

## School Asbestos Management Plan

Relevant people in control of the premises or organising work must be aware of the contents of this management plan.

Name of School	
New Town Primary School	
ROLES AND RESPONSIBILITIES	
Role	Name and contact details
<b>Duty Holder</b> The organisation with the main responsibility for maintenance or repair	Oxford Diocesan Schools Trust
<b>ODST Appointed Person</b> for Asbestos Management	Samantha Rhodes (Operations) <a href="mailto:Sam.Rhodes@odst.oxford.anglican.org">Sam.Rhodes@odst.oxford.anglican.org</a> Steve Bryan (Compliance Support Team) <a href="mailto:Steve.Bryan@odst.oxford.anglican.org">Steve.Bryan@odst.oxford.anglican.org</a>
Who is the <b>school responsible premises manager</b> who has day-to-day responsibility, usually the Headteacher.	Headteacher Polly Cornish
Who is the <b>school, deputy responsible premises manager</b> , usually the School Business Manager.	Site Manager Tim Booth
Responsibility (as appropriate)	Designated role or name of person and contact details
<b>Asbestos register and site plans</b> <ul style="list-style-type: none"> <li>Preparation</li> <li>Review and update</li> </ul>	ODST Appointed Person ODST Appointed Person with the School Responsible Premises Manager or their deputy
<b>Condition monitoring of ACMs</b> <ul style="list-style-type: none"> <li>Formal 5 yearly Management Surveys</li> <li>Local visual inspections</li> </ul>	The ODST Appointed Person will arrange 5 yearly Management Surveys by a specialist contractor. The school premises manager or their deputy will carry out regular visual inspections.
<b>Asbestos management plan</b> <ul style="list-style-type: none"> <li>Preparation</li> <li>Review and update</li> </ul>	ODST Appointed Person with School Responsible Premises Manager or their deputy
<b>Surveys and specialist asbestos advice</b> <ul style="list-style-type: none"> <li>E.g. Refurbishment and demolition surveys</li> <li>Air sampling and bulk sampling</li> </ul>	For details of ODST approved specialist contractors contact: Steve Bryan Compliance Support Team <a href="mailto:Steve.Bryan@odst.oxford.anglican.org">Steve.Bryan@odst.oxford.anglican.org</a>
<b>Management of specialist contractors</b>	ODST will employ competent specialist contractors for

- Competency checks
- Contract and reporting arrangements
- Quality and safety checks

surveys, inspections, advice and removal.

