

NPTON-H&S-009 - Asbestos Management Plan

1.0 Summary

- The Control of Asbestos Regulations (CAR) 2012 requires employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level.
- The requirement of Regulation 4 of the CAR is a requirement to manage asbestos and maintain it in a safe condition.
- To ensure that the duty-holder has an asbestos management plan in place which deals with all aspects of risk from asbestos and that includes training and maintenance provisions.

2.0 Purpose & Scope

The purpose of this Amey Asbestos Management Plan is to determine the asbestos management responsibilities and arrangements of Amey plc for the Northampton Schools PFI Contract. The Amey Northampton Schools PFI Account Manager is responsible for the application and review of the Asbestos Management Plan and associated processes.

Where there may be Asbestos Containing Material(s) (ACM) present, the schools are highlighted in **RED and AMBER**. **GREEN** indicates the absence of ACMs as far as is reasonable to assume, based on identifications captured within existing and current Management Surveys. The Management Survey, Sampling and Assessment of Asbestos Containing Material located on site, will carry an indication, in the Survey to highlight whether or not ACMs may be present.

Secondary Schools	Primary Schools		
Abbeyfield School	Abington Vale	Eastfield	Parklands
Kingsthorpe College	Bellinge	Ecton Brook	Queen Eleanor
Northampton School for Girls	Blackthorn	Green Oaks	Rectory Farm
The Duston School	Boothville	Hopping Hill	Simon-de-Senlis
Weston Favell School	Briar Hill	Hunsbury Park	Spring Lane
	Bridgewater	Kings Heath	Standens Barn
	Castle	Kingsley	St Lukes
	Cedar Road	Kingsthorpe Village	Sunnyside
Special School	Chiltern	Lings	The Abbey
Greenfields	Delapre	Lumbertubs	The Arbours
	Duston Eldean	Lyncrest	Whitehills
	Earl Spencer	Millway	Woodvale

ACM's Present

ACM's present in
Residual Areas

No ACM's present

3.0 Aims

The aims of this Asbestos Management Plan are: -

- To ensure that ACM's are managed in compliance with current legislative requirements and the specific legal duties under Regulation 4 of the CAR;
- To consolidate and clarify the arrangements established by Amey Northampton Schools for managing asbestos;
- To identify the arrangements in place for what Amey Northampton Schools interpret, as being, our "Asbestos Responsible Person" roles & responsibilities
- In the absence of any other Asbestos Management Plan, it is anticipated that this document will assist both Northamptonshire County Council (NCC) and Northampton Schools Limited (NSL) with their duties, overall liability and responsibility as a Duty Holder.

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- To help prevent the disturbance and exposure to ACM's by Amey Northampton Schools controlled staff and contractors and others that may be exposed because of their undertakings.

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4.0 Terminology

AAT	-	Asbestos Awareness Trained – a training course to ensure competence.
ACM	-	Asbestos Containing Material
AMP	-	Asbestos Management Plan
Asbestos	-	The following minerals, crocidolite, amosite, chrysotile, fibrous actinolite, fibrous anthophyllite, fibrous tremolite or any mixture containing any of those minerals;
Asbestos Responsible Person (ARP)	-	Where the survey etc. carried out by, or on behalf of, the Duty Holder shows that there is a reasonably foreseeable risk of exposure to ACM's they will have appointed a person with the responsibility for managing the control scheme. This individual will be known as the Asbestos Responsible Person and must be competent for these tasks, having sufficient knowledge, and experience of the system to ensure it is managed and controlled effectively. Practically this competence will comprise of knowledge of the building, experience of asbestos management and successful completion of Asbestos Awareness Course. The Asbestos Duty Holder may appoint themselves as the Asbestos Responsible Person where the competence criterion is satisfied. The name of this person will be stated in the relevant site safety plan along with a sufficient number of deputies to ensure that holiday and sickness absence is covered. Some businesses within Amey may also issue notification of appointment supplementary to the safety plan.
ATW	-	Authorisation to Work
CAR	-	Control of Asbestos Regulations 2012 (http://www.legislation.gov.uk/ukxi/2012/632/contents/made)
Refurbishment & Demolition Survey	-	A refurbishment / demolition survey is required where the premises, or part of it, need upgrading, refurbishment or demolition. The intention is not to just presume asbestos is present, but to complete a comprehensive assessment via a detailed survey. This will be much more intrusive and destructive, with the intention of finding asbestos that has to be removed or can be managed.
Duty Holder	-	(a) every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access thereto or egress therefrom; or (b) in relation to any part of non-domestic premises where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access thereto or egress therefrom, and where there is more than one duty holder, the relative contribution to be made by each such person in complying with the requirements of this regulation will be determined by the nature and extent of the maintenance and repair obligation owed by that person.
Encapsulation	-	Asbestos that has been effectively isolated from contact via means of a sealant
HSE	-	Health & Safety Executive
Management Survey	-	The purpose of this survey is to locate, as far as reasonably practicable, the presence and extent of any suspected asbestos containing materials (ACMs) in a building. This survey will identify asbestos containing materials which could become damaged or disturbed during normal everyday occupancy and will include any foreseeable maintenance activities. An assessment on the condition of the materials will also be made
Penetrative Works	-	Any works of an intrusive nature to the Fabric of the Buildings, including drilling, piercing, demolition and alterations and any works to risers or chimney breasts.
PTA	-	Permission to Access
PTW	-	Permit to Work

