

John Ruskin Primary School and Language Classes

Asbestos Management Plan

Coordinators: Clare Tayton and Jonathan Verity

Date approved: 2024

Next review: 2025



"Be Responsible, be fair, stay positive and care"

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1.0 ASBESTOS MANAGEMENT POLICY STATEMENT

John Ruskin Primary has a local Asbestos Management Policy which can be found in the Staff Handbook.

This Asbestos Management Plan sets out the actions taken within the school premises to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations (CAR), best practice guidance and Southwark Council policy.

A copy of this plan and the premises asbestos survey and register, in addition to any other relevant information as detailed in the schools and local authority guidance, will be held in a central folder which can be found at the Co-Headteacher's office.

This central folder will be made readily available to all those who need access to the asbestos documentation.

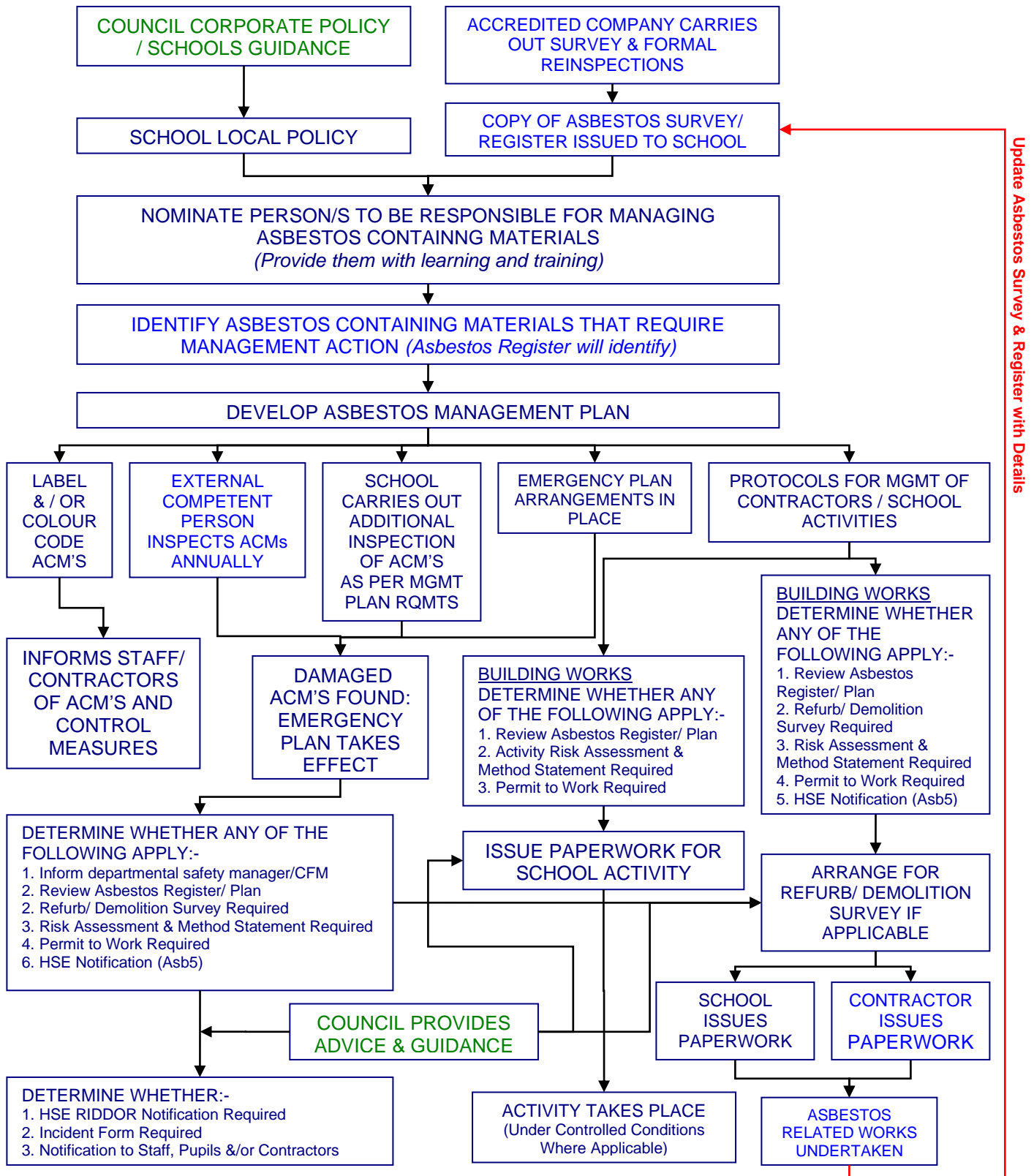
This plan has been developed in consultation with Southwark Council, the schools leadership team and has been approved by the Governing Body.