<p><b>Delivery of 'site asbestos information briefing' to school staff</b></p> <ul style="list-style-type: none"> <li>● Detail the location of ACMs in specific areas they work</li> <li>● Include an instruction not to disturb ACMs</li> <li>● Explain what must be done if ACMs become damaged</li> </ul>	<p>Prepared by ODST Appointed Person School Responsible Premises Manager or their deputy with bespoke training materials.</p>
<p><b>Organising staff training</b></p> <ul style="list-style-type: none"> <li>● Duty to manage, asbestos awareness and non-licensed work</li> </ul>	<p>Sourced by ODST Appointed Person Allocated by School Responsible Premises Manager</p>
<p><b>Pre-site arrival checks of contractors</b></p> <p>Check those doing asbestos work have:</p> <ul style="list-style-type: none"> <li>● had appropriate asbestos training/UKAS accredited</li> <li>● seen a risk assessment and plan of work detailing suitable control equipment and procedures</li> </ul>	<p>ODST Appointed Person Sent to School Responsible Premises Manager or their deputy</p>
<p><b>Providing asbestos information</b></p> <p>At the planning stage for any refurbishment, installation, demolition work.</p> <p>Ensuring that no work liable to disturb the fabric of the building is undertaken without conducting a targeted, intrusive (Refurbishment/Demolition) survey beforehand.</p>	<p>ODST Appointed Person in conjunction with ODST Appointed Surveyor</p>
<p><b>Delivery of contractor site inductions</b></p> <ul style="list-style-type: none"> <li>● Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to:</li> <li>● verify pre-site check</li> <li>● ensure contractor signs to acknowledge seen AMP and Register/Site Plan</li> <li>● issue a permit-to-work or equivalent</li> </ul>	<p>Major Works - ODST Appointed Person Day to day non-asbestos related works - School Responsible Premises Manager or their deputy using Contractors Checklist. (Attached)</p>
<p><b>Collating and storing evidence</b></p> <p>Following asbestos removal, repair work and safe site reoccupation, for example:</p> <ul style="list-style-type: none"> <li>● certificate of reoccupation</li> <li>● statement of cleanliness</li> </ul>	<p>ODST Appointed Person in conjunction with the School Responsible Premises Manager or their deputy</p>
<p><b>Providing asbestos register and site plans to emergency services</b></p> <ul style="list-style-type: none"> <li>● Include copy of asbestos register and floor plans with emergency evacuation grab-pack.</li> </ul>	<p>The School Responsible Premises Manager or their deputy (ODST Critical Incident Plan) Available at school entrance as a hard copy and all available via QR Code</p>
<p><b>Resilience testing of the asbestos management plan</b></p> <p>This is to check the procedures work for a range of scenarios, for example:</p> <ul style="list-style-type: none"> <li>● planned and unplanned work</li> <li>● accidental disturbance of ACM</li> </ul>	<p>ODST Appointed Person in conjunction with the School Responsible Premises Manager or their deputy. In emergencies STOP Work and notify the ODST Appointed Person.</p>
<p><b>Contact details</b></p>	<p>Samantha Rhodes Operations 07586 523641 Steve Bryan Compliance Support Team 07572 644061</p>

## ASBESTOS MANAGEMENT CONTROL ARRANGEMENTS

### **Asbestos condition monitoring**

Inspect any identified or suspected ACM and assess its condition periodically, to check that it has not deteriorated or been damaged.

The frequency of inspection will depend on the location of the ACMs and other factors which could affect their condition, for example the activities in the building, non-occupancy etc.

- All ACMs (confirmed and presumed) detailed on the asbestos Register are inspected every year by the The ODST Responsible Person or a contractor appointed by them.
- Any day to day deterioration in ACM condition must be reported to Samantha Rhodes Operations [Sam.Rhodes@odst.oxford.anglican.org](mailto:Sam.Rhodes@odst.oxford.anglican.org) and/or Steve Bryan Compliance Support Team [Steve.Bryan@odst.oxford.anglican.org](mailto:Steve.Bryan@odst.oxford.anglican.org).
- The asbestos Register is updated by inserting a photo, any changes to risk assessment, any repairs or actions needed and date of inspection.
- Any actions required are carried out in line with the prioritised action plan - see section below.

### **Access controls such as permit-to-work system, restricted areas**

These may be required for areas where asbestos is present or presumed and it is at risk of being disturbed.

- School staff will not undertake any removal or work on ACMs. Specialist support from a Licensed Contractor will be sought.
- All contractors are made aware of the locations of ACMs and sign to confirm they have seen the Asbestos Register.

### **Maintenance tasks on ACMs that can be carried out by non-licensed, trained workers**

Some tasks, like cleaning vinyl floor tiles, can be done by workers who have had asbestos awareness training. Anyone doing non-licensed work must be suitably trained for the specific tasks and follow HSE's guidance: [www.hse.gov.uk/asbestos/essentials](http://www.hse.gov.uk/asbestos/essentials)

The school will ensure all staff members who undertake the following work have completed Asbestos Awareness Training before working in an area where ACM's have been identified:

- Cleaning
- Painting

(i.e. only non-invasive works / without disturbing the fabric of the building)

### **Maintenance tasks on ACMs that can only be done with help from licensed contractors**

Some tasks, for example removal of multiple damaged AIB ceiling tiles, must be done by a licensed contractor.

- School staff will not undertake any removal or work on ACMs.
- Specialist support from a licensed contractor will be sought.