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5.0 Responsibilities

Role	Name / Location	Contact Details	
Duty Holder	Account Manager Northampton Schools PFI Amey Services Ltd	T	01604 235732
		F	01604 235754
Asbestos Responsible Person (ARP) AMP Author, and Asbestos Master Register Holder	Principal Compliance Manager Amey Services Ltd	T	01604 235748
		F	01604 235754
Asbestos Surveyor	Santia Asbestos Management Ltd, Santia House, Parc Nantgarw, Cardiff CF15 7QX	T	02920852852
		F	02920867738
		E-mail	
AAT - Deputy Responsible Persons who undertake walk around and carry out periodic reviews.	1. Operations Manager 2. Operations Manager 3. Grounds Manager 4. 5.	T	<div></div> 4. 5.
		F	1. 01604 235754
		E-mail	<div></div> 4 5
FM Auditor	Operational Safety Adviser	T	<div></div>
		F	N/A
		E-mail	<div></div>
Other Duty Holders	1 Northamptonshire County Council 2 Chairman of the Governors to each of the schools listed at para 2. 3. Northampton Schools Limited	1	Northamptonshire County Council Property Services One Angel Square Angel Street Northampton NN1 1ED
		2	Specific to School/Site
		3	NSLP Second Floor, 3 More London Riverside, London, SE1 2AQ

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6.0 Strategy for Asbestos Management

6.1 Introduction

The premises were built between 1920 and 2008 and constructed using various methods ranging from brick tiled traditional units to the 2008 system buildings. The materials range from traditional brick through to curtain glazing to section site fabricated structures. The buildings comprise of single storey Primary Schools up to 3 storey Secondary Schools and the sites are bounded by a range of properties including domestic, highways and open spaces.

The current snapshot regarding ACM's is that 5 Secondary Schools have been largely rebuilt during 2006-2008: the new build areas should be completely free from ACM's, but small existing areas within these schools may have ACM's recorded within the Asbestos Master Register. Of the 37 Primary Schools 7 are new build (2006-2008) and are assumed to be completely free from ACM's within the premises. The remaining 30 Primary Schools have had alterations, extensions and refurbishment works carried out: some existing areas within these schools may have ACM's recorded within the Asbestos Master Register. Greenfields SEN School is a new build and is completely free from ACM's.

Information is available during Core Hours (08:00 to 18:00) from the on-site Site Manager (Secondary Schools) / Caretaker (Primary Schools), Operations Managers (all properties) or Asbestos Responsible Persons (all Properties) and includes, but is not restricted to drawings, survey reports, old asbestos sample testing registers and verbal comments. Outside of the core hours the on-call duty manager will have access to electronic documents should they be required in the case of an emergency.

There is an existing and up to date Asbestos Register held by the ARP that will be utilised by Amey Community in the management of all ACM's.

The Asbestos Register is controlled as per responsibilities detailed in section 5.

Residual areas outside of the PFI project are covered within the NCC Asbestos Management Survey which is held on site with the school management team and included within the Amey site Asbestos Register.

6.2 Prevention of work that may disturb the fabric of the building

See Appendix 1 flow chart.

All employees or others planning to undertake any maintenance or building works on the premises must firstly check whether they are working on or near ACM's by referring to the on-site Asbestos Register, and signing to confirm they have reviewed this register.

