



# CAMPION SCHOOL

# ASBESTOS MANAGEMENT PLAN

DATE: MARCH 2024  
REVIEW DATE: MARCH 2025

HEADTEACHER.....

SIGNED

A handwritten signature in black ink, appearing to read 'J. Pareser'.

CHAIR OF GOVERNORS.....

SIGNED

A handwritten signature in black ink, appearing to read 'Paul'.

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# SECTION 1

## ASBESTOS MANAGEMENT PLAN

The Control of Asbestos Regulations 2012 requires managers of premises to prepare a written asbestos management plan. The plan should set out how the risks from asbestos are to be managed and the procedure for ensuring that employees or others do not disturb asbestos-containing materials (ACMs). The premises 'Asbestos Register' should be used to produce this plan. The 'Asbestos Register' is managed by WCC and can be accessed via The Atlas system. The Headteacher, Operations Manager, Premises Manager and Site Team have access to the register.

**The Headteacher, Chair of Governors, Operations Manager, Premises Manager and Site Team must be aware of the contents of this management plan**

<b>1. ESTABLISHMENT NAME</b>		
Campion School		
<b>2. RESPONSIBILITIES</b>		
Who is the site Duty Holder?	<i>Name: Jassa Panesar Fergus Durrant</i>	<i>Title: Headteacher Chair of Governors</i>
Who is the person with day-to-day operational responsibility for managing asbestos on site?	<i>Name: Teresa Collins</i>	<i>Title: Operations Manager</i>
Who is responsible for undertaking the annual visual re inspection and updates to the asbestos register for the site?	<i>Name: Teresa Collins</i>	<i>Title: Operations Manager</i>
Who is the author of this plan?	<i>Name: Teresa Collins</i>	<i>Title: Operations Manager</i>
<b>3. REVIEWING THIS MANAGEMENT PLAN</b>		
Date this Management Plan was produced	March 2023	
Date of next review	March 2024	

<b>4. HOW THE LOCATION AND CONDITION OF ASBESTOS-CONTAINING MATERIAL IS RECORDED</b>			
How is information about asbestos in the premises recorded	WCC Annual Asbestos Survey Asbestos Register Termly Inspection by Operations Manager & Site Manager		
Where are copies of the register and plan kept?	Via WES ATLAS System		
<b>5. RESULTS OF THE RISK ASSESSMENTS AND ACTION REQUIRED (IF ANY)</b>			
What was the date of your last Annual Visual Re-inspection	June 2023		
What were the concerns and high risk items that required immediate action? <i>(To be added to the action plan; see end of document).</i>	The Asbestos register is under review as the report had not been updated with previously completed works.		
<b>6. MONITORING ARRANGEMENTS FOR ASBESTOS</b>			
What are the arrangements for monitoring the known/presumed asbestos-containing materials, to ensure that they remain in good condition and that there is no increased risk of disturbance?	<ol style="list-style-type: none"> <li>1. Local visual inspection on a regular basis by Operations Manager &amp; Site Manager</li> <li>2. Annual Survey.</li> </ol>		
<b>7. HOW INFORMATION ABOUT ASBESTOS IS PASSED TO THOSE THAT NEED IT</b>			
How are staff informed and updated on asbestos related issues?	Staff induction. Annual refresher. As required if cause for concern.		
What is the procedure for ensuring that contractors and others check the asbestos register before starting work?	Asbestos information is provided to contactors visiting the site who sign to acknowledge they have read and understood. Asbestos information to be provided in connection with planned works.		
How are routine maintenance and construction works monitored during the activity?	Prior to commencement of works the area or areas identified for access are identified on the register. Ascertain these areas are free of asbestos. Contractor shown the register and sign to confirm they have read and understood. All works to be carried out by competent contractor. School will check competence and obtain copies of risk assessments and method statements for any works. For larger construction works normal working procedures would be carried out prior to commencement of works, site surveys and asbestos survey to areas to be worked on, pre-start and project meetings etc. Work is carried out outside of term time wherever possible.		
Who is the nominated person that will act on behalf of the duty holder in the event of absence?	<table border="1"> <tr> <td><i>Name: Teresa Collins</i></td> <td><i>Title: Operations Manager</i></td> </tr> </table>	<i>Name: Teresa Collins</i>	<i>Title: Operations Manager</i>
<i>Name: Teresa Collins</i>	<i>Title: Operations Manager</i>		
What methods are used to make staff aware of presence of asbestos in school?	New staff informed at Health and Safety Induction. Annual H&S refresher.		