### **Controls for planned maintenance or other work on the building**

Prior to any planned maintenance or other work on the building the school will ensure:

- The record/register is checked in good time before the work starts.
- The information on the presence of asbestos has been understood and will be considered.
- In advance of any refurbishment and demolition work liable to disturb the fabric of the building, an intrusive Refurbishment & Demolition Survey will be carried out as recommended in [HSG264](#).
- The correct controls will be used.
- Competent asbestos-trained contractors will carry out the work.
- Where applicable the school will submit asbestos information to ODBE for any projects being handled by them.
- Handover arrangements are in place at the start and end of work, managed by the Responsible Premises Manager.

## ACTION PLAN FOR ACM REMOVAL, REMEDIATION OR ONGOING MANAGEMENT

When deciding on actions and priorities for ACMs in the asbestos register, take the following points into account:

- ACMs which have a high potential to release fibres, for example with material assessment scores above 10, must be prioritised for immediate action.
- ACMs in good condition, but with a high potential for disturbance either during normal occupancy or foreseeable maintenance, should be protected or removed.
- Any ACMs likely to be disturbed by any major planned refurbishment work must be removed unless work can be designed to avoid the ACMs.
- Some ACMs may require more frequent condition checks to inform long-term management actions
- Some locations may be subject to activity changes and will require a review of the actions and priorities.
- If further information becomes available through surveys or condition checks, include their impact and prioritise these in the action plan.

There is further guidance on management options at:

[A comprehensive guide to managing asbestos in premises - HSE.](#)

This includes decision flow charts to help you decide on the appropriate management options.

A number of actions over the ACM's lifespan are likely and, depending on the risk assessment, these may be immediate, or in the medium or long term.

Update the register as ACM works are completed and evidence recorded, for example a certificate of reoccupation.

Record details of decisions on prioritisation and actions relating to any future plans for building use or planned works.

Refer to the last formal reinspection for risk assessment and management recommendations.

All ACMs that are unsealed or damaged will be ENCAPSULATED, REPAIRED OR REMOVED.

All ACMs that are in good and safe condition can be MANAGED.

These ACMs will be monitored by annual re-inspection surveys.

Insert details of asbestos on site below:

The ACM's on site are a mixture of AIB, Cement and flooring. There are several areas that are presumed and these will need to be managed accordingly by further investigation prior to any works being undertaken; all of these have been identified in the recent survey. The schools focus will be on the ongoing management of the asbestos on site by annual reinspections by a competent person. Any damage to be reported straight away and follow the emergency procedures. There has been a recommendation of encapsulation. A quote will need to be obtained from a specialist contractor to complete the works. No removals recommended.

## ASBESTOS COMMUNICATION PLAN

Everyone who needs to know about the ACMs at the site, for example maintenance workers, contractors and occupants, should be provided with information in sufficient detail.

This should include the location of ACMs and relevant arrangements set out in this management plan.

A communication plan can be helpful and could include:

- The strategy for sharing information about the location of ACMs on site.
- How the asbestos register is maintained as a 'live' current document.
- Where information is kept.
- How to access that information.
- What to do in the event of an accidental disturbance including emergency contacts.

Staff within the school will be given appropriate and relevant information in relation to the risks from asbestos containing materials and how the establishment is intending to control those risks including:

- Where information is kept and how to access that information.
- How the asbestos register is maintained as a 'Live' document.
- What to do in the event of an accidental disturbance including emergency contacts.

Staff will be reminded and encouraged regularly to report any potential damage to areas containing Asbestos Containing Material to the Responsible Person or their deputy.

