

Asbestos Management Plan

Asbestos Management Statement

This Asbestos management plan sets out the actions taken within **RAISE-AP** to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations (CAR) and best practice guidance.

A copy of this plan, **RAISE-AP** asbestos survey and register, and all other information relevant to the management of asbestos is held in a central folder, which can be found at our premises.

This central folder will be made readily available to all those who need access to the asbestos documentation. Wherever possible, a copy of the asbestos register will be shared with anyone who may disturb asbestos during the undertaking of their work 5 business days prior to them attending the site.

This plan has been developed by **RAISE-AP** educational directors.

To ensure school employees, students, contractors and visitors to the premises do not disturb ACMs and are safe from potential exposure, the following effective asbestos management procedures are in place:

- Designated person(s) responsible for the management of asbestos on the premises (referred to as the Responsible Person); including the updating of existing records
- A system to ensure ACMs are identified to all contractors, and where appropriate identifiable through appropriate labelling and/ or colour coding.
- Provision of asbestos awareness training to relevant provision employees and third parties as deemed necessary. Training records are kept in the central asbestos folder.
- Periodic visual inspection and recording of findings of easily accessible ACMs on a termly basis by a trained and competent person within the provision. Easily accessible ACMs are those that can be accessed without disturbing the ACM itself or building fabric, working at height or in confined spaces, disabling services, or entering otherwise inaccessible areas of the provision:
 - Is the surface of the material damaged, frayed or scratched?
 - Are the surface sealants peeling or breaking off?
 - Is the material becoming detached from its base? (This is a particular problem with pipe and boiler lagging and sprayed coatings.)
 - Are protective coverings, designed to protect the material, missing or damaged?
 - Is there potential asbestos dust or debris from damage near the material?

IF ANY OF THE ABOVE ISSUES ARE APPARENT, A LICENSED ASBESTOS REMOVAL CONTRACTOR MUST BE ENGAGED TO CARRY OUT REMEDIAL WORKS OR REMOVE THE ACM.

- Annual re-inspection by a competent asbestos surveyor from a UKAS accredited employer.
- Review this Asbestos Management Plan at least every 12 months; or where circumstances relating to the management of asbestos in the provision has changed.
- Provide access to the asbestos management central folder to contractors carrying out maintenance and/or construction works (this includes IT contractors) prior to the commencement of works.
- A Refurbishments/Demolitions survey will be commissioned as necessary before any refurbishments or demolitions are carried out on site.
- All work on ACMs, or that may disturb ACMs, will be carried out by a Licensed Asbestos Removal Contractor.
- Inform Herefordshire Council of any instances of suspected exposure to ACMs so that the Council can provide professional assistance and guidance (see emergency procedures)

Following any changes to this AMP, a copy will be shared with Herefordshire Council's Head of Educational Development or the Sufficiency, Planning & Capital Investment Manager.

Organisational responsibilities

Duty Holder

Craig McAllister is the legally designated duty holder and also the responsible person for managing asbestos on the school premises.

Person responsible for undertaking annual re-inspection

Annual re-inspections must be completed by a UKAS accredited asbestos consultant.

Author of this plan

This plan was written by and will be maintained by Craig McAllister.

Emergency Procedure

- Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes the provision will instigate the emergency procedure below.
- Any staff affected will dispose of contaminated clothing, which will be double bagged and disposed of as asbestos waste. Staff will be given access to provision showers and clean clothes.
- Secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate).
- Review impact on the provision's operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used.
- Maintain controlled access to the area until formal clearance has been confirmed.
- Maintain good communication with provision staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached.

Asbestos Survey and Register

The current asbestos survey was completed in December 2025 and provides accurate information on the location, amount and condition of ACMs. The survey is kept in the central asbestos file along with the asbestos register, which can be found within the provision.

The provision will ensure that an up-to-date copy of the asbestos survey & register for the building will always be available on the premises.

Asbestos Containing Materials

The areas of the provision which have asbestos containing materials (ACMs) that require management will be noted from the asbestos register within the central asbestos folder. Controls for specific high-risk areas identified are included later in this plan under “Control measures for specific areas identified”.