To ensure school employees, pupils, 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:

- A designated person/s responsible for the management of asbestos on the schools premises (referred to as the Responsible Person); including the updating of existing records
- A system to ensure ACMs are identifiable through appropriate labelling and/ or colour coding – label examples in section 3.5 of this document
- Provision of asbestos awareness training to relevant school employees and third parties as deemed necessary (including the keeping of appropriate training records)
- To periodically inspect ACMs on a regular basis as specified within the asbestos register
- To periodically review this Asbestos Management Plan
- 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
- Ensure that where deemed necessary, a refurbishment or demolition survey is undertaken when the school undertakes any construction works
- Seek advice and guidance from suitably qualified and experienced Competent Persons on any asbestos related work activities that are to be undertaken (this may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works & air-monitoring)

- Inform Southwark Council of any instances of suspected exposure to ACMs so that the Council can provide professional assistance and guidance (refer emergency procedures)

2.0 SCHOOL MANAGEMENT FLOWCHART



3.0 ASBESTOS MANAGEMENT PLAN

3.1 Duty Holder

The school has appointed the Headteacher as the legally designated Duty Holder (unless an alternative person has been identified and appointed by the Governing Body).

3.2 Responsible Persons

The following members of staff have been nominated to be responsible for managing asbestos on the school's premises.

- | | | |
|--------------------|---|--------------|
| 1) Jonathan Verity | - | Lead Officer |
| 2) Clare Tayton | - | Deputy |

The members of staff detailed above have attended a recent asbestos awareness training course. Details of these records can be found in their training records and Appendix 4.

3.3 Damaged ACMs / Emergency Procedure

Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes the school will instigate the emergency procedure below.

- Secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate)
- Review impact on the schools operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used

Contact Southwark Council's Health & Safety Manager and the Corporate Facilities Management Service Desk via cshealthandsafety@southwark.gov.uk and notify them of the damage. The council's Departmental Safety Manager/CFM Team will then provide professional advice and guidance as necessary. This may include, but is not limited to,

- inspecting the damage reported, arranging an air monitoring test and arranging and managing any associated remedial works required

- Maintain controlled access to the area until such time as formal clearance has been confirmed
- Maintain good communication with school staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached

3.4 Asbestos Survey and Register

The Asbestos Survey provides accurate information on the location, amount and condition of ACMs. The information in the survey report will be used to form the asbestos register which is a key component of the management plan for the school.

The school will ensure that an up-to-date copy of the asbestos survey/register for the will be available on the premises.

This will be kept at: in the main school office and provided to contractors when they are working on-site.





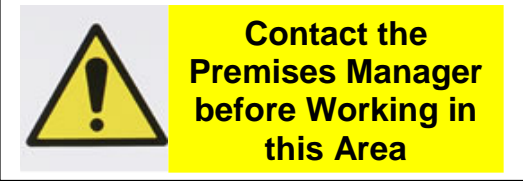
3.5 Asbestos Containing Materials

The areas of the school which have asbestos containing materials (ACMs) that require management will be noted from the asbestos register within the asbestos survey report. A copy of the Asbestos Register is attached to this document. Controls for specific high risk areas identified are included later in this plan at Section 4.0 (*Control measures for specific areas identified*).