Any work, irrespective of how minor should be regarded as having the potential to expose someone to Asbestos Containing Materials.

This is undertaken by reference to this document; the Asbestos Register and liaison as necessary with the Duty Holder and Asbestos Responsible Person as listed at Section 5 Responsible Persons

The systems in place for ensuring that paper/electronic records and/or building materials are first checked to see if they contain asbestos is through the reviews of task/works reviews of the Asbestos Register and other available information. All operational tasks/works to be carried out within areas where ACM's have been identified or are suspected will be authorised by a permit system - Asbestos Work Activity Log - Declaration of Awareness (Ref: NPTON-H&S-009-05). Both controlled and managed by the ARP or their deputy.

All staff attending site (employees, others, contractors & subcontractors (including those appointed by the schools)) are given a standard site induction which is formally recorded. All Amey site based staff, Caretakers in Primary Schools and Site Managers in Secondary Schools will be competent to induct contractors onto the school sites and record the briefing in the log, and countersigning/approving site based activity within the Asbestos Activity Log Book. Specific Arrangements will be inspected and approved by the ARP prior to commencement of works.

No Penetrative Works are to be carried out within areas where ACM's have been identified or are suspected until a Refurbishment and Demolition survey has been carried out. Authorisation to proceed

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is received in writing from the ARP. The Permit used for Asbestos is the Activity Log within the site Asbestos Register.

Authorisation to proceed will only be provided by either the ARP or nominated DRP (Deputy) once the works have been reviewed, the asbestos register consulted and method statements & risk assessments verified to ensure they reflect working in asbestos controlled environment (this will include, as required, sampling and testing).

6.3 Review inspection for damage and disturbance of materials and immediate actions

The Operations Managers or other nominated competent persons, carry out regular visual inspections checking for any signs of damage to materials (e.g. holes in a wall & ceiling panels; pipework insulation hanging-off; sprayed insulation damaged; loose debris and dust on floors / voids / risers etc.) and formally record and report this on the Service Quality Inspection documentation.

If any damage is found, Appendix 2, details the action path.

It is essential to determine whether it's likely to contain ACM's and if so, take the necessary actions to isolate, repair and remove etc., whilst preventing any further access or exposure.

6.4 Carrying out a risk assessment of Asbestos Containing Materials (ACM) to set priorities for management

Assessments may be carried out by the ARP, Deputy ARP's or specialist contractors.

6.4.1 The material assessment

This is an assessment of the condition of the material and the likelihood of it releasing fibres on disturbance.

As the survey, has been carried out, the surveyor's report will identify various associated materials within the scope of task/works nature and stability of said materials and overall condition.

This will give a good initial guide to the priority for management as it will identify the materials which will most readily release airborne fibres if disturbed.

However, this may not always indicate high priority for remedial action.

If this is not included within the survey a suitable risk assessment will be utilised to show the results

6.4.2 The priority assessment

This is an essential element as management priority must be determined by carrying out an assessment of the actual likelihood of the ACM's being disturbed.

This must take account of factors such as, maintenance activities, likelihood of disturbance, human exposure potential and occupant activity including visitors.

The results from the survey show the details found as well as the Materials and Priority assessments and are integral to the register.

6.5 Asbestos Master Register

This register sets out the aims, actions, timeframes, methodology and whom is responsible at each respective stage.

There are clear lines of responsibility, as seen in Section 5 with each person involved understanding their role.

The Asbestos Management Plan itself is regularly monitored and formally reviewed on a 6-monthly basis to ensure it is implemented and working effectively.

The Asbestos Management Plan is also reviewed at the Service Review meetings at each school site to ensure the school management team are aligned to the current plan and appraised of any changes to the plan or materials.

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6.6 Monitoring and reviewing the Asbestos Management Plan (AMP)