Where ACMs have been identified, the responsible person will ensure that the materials are identified to all staff and contractors through a robust system for sharing information. This system includes the following:

- All staff working in areas containing unobscured ACMs will be informed of their presence in writing and verbally and instructed not to undertake any activity that could cause damage to the ACM resulting in the release of fibres.
- Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and students, which may be damaged intentionally or accidentally during the course of the normal day, will be identified to all staff in the manner above.
- Asbestos containing materials in other areas (plant rooms, ceiling voids, storage areas etc.) will be labelled using labels commensurate with legislative requirements i.e. a ‘tombstone’ label.
- Asbestos that is unlikely to be disturbed accidentally, but is visible to parents, students and members of the public will not be labelled. Anyone who needs to access areas containing these ACMs will be notified of their presence through sharing of the asbestos register and, where necessary, site induction.
- Anyone contractor working on site will be informed that the absence of stickers does not indicate the absence of ACMs, and that the asbestos register must be consulted and signed prior to work commencing.
- Additional labelling of ACMs may be carried out in line with the Asbestos Risk Assessment and recommendations from the surveyor.

Staff Awareness

All staff within the school will be provided with relevant information on:

- Types and location of ACMs (via the Asbestos Register and Plan)
- The visual means of identifying ACM's (labels/colour coding)
- How to avoid risks from asbestos (e.g. not disturbing)
- How to report concerns about ACMs (e.g. to the Duty Holder)

All staff training and instruction must be documented.

Monitoring and Inspection

The provision will ensure that a formal re-inspection of all accessible ACMs are carried out at least annually by a Competent Person qualified to a minimum BOHS P402 certificate level, and recorded in this management plan. Any changes will be reflected in the asbestos register. Following annual re-inspection, this management plan will be updated to reflect any changes to management of asbestos required in the provision.

The provision will ensure regular visual inspections of all visible ACMs are carried out termly and recorded using a suitable pro forma. These visual inspections will be carried out more frequently if an ACM is easily accessible, unprotected, and likely to be damaged during the course of normal school activities. During these visual inspections, photographic records will be kept for the purpose of identifying any degradation of ACMs over time.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan (Damaged ACMs / Emergency Procedure).

Annual formal re-inspections are arranged by **RAISE-AP**.

Works and Visitor Protocols

Contractors

Everyone attending the school to carry out any works will be required to access and review the asbestos survey, register and plan before undertaking any work.

This will be provided by the responsible person or other relevant member of staff within the provision via email prior to contractors attending site, or in person upon arrival for emergency/unplanned works.

All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan.

Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate method statement of work is produced and the Permit-to-Work procedures detailed in Appendix 3 is duly authorised and implemented.

Emergency Services

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival. The school will share the Asbestos register with the local Fire and Rescue service.

Refurbishment or Demolition Works

Where the provision commissions any construction works involving an upgrade, refurbishment or demolition work, a refurbishment or demolition survey will be undertaken as necessary to locate and describe, as far as is reasonably practicable, all ACMs in the area where the work will take place. This will be undertaken in accordance with the requirements of the Health and Safety Executive guidance HSG264.

Asbestos Works and Removals

The provision will ensure that any works undertaken involving ACMs will be carried out by a licensed contractor with the relevant skills, knowledge and training, within the requirements of the Control of Asbestos Regulations 2012. Guidance from the Health and Safety Executive can be found at: <http://www.hse.gov.uk/asbestos/index.htm>.

Control measures will be detailed in the method statement provided by the contractor.

The provision asbestos register will be updated accordingly following completion of the asbestos related works. All documentation produced as part of these works will be collated and recorded in the central asbestos register. These records should include:

- Scope of Works (SoW)
- Licensed Asbestos Removal Contractor (LARC) evidence of accreditation
- Plan of Work (PoW)
- Consignment Notes (What happened to the ACM after leaving the provision)
- Air Monitoring Records
- 4 Stage Clearance Certificate/Certificate for Reoccupation.



Asbestos Register

It has been confirmed by **INSERT NAME OF REGISTERED CONTRACTOR** that the **RAISE-AP** provision at **INSERT ADDRESS** is free of asbestos.