Where ACMs have been identified, the person/s named earlier in this plan as being responsible for managing asbestos will ensure that the materials are capable of being identified visually by all staff and contractors using the following:

- Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and pupils will be identified by a label/ sticker similar to those contained within the table below
- Asbestos containing materials in other areas will be labelled using labels commensurate with legislative requirements i.e. a 'tombstone' label (see table below)

Examples of acceptable asbestos stickers/ labels to be used

<p>The following examples of labels/ stickers are suitable for use within the school premises as part of the management control procedures outlined within this Asbestos Management Plan.</p> <p>These examples are not extensive and other appropriate stickers/ labels may be used.</p>	<p>Asbestos 'tombstone' sticker – normal industry standard label used</p> 
<p>Presumed asbestos sticker – used when similar materials have been proven to contain ACMs</p>	<p>Encapsulated asbestos sticker – used when ACMs have been encapsulated</p>
	
<p>Asbestos sticker – An alternative to the 'tombstone' sticker highlighted above</p>	<p>Warning sticker – Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern</p>
	

3.6 Staff Awareness

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

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

Staff induction is carried out by the assistant headteacher[s] and staff are made aware of the asbestos management plan.

Any concerns regarding asbestos should be reported to the premises manager immediately.

Any periodic updates regarding asbestos related works are communicated via the daily staff news sheet.

3.7 Monitoring and Inspection

The school will ensure formal visual inspections of all known ACMs are carried out as stipulated within the Asbestos Register, recording the details of such inspections using a suitable proforma (refer Appendix 1 for template).

Formal visual inspections of retained ACMs will be conducted on at least an annual basis, by a Competent Person qualified to BOHS P401 or P402 certificate level. All other periodical inspections stipulated will be undertaken by the Responsible Person/s identified earlier in this plan. These will be conducted and recorded termly. *NB at John Ruskin annual inspections were stipulated by the last asbestos survey.*

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan at Section 3.3 (*Damaged ACMs / Emergency Procedure*).

To arrange the annual external competent persons inspections, the Council's H&S team can be contacted on cshealthandsafety@southwark.gov.uk

3.8 Works and Visitor Protocols

3.8.1 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 person/s responsible for managing asbestos or other relevant member of staff within the school.

All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan using Appendix 2 below.

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 duly authorised and implemented.

3.8.2 Emergency Services

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival.

3.9 Refurbishment or Demolition Works

Where the school 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 HSG26 - <https://www.hse.gov.uk/pubns/books/hsg264.htm>

Where necessary, the school will seek further advice and guidance from the Council's H&S team on the contact details specified earlier in this plan.

3.10 Asbestos Works and Removals

The school will ensure that any works undertaken involving ACMs will be carried out within the requirements of the Control of Asbestos Regulations 2012. Guidance from the Health and Safety Executive can be found at: [HSE Control of Asbestos Regs 2012](#).

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

Where ACMs are to be removed or encapsulated etc, the council will be contacted prior to any such works taking place and provided with a copy of the contractor's method statement etc. The council will confirm they are happy for the school to proceed and will update their records accordingly.

The school asbestos register will be updated accordingly following completion of the asbestos related works.

Where the school requires further guidance in relation to the Control of Asbestos Regulations 2012, the support of the Council's H&S team will be sought.

4.0 CONTROL MEASURES FOR SPECIFIC AREAS IDENTIFIED

This section outlines specific control measures adopted by the school, which are outside of the normal adopted practices, for ACMs which staff, visitors, emergency services attending site and/or contractors must be made aware of.

At John Ruskin there are no specific control measures in place outside of the normal adopted practices.

Appendix 1: Asbestos Containing Material Inspection Record – Monthly Visual Checks

School	John Ruskin School – Main Building	Date of Inspection	
Inspection By (signature)		Print Name	

Good Practice Guidance:

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration since the last inspection
- Replace missing/ damage asbestos labels/ stickers
- Where the condition is determined as either **Medium** or **High**, the emergency procedure needs to be instigated

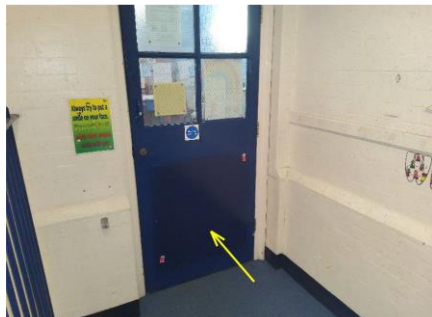
Condition Key:



