

SR75: Local Asbestos Management Plan (LAMP)

Site Name	Misson Primary School
Site Address	Dame Lane Misson Doncaster
Site UPRN	
Responsible Person / Duty Holder	John Birch – Head Teacher
Nominated Property Officer (NPO)	John Birch – Head Teacher
Assistant Nominated Property Officer (ANPO)	John Birch – Head Teacher
Nominated Property Contact (NPC)	John Birch – Head Teacher
Date Completed	24.01.2022
Date to be reviewed	24.01.2023

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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)
 - The Asbestos Register for the site
- 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 Property Compliance Helpline on 0115 9774530.
- 1.5 General Points:
- Asbestos registers, schematics and other related documents are available in the web based P2 system: <https://p2.concerto.co.uk>
 - 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 P2 Library. The link is at the top right of the home screen for your site. On the Library page, select "Asbestos Management Information" from the Categories menu and then click on the document to download a copy. The pathway is: *P2 > P2 Library > "Asbestos Management Information" Category > 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	John Birch – Head Teacher	
Organising Asbestos Awareness Training	John Birch – Head Teacher	
Compiling and Maintaining Asbestos Register	John Birch – Head Teacher	
Conducting Contractor Inductions	John Birch – Head Teacher	
Conducting Asbestos Condition Monitoring	John Birch – Head Teacher // Julie Mitchell – Office Manager	
Completing and Reviewing this Asbestos Plan	Joan Beck – Chair of Governors	

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 P2.

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 inducing 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 P2 Library. The pathway is: *P2 > P2 Library > "Asbestos Management Information" Category > 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.

5.3 The procedure is available in the P2 Library. The pathway is: *P2 > P2 Library > "Asbestos Management Information" Category > 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.
- 6.2 If you have to implement your Asbestos Disturbance Contingency Procedure (section 9 of this document), you should consider what information needs to be communicated to occupants/carers/staff/media. You should contact the NCC Communications Team for advice about the contents of such communication.
E: comms@inspireculture.org.uk

Location of Asbestos Containing Materials		People Concerned	Method of Communication
School Building	Kitchen Toilets Yr 3/4 Classroom Ceiling	Staff Pupils Visitors Contractors Service Users	All staff have an updated copy of the Asbestos Plan and are aware of where the asbestos is in the building. Contractors are made aware of all the asbestos and fill in a 'Site Induction' form before starting work on the building.

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:

- School Properties conduct monitoring on a termly basis
- Non-school properties conduct inspections on a 6-monthly basis.

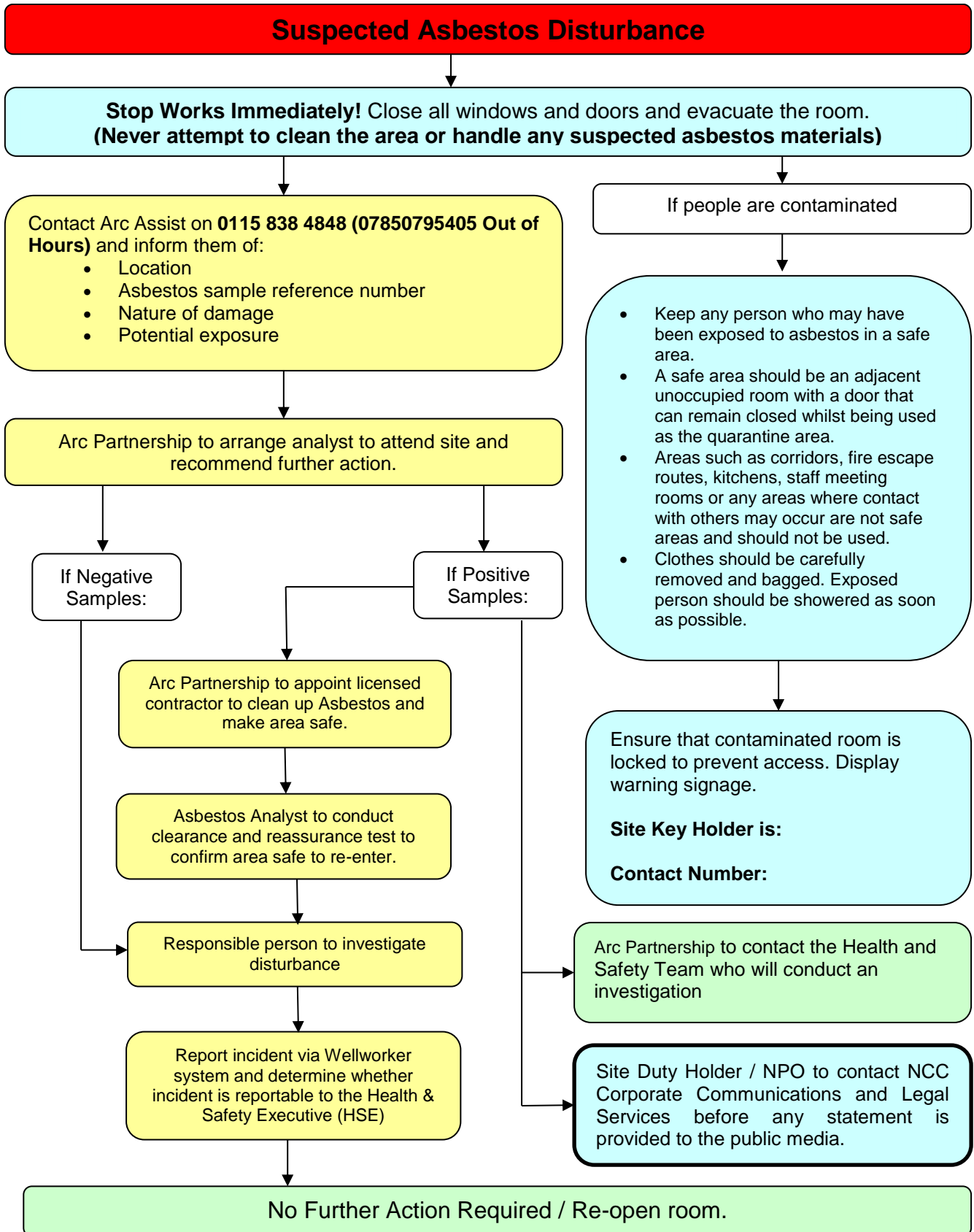
All deterioration in ACM condition must be reported immediately to Arc Assist (formerly Property Careline) on 0115 838 4848.

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NPO / Head Teacher	John Birch – Head Teacher

Date of inspection	Inspection carried out by	Any ACMs deteriorated since the last inspection? YES or NO If YES, call Arc Assist

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/workingforncc/healthandsafety/healthsafetylearningdevelopment/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
John Birch	Head Teacher	Head Teachers H&S Management Workshop	NCC	Jan 2010
Julie Mitchell	Office Manager	IOSH – Managing Safety for Head Teachers and School Business Managers	NCC	5 th February 2020