The ARP must consider and make arrangements, as necessary, for the following: -

- The Registers and subsequent CAFM activities will be monitored by the Duty Holder delegated to the ARP at a frequency of not less than every 12 months to make sure that all remedial work has been adequately carried out
- Monitoring of ACM's or presumed ACM's left in position will be undertaken by Duty Holder delegated to the ARP at a frequency determined by the management and condition surveys; the schedule is managed via Concept Evolution CAFM.
- The updating of the Asbestos Register following repair / removal of ACM's will be undertaken by ARP providing the relevant information to the Asbestos Register holder at a frequency of every 3 months or on completion of asbestos related works if no works are recorded in that period.
- Communication to and training of maintenance workers/contractors will be undertaken by Managers who have successfully passed a two day Managing Asbestos course, at a frequency of 12 months, or upon the arrival of new Amey direct employees. (Induction process for new staff Site induction and sub-contractors)
- Lessons learned following incidents and accidents involving ACM's will be monitored and communicated by the ARP at the scheduled Operations Team Meetings. (as and when incidents occur)
- Review of the AMP, including review of monitoring & maintenance regimes, is achieved through management audit undertaken jointly by Amey Northampton Schools Quality Manager and NSLP.
- Quarterly asbestos management reviews will be carried jointly with Amey and NSLP.
- The Asbestos Management Plan is audited annually by Amey HSEQ on behalf of the Amey Executive Management Team.

7.0 Monitoring and maintenance of ACM's

Each individual ACM, as defined on the asbestos master register, will be inspected as per material and priority risk assessments by an appropriately trained Amey employee (AAT Responsible person) at the frequencies stipulated within the management and condition surveys; any remedial actions will be noted on the master register.

The annual inspections will be included in the PPM schedule and logged on the CAFM systems with tasks raised and allocated to the ARPs responsible for the school due an asbestos condition review.

Any issues of increased risk or damage will be raised as job sheets for action and necessitate a review of the register by Duty Holder, see Appendix 3.

8.0 Selection and control of specialist contractors

Services required: -

- Training
- Asbestos surveying
- Asbestos removal

The companies providing the above services will be selected from those that have been approved and vetted by the Amey procurement team in Liverpool.

In order to qualify for the Sub Contract Agreement, the preferred supplier must evidence they can meet the requirements of section 15 to 24 (inclusive) of the Asbestos Regulations 2012. This will be confirmed during the Supplier Interview Process.

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The preferred supplier(s) must be signed up to a contract specific service level agreement issued via Amey contract services and managed locally as per document NPTON-CM-002 Control of Contractors.

9.0 Safe system of work

All work on or close to ACM's must be undertaken in accordance with HS(G)210.

10.0 Asbestos-related emergencies

Where damage is reported Appendix 2 must be followed.

If damage occurs the Amey Help desk and the ARP's must be notified immediately

Details of each repair, air sampling data, and analysis of any materials left because of any damage – is held on file managed by the ARP.

All incidents are to be reported via Airs web.

11.0 Communication

It is a requirement of the AMP that all parties exposed or potentially exposed to ACM's are aware of this documents existence and it is the responsibility of ARP's to advise all clients, service partners and our own employees of its existence **in writing**.

It is essential that: -

- The AMP is referred to in safe systems of work processes & procedures. (Amey Engineer Pre-Task Risk Assessments (NPTON-HFM-009-02) have a pre-defined asbestos assessment section which refers to site Asbestos Registers).
- the AMP is referred to in specifications for tenders, where appropriate
- emergency plans / contingency procedures refer to the AMP
- local emergency services are aware of the presence of ACM's in the premises
- the plan is maintained up to date with organisational structures, (names, contact numbers, roles and responsibilities) responsible for managing and implementing the plan
- the plan is maintained up to date with any changes in building use, occupancy or refurbishments
- there is adequate review and corrective action on instances of failure of the plan

12.0 Training and competence

- All Amey employees with a potential exposure to ACM's will be trained to AAT manager or operative standard with records retained by FM Auditor on the Northampton Training Matrix held locally.
- All persons named in Section 5 (Responsibilities) of this document have successfully attended a minimum of a two-day Management of Asbestos training course.
- All Secondary and Primary School site managers, caretakers and engineers will receive a Masterclass Asbestos Awareness training course.
- Asbestos Awareness refresher training is provided to Amey employees annually by way of Toolbox Talk and Masterclass presentation, and delivered by Amey HSEQ, Senior managers and FM Operations managers.