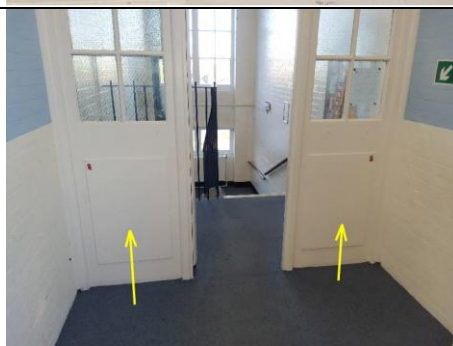
Good: No visible damage; review at next inspection date




Low: A few scratches or surface marks but no signs of asbestos debris; review at next inspection date for further signs of deterioration




Medium: Significant breakage of materials or several small areas where material has been damaged; encapsulation works likely - follow the emergency procedure




High: Visible asbestos debris; environmental clean and encapsulation works likely – follow the emergency procedure



LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
Main Building				
First Floor – 1 3rd Floor Stairwell/Art Classroom		Insulation board panels to inside of Entrance Door (Behind Timber Panels) x1	Good / Low Medium / High	



LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
2nd Floor – 2 Stairwell/opposite Azure class		Insulation board panels to Sides of Double Doors x 2	Good / Low Medium / High	
2nd Floor – 3 Cloakroom opposite Azure Class		Insulation board panels within Alcove Behind Wire Mesh	Good / Low Medium / High	
2nd Floor – 4 Stairwell/next to Azure Class		Insulation board panels either side of doors x 2	Good / Low Medium / High	




LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
2nd Floor – 5 Stairwell/opposite Vermilion Class		Insulation board panels to Sides of Double Doors x 2	Good / Low Medium / High	
2 nd Floor – 6 Cloakroom/Opposite Vermilion Class		Insulation board Behind Wire Mesh	Good / Low Medium / High	
2 nd Floor – 7 Stairwell/next to Violet Class		Insulation board panels behind fixed timber panels to Sides of Double Doors x 2	Good / Low Medium / High	

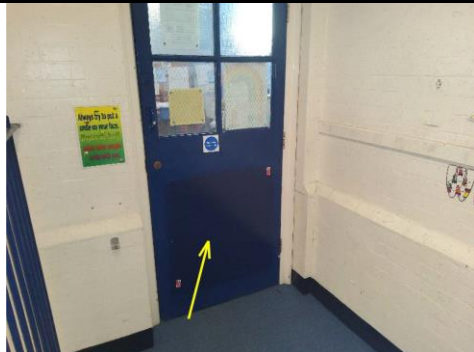


LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
1 st Floor – 8 Stairwell/opposite Library		Insulation board panels to Sides of Double Doors x 2	Good / Low Medium / High	
1 st Floor – 9 Boys toilets		Insulation board panels behind Behind Wire Mesh x1	Good / Low Medium / High	
1 st Floor – 10 Stairwell/next to Staff Room		Insulation board panels to sides of double doors x 2	Good / Low Medium / High	




LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
1 st Floor – 11 Stairwell/Opposite Green Class		Insulation board panels beside double doors x 1	Good / Low Medium / High	
1 st Floor – 12 Stairwell/opposite Green Class		Insulation board panels besides double doors x 2	Good / Low Medium / High	
1 st Floor – 13 Stairwell/next to Green Class		Insulation board panels beside doors x 2	Good / Low Medium / High	




LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
1 st Floor – 14 Stairwell/Opposite Green Class		Insulation board panel beside double doors x 2	Good / Low Medium / High	
Ground Floor – 15 Cellar opposite Yellow Class		Insulation board panel to Cellar Door & Side Panels x3	Good / Low Medium / High	




LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
Ground Floor – 16 Stairwell/next to Yellow Class		Insulation board panels to side of door x 1	Good / Low Medium / High	
Ground Floor – 17 Inside cellar opposite Yellow		Insulation board panels to Door and side panels x 3	Good / Low Medium / High	




LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
Ground Floor – 18 Maths cupboard		Insulation board panels to door and beside door x 2	Good / Low Medium / High	
Ground Floor – 19 Maths cupboard		Insulation board panels to door and beside door x 2	Good / Low Medium / High	
Ground Floor Mezz – 20 Asst. SENCO/DHT Rooms		Insulation board panels behind Timber Boxing x1	Good / Low Medium / High	



LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
3 rd Floor – 21 Stairwell/Art room		Insulation board panel to 2nd & 3rd Floor outside of class Entrance Door x1	Good / Low Medium / High	
Second Floor – 22 Stairwell/Opposite Azure Class		Insulation board panel behind noticeboard x 1	Good / Low Medium / High	
2 nd Floor – 23 Stairwell/opposite Azure Class		Insulation board panel either side of double doors x 2	Good / Low Medium / High	



LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
2 nd Floor – 24 Stairwell/next to DHT office (Donna)		Insulation board beside double doors behind timber panels x 1	Good / Low Medium / High	
Second Floor – 25 Stairwell/opposite Vermilion class		Insulation board behind noticeboard x 1	Good / Low Medium / High	
Ground Floor Mezz – 26 Stairs/Near HT office door		Insulation board panels behind alcove x1	Good / Low Medium / High	


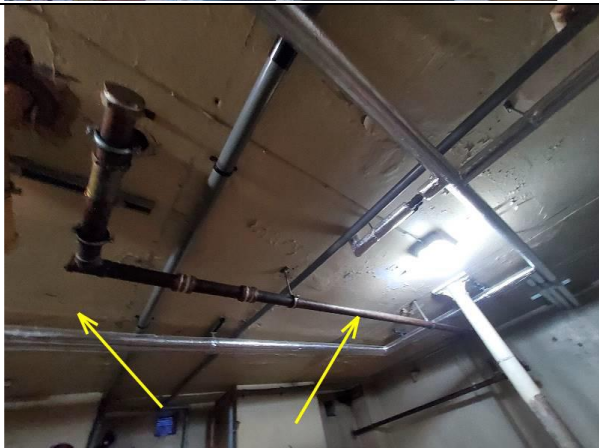
LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
First Floor – 27 Stairs/opposite Vermilion Class		Insulation boards beside doors x 2	Good / Low Medium / High	
Second Floor – 28 Stairwell/ Opposite Library		Insulation boards beside doors x 2	Good / Low Medium / High	
Second Floor – 29 Stairwell/ next to Violet Class		Insulation boards beside doors x 2	Good / Low Medium / High	

LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
First Floor – 30 Stairwell/next to Staff Room/Red Stairs		Insulation boards beside doors x 2	Good / Low Medium / High	
Second Floor – 31 Stairwell/cleaner's cupboard understairs of Yellow Stairs		Insulation boards beside doors x 1	Good / Low Medium / High	
Second Floor – 32 Stairwell/next to Azure class		Insulation boards beside doors x 2	Good / Low Medium / High	

LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
First Floor – 33 Stairwell/opposite cleaner's cupboard Yellow Stairs		Insulation boards beside doors x 1	Good / Low Medium / High	
External – Middle Playground – 34 Skylight in shed area		Rope Seal 20m	Good / Low Medium / High	
Basement – 35 Entrance to boiler room on wall		Rope flashguards within electrical switchgear boxes x2	Good / Low Medium / High	

LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
Basement – 36 Pump room		Thermal Insulation Residue to floor and plinths 16m	Good / Low Medium / High	
Basement – 37 Pump room		Thermal Insulation Residue to all walls 40m	Good / Low Medium / High	

LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
Basement – 38 Pump room		Thermal Insulation Residue to all walls 20m	Good / Low Medium / High	
Basement – 39 Pump room		Gaskets within pipework flanges	Good / Low Medium / High	

LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
External – 40 Middle playground		Cement panels - toilet block above windows x5	Good / Low Medium / High	
Basement – 41 1 st store room		Thermal insulation residue to concrete ceiling 20m Area sealed off until encapsulation works are carried out	Good / Low Medium / High	

Appendix 1: Asbestos Containing Material Inspection Record – Monthly Visual Checks

School	John Ruskin School – Annexe Buildings	Date of Inspection	
Inspection By (signature)		Print Name	

Good Practice Guidance:

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration since the last inspection
- Replace missing/ damage asbestos labels/ stickers
- Where the condition is determined as either **Medium** or **High**, the emergency procedure needs to be instigated

Condition Key:



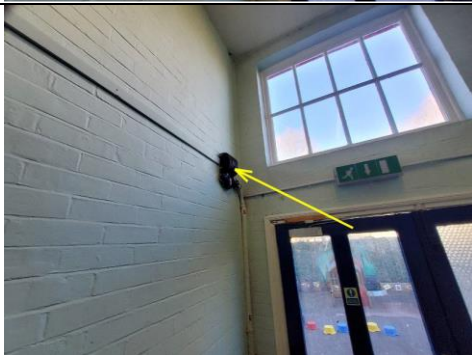
Good: No visible damage; review at next inspection date




Low: A few scratches or surface marks but no signs of asbestos debris; review at next inspection date for further signs of deterioration


Medium: Significant breakage of materials or several small areas where material has been damaged; encapsulation works likely - follow the emergency procedure

High: Visible asbestos debris; environmental clean and encapsulation works likely – follow the emergency procedure

LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
Ground Floor – 1 LU PE Cupboard		Insulation board panels to Cupboard Door x2	Good / Low Medium / High	

LOCATION OF ACM	PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
Ground Floor – 2 LU Inside PE Cupboard		Insulation board panel each side of wall behind timber x 2	Good / Low Medium / High	
Ground Floor – LU – 3 Hall exit to JRN playground		Bitumen wrap to mains cable 3m	Good / Low Medium / High	
Ground Floor – LU – 4 Hall exit to JRN playground		Rope flashguards within electrical switchgear box	Good / Low Medium / High	

LOCATION OF ACM	ACM PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
Ground Floor – 5 LU door to stairs		Insulation board panel to doors x 1	Good / Low Medium / High	
First Floor – LU – 6 First floor entrance		Insulation board panel to doors inside hall x 2	Good / Low Medium / High	
First Floor – LU – 7 First floor entrance		Insulation board panel to doors outside hall x 2	Good / Low Medium / High	

LOCATION OF ACM	PHOTO	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
External middle playground – 8 External roof		Cement undercloaking to gable ends of pitched roof areas	Good / Low Medium / High	

Appendix 2: Contractor Review of Asbestos Register/Survey

This sheet should be signed by all those carrying out repair/maintenance work on the premises (including voluntary workers or staff) that will involve disturbing the fabric of the premises.

Persons signing this sheet are signing to say that they have seen the Asbestos Register and Management Plan and checked that whether there is any known or presumed asbestos in the area in which they are working.

Where an asbestos containing material is suspected, no work should be carried out until all relevant procedures have been carried out as detailed in this plan.

Date	Company	Details of Work	Print Name	Signature

Date	Company	Details of Work	Print Name	Signature

Appendix 3: Asbestos Permit to Work Proforma

Permit to Work Issuing Instructions

To be used when any work on/near asbestos containing materials is to take place

ASBESTOS PERMIT TO WORK

Date/s for Works/ Activity:..... Times:.....

Section 1: Location and description of work

Section 2: Asbestos Register

2.1 Has the Asbestos Register been reviewed by the staff member/Contractor? Yes / No

2.2 Will the work disturb any asbestos containing material? Yes / No

If the answer to 2.2 is YES – proceed to Section 3; if NO – proceed to Section 4

Section 3: Work ON asbestos containing materials

3.1 Contractors competency to work on ACM's been confirmed? Yes / No

3.2 Worked planned in accordance with the requirements of The Control of Asbestos Regulations 2012? Yes / No

3.3 Southwark Council CFM been informed and given approval? Yes / No

Work can commence once the above are confirmed

Section 4: Activity / Work NEAR asbestos containing materials

4.1 Has a method statement been prepared for the work? Yes / No

The activity / works can commence once the above is confirmed but must stop immediately if any suspicious materials are discovered

Section 5: School Approval

Signature: Date:.....

Print Name:..... (Responsible Person\

Section 6: Staff / Contractor Confirmation

I confirm that the activity / work will be undertaken in accordance with the requirements of this permit and school asbestos management plan.

Signature: Date:.....

Print Name:..... Company Name:.....

Appendix 4: Staff Training Records

Staff's training needs are subject to periodic review.

Periodic asbestos awareness training will be provided to those staff where the schools Training Needs Analysis (TNA) identifies the need. Other professional training will be undertaken as and when required/ determined by the TNA.

Staff Name	Details of Training Attended	Date Training Attended	Next Training Date
Jonathan Verity	Asbestos Awareness	19/05/23	19/05/25

These training records should be reviewed as a minimum annually and should form part of the staff's Personal Development Plan and Performance Review.