## 8. TRAINING

### ASBESTOS AWARENESS

1. Teresa Collins
2. Roy Ruddlesdin
3. Katie Hickman
4. Andy Taylor
5. Carlos Da Silva

### DATE OF TRAINING

1. FEB 2023
2. JUL 2023
3. AUG 2023
4. FEB 2023
5. JUL 23

*(Training that still remains to be done should be added to the Action Plan).*

## 9. ACTION PLAN

High risk items / major concerns / training requirements.	Remedial action required	Target date for action	Date completed
High risk work reported in annual survey	None		
<i>Encapsulating required in some areas as noted in annual survey</i>	<i>Work through sections of school on basis of when work should be completed by and as funds allow.</i>	June 2023 - June 2025	
<i>Visual Inspection</i>	<i>N/A</i>		19/04/23
<i>Visual Inspection</i>	<i>N/A</i>		20/11/23

***THIS PLAN SHOULD BE AVAILABLE IMMEDIATELY ON REQUEST.***

# SECTION 2

## ASBESTOS REGISTER

### ACTION

#### ASBESTOS REGISTER

This can be found via WES ATLAS system

If you need login access contact: Teresa Collins, Roy Ruddlesdin, Carlos Da Silva, Katie Hickman or Andy Taylor.

#### ATLAS information includes:

- A copy of the “Asbestos Register”. This is a record of information collected from previous records (where the asbestos remains in-situ) and a Management asbestos survey of all buildings on the site.
- Areas not checked should be presumed to contain asbestos until proven otherwise. All the areas and materials listed should be included in a future Asbestos Refurbishment and Demolition survey where refurbishment and alterations (including rewiring or cabling work) or demolition is planned including self-financed projects.
- All “Revisions to the Asbestos Register” must be updated on the ATLAS system, send any information or contact: [paulcarlin@warwickshire.gov.uk](mailto:paulcarlin@warwickshire.gov.uk)
- Floor plans showing location of all asbestos materials.

#### Notes:

1. Materials listed as “presumed asbestos” must be treated as asbestos until analysis proves otherwise.
2. Areas that were not surveyed due to access being unavailable at the time of the management asbestos survey must be presumed to contain asbestos materials until proven otherwise. These areas are clearly identified on the register.

**The information contained in the new register is held centrally on the County Council’s ATLAS system.** It is therefore important that details of any changes to the information regarding asbestos materials is sent to: [paulcarlin@warwickshire.gov.uk](mailto:paulcarlin@warwickshire.gov.uk)

3. This applies to the discovery of previously unknown asbestos and the repair or removal of known asbestos. The asbestos register will be updated once written reports have been provided to Paul Carlin at WCC.

# SECTION 3

## ANNUAL VISUAL INSPECTION RECORDS

### ACTION

**CONDUCT A VISUAL INSPECTION OF AN AREA OF SCHOOL TERMLY, ENSURING WHOLE SITE HAS BEEN VISUAL INSPECTED OVER THE ACADEMIC YEAR. RECORDS COMPLETED BY OPERATIONS MANAGER AND SITE MANAGER.**

As well as the day-to-day requirement to report any damage to asbestos materials a responsible person should carry out at least annually visual non-intrusive walk round inspections to monitor and assess the condition of asbestos containing materials.

Describe, location, material, nature of any damage, what action you are going to take and by when. Include Photos where possible. Look for signs of disturbance, scratches, broken edges, cracked or peeling paint and debris. If you have any doubts about what action to take you should seek advice from Paul Carlin at WCC or an asbestos specialist. Any work you decide to carry out should be recorded with an agreed date for completion.

Record actions in the Site Asbestos Management Plan – Section 1

# TERMLY VISUAL INSPECTION RECORD SHEET

AREA OF SCHOOL INSPECTED.....

Date	Name & Status of Persons carrying out Inspection
<p>Outcome/Comments</p>	
Name.....	Name.....
Position.....	Position.....
Signed.....	Signed.....

Details of any damaged asbestos discovered during the annual inspections must be actioned.

