Job Title	Signature
Organising Asbestos Awareness Training	J Hemsley	Head Teacher	
Compiling and Maintaining Asbestos Register	M Reason	Site Manager	
Conducting Contractor Inductions	M Reason	Site Manager	
Conducting Asbestos Condition Monitoring	M Reason	Site Manager	
Completing and Reviewing this Asbestos Plan	J Hemsley	Head Teacher	

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 Trust properties constructed before 2000 have an asbestos register which is available in the H&S file in the Head Teachers office. (J Hemsley, Head Teacher)

4.0 Contractor Induction

4.1 When inducing contractors onto site, use the Trusts Contractor Induction Form

4.2 When carrying out a Contractor induction:

- Ensure the contractor has read and seen the asbestos register, plan and signed the asbestos form.

Questions to ask

- As most Asbestos registers does 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.

5.0 Asbestos Analysts and Contractors

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

5.2 Contractors may be required for asbestos removal work. If the work is Notifiable to the HSE, use a Licensed Contractor. Licenses are issued by the Health and Safety Executive. If the work is not notifiable, the contractor must show that they have been trained to follow the procedures set out in Asbestos Essentials (HSG210).

5.3 Asbestos removal company must be registered with the Environment Agency.

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, 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 November 2017 (due to be updated 2019)	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		

7.0 Asbestos Work Log

7.1 Any work undertaken that affects ACMs should be recorded below:

- Surveys
- Encapsulation
- Removal
- Any changes to the building (e.g. change of use, addition or removal of walls)

What carried out	Who carried it out	When carried out

8.0 Asbestos Condition Monitoring

8.1 All ACM inspections should be recorded below. The inspection must include all ACMs (confirmed and presumed) identified on the site's asbestos register. It is advised that:

- Academies **must** conduct monitoring on a termly basis as a minimum.

All deterioration in ACM condition must be reported immediately to the J Hemsley, Head Teacher

Site name	Alderman Pounder Infant and Nursery School
Site address	Eskdale Drive, Chilwell, NG9 5FN
UPRN	
Duty Holder	J Hemsley

Date of inspection	Inspection carried out by	Any ACMs deteriorated since the last inspection? YES or NO If YES report to J Hemsley, Head Teacher
11.12.13	M Reason	No
02.04.14	M Reason	No
21.07.14	M Reason	No
26.09.14	M Reason	No
04.02.15	M Reason	No
01.06.15	M Reason	No
09.09.15	M Reason	No
04.02.16	M Reason	No
25.07.16	M Reason	No
10.10.16	M Reason	No
17.01.17	M Reason	No
21.04.17	M Reason	No
15.06.17	M Reason	No
05.09.17	M Reason	No
02.02.18	M Reason	No
07.06. 18	M Reason	No
05.09.18	M Reason	No

9.0 Staff Training

9.1 Asbestos Awareness training should be undertaken by all Duty Holders 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.

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
J Hemsley	HT	Risk Assessment	NCC	22.11.17
All staff	All staff	Asbestos awareness	J Hemsley	03.09.18
J Hemsley	HT	IOSH	FHT	15.11.18
J Hume	SBM	IOSH	FHT	15.11.18
M Reason	Site Manager	IOSH	FHT	15.11.18

10.0 Asbestos Disturbance Contingency Procedure

The Site's Responsible Person or Duty Holder **must** 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.