Designated person or people	Types of information	Method of communication, who is responsible and confirmation
General school staff	<ul style="list-style-type: none"> <li>● Location of ACMs</li> <li>● What to do in the event of an accidental disturbance</li> <li>● Who to contact in an emergency</li> </ul>	Staff briefing / INSET training Site notices and labels
Responsible Premises Manager and their deputy	<ul style="list-style-type: none"> <li>● Full asbestos records</li> <li>● Location of ACMs</li> <li>● What to do in the event of an accidental disturbance</li> <li>● Who to contact in an emergency</li> </ul>	Staff briefing / INSET training Site notices and labels
Caretaking and cleaning staff	<ul style="list-style-type: none"> <li>● Location of ACMs</li> <li>● What to do in the event of an accidental disturbance</li> <li>● Who to contact in an emergency</li> </ul>	Provide written confirmation Verbal briefing Site notices and labels
Contractors and relevant visitors	<ul style="list-style-type: none"> <li>● Location of ACMs</li> <li>● What to do in the event of an accidental disturbance</li> <li>● Who to contact in an emergency</li> </ul>	Include with any contract or pre-start information Site notices and labels










#### ARRANGEMENTS FOR ASBESTOS TRAINING

Asbestos awareness training is a minimum requirement for those who could disturb asbestos, such as maintenance staff or those who supervise or influence the work, but it does not allow the person to work on asbestos. Non-licensed work on asbestos requires non-licensed training and this should be specific to the task.

The school will ensure training is provided for relevant staff and refreshed when required. The school will not undertake any work on ACMs and understands that if required, specialist (e.g. Licensed) contractors with suitable training will be engaged to undertake such work.

People	Training need	Date training completed
Sam Rhodes ODST	Asbestos Duty to Manage	08/01/2026
Sam Rhodes ODST	Asbestos Awareness	06/01/2026
Steve Bryan ODST	Asbestos Duty to Manage	08/01/2026
Steve Byan ODST	Asbestos Awareness	06/01/2026




INCIDENT PROCEDURE	
	<b>STOP</b> work immediately and <b>CLEAR the AREA</b> Leave all contaminated materials and equipment in the area.
	<b>ISOLATE, SECURE</b> and <b>PROHIBIT ACCESS</b> to affected area, e.g., lock door and post warning notices: 'DO NOT ENTER – DAMAGED ASBESTOS'
	<b>DO NOT</b> clean up damage or vacuum debris.
	<b>TURN OFF</b> any ventilation systems in the area, e.g. air conditioning, extraction systems, etc. unless to do so, you would need to re-enter area.
	<b>INFORM</b> the Responsible Premises Manager
	<b>CHECK</b> the Asbestos Register or Survey <b>ASSESS</b> and <b>RECORD</b> the following information: <ul style="list-style-type: none"> <li>• Type of material disturbed.</li> <li>• Location and amount of material.</li> <li>• Details of how the damage occurred.</li> <li>• Actions taken by who and when.</li> </ul>
	<b>REPORT IMMEDIATELY</b> Samantha Rhodes <b>07586 523641</b> Sam.Rhodes@odst.oxford.anglican.org Steve Bryan <b>07572 644061</b> Steve.Bryan@odst.oxford.anglican.org
	ODST will arrange for a specialist contractor to attend the site to assess damage and advise on any further action required.
	<b>ODST WILL REPORT</b> the incident as a <b>DANGEROUS OCCURRENCE</b> on the H&S Reporting System.

Accidental damage and incident log			
Details	Action required	Responsible person	Completion date

REVIEW AND UPDATE	
<p>As a minimum, review this asbestos management plan, including register and site plans, every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed, for example:</p> <ul style="list-style-type: none"> <li>• Changes to organisation or personnel.</li> <li>• Change of use of building.</li> <li>• Work being carried out.</li> <li>• ACMs removed or repaired.</li> </ul> <p>Note: the asbestos register should be updated at any time following any action on, or deterioration of, an ACM. Update the plan, including register and site plans, accordingly.</p> <p>Develop a review procedure which could include auditing sections of the plan throughout the year. Key aspects to check include:</p> <ul style="list-style-type: none"> <li>• How the plan has been implemented over the year.</li> <li>• If everything in the incident has been actioned, root causes have been identified and changes implemented as necessary.</li> </ul> <p>It may also be helpful to test the plan using realistic scenarios, for example a burst pipe or installing a new fire alarm system</p>	
<b>Date of plan</b>	29/04/2026
<b>Next review due date</b>	29/042027