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13.0 Associated Documents

- LG-HS-Asbestos Exp- PR-01 - Preventing Exposure to Asbestos Procedure Rev 2
- HS-Asbestos-PR-01 – Control of Asbestos in Facilities - Rev 1
- NPTON-H&S-009/06 – Master Asbestos Register
- NPTON-H&S-009/05 – Asbestos Works Activity Log Rev 2
- HS-Asbestos-ST-02 – Control of Asbestos on Operational Tasks – Rev 1
- Control of Asbestos Regulations 2012
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- L143 - Work with materials containing asbestos
- HS (G) 210 – Asbestos essentials task manual: Task guidance sheets for the building maintenance and allied trades.
- HS (G) 227 – A comprehensive Guide to Managing Asbestos in Premises
- IND (G) 223 - A short guide to managing asbestos in premises leaflet
- HSG264 (second edition) Asbestos: The survey guide
- O&M files including H&S files
- Amey approved contractor list
- PTW/PTA/Works Authorisation process & Authorities
- ACM survey & plans
- NPTON-CM-002-02 "Contractor Site Safety Induction"
- PTW / PTA / Works Authorisation process & Authorisations
- ACM survey + plans

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14.0 Records

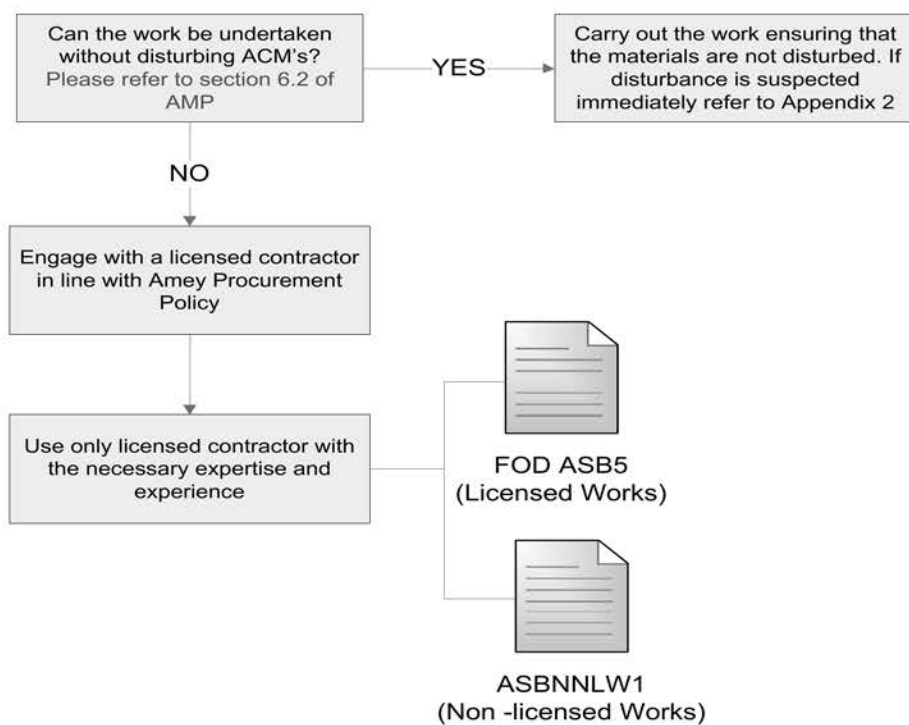
Reference (If applicable - Hyperlink to relevant templates or forms)	Title / Description	Responsibility for Retention of Records	Location Held / Storage Medium Electronic (E), Hard Copy (H)	Retention Period Years (Y) Months (M)	Statutory (S) Commercial (C)
-	AA training details	HR + Contract Manager	E	3Y	C
-	Site Inductions	ARP	H	5Y	C
-	Contractor procurement approvals	Procurement	E	25Y	C
-	Sub-contractor Method Statements / Risk Assessments	ARP	E or H	25Y	S & C
-	PTW's	ARP (Senior Facilities Manager)	E or H	25Y	S & C
-	Works authorisation	ARP (Senior Facilities Manager)	E or H	25Y	C
-	Concept Assets (ACM's)	CSC	E	-	C
-	Management survey + plans + Master Register	ARP	E or H	25Y	S & C

15.0 Revision Status

Rev	Date	Amendment	Authorised By
13	Oct 2018	Document Review. Contacts updates. ARP appointed	
12	Sept 2017	Document review. Contacts and appendices	
11	Apr 2016	Updated contact details	
10	Aug 2015	Updated references and responsibility matrix.	
09	Feb 2015	Updated contact details	
08	Nov 2014	Reviewed and updated in association with NSL and NCC to align with all responsible parties.	
07	Jun 2014	Reviewed to ensure AMP in with contractual requirements and Control of Asbestos Regulations 2012 (CAR)	
06	Jan 2014	Revised	
05	Jan 2014	Revised	
04	Jan 2014	Revised – minor adjustments with Deputy ARPs included	
03	Jul 2010	Revised additional Responsible Person	
02	Jan 2010	Revised – change to schools with ACMs and reference documents	
01	May 2009	Issued	
00	Apr 2009	Draft for review	

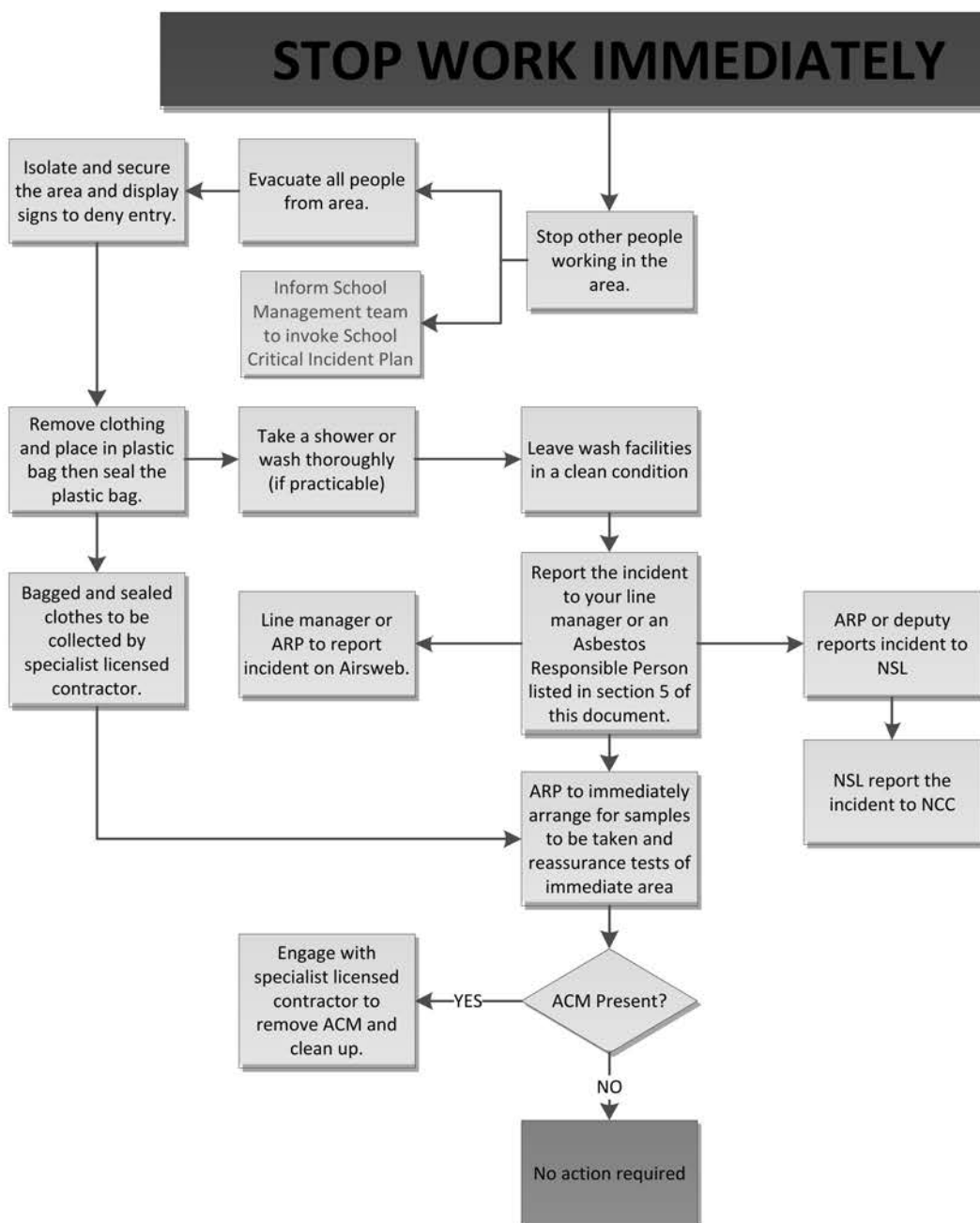
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Appendix 1 – Flow chart for 'Working with Asbestos Containing Materials (ACM's): who should carry out the work'.



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Appendix 2 – Flow chart for 'Action to take on disturbance of Asbestos Containing Materials'. (ACM's)



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Appendix 3 – Asbestos Inspections

