ASBESTOS MANAGEMENT PLAN (school in 'buy back')

1. Name of Premises	
Captain Webb Primary School	
2. Employee responsibilities	
Name premises manager.	Sarah Passey (or Headteacher)
Name of person that produced this plan.	Lynn Sanderson (or Business Manager)
Name of the person responsible for **a) managing asbestos in the premises,** b) **for reviewing this plan.**	a) Sarah Passey (or Headteacher) b) Lynn Sanderson (or Business Manager)
3. Reviewing this management plan	
Date this management plan was first produced.	1/3/20
Date of last review.	1/9/26
4. How the location and condition of asbestos-containing material is recorded	
A copy of the management survey setting out the location of asbestos containing materials on the premises has been provided in hard copy format to each school.	
State where information about asbestos in the premises is kept.	A hard copy of the school's asbestos Management System is held at the main school reception which includes a copy of the Asbestos Survey and monitoring records. An electronic copy is also maintained on Sharepoint, in case of emergencies.
5. Results of the risk assessments and action required (if any)	
Briefly state the results of your visual inspection and risk assessment and the approximate date it took place. Any work that you have identified that still remains to be done should be added to the Action Plan.	

The last re-inspection survey is Feb 2026. The next will be Feb 2027. The survey showed the remaining areas of asbestos (or presumed asbestos) to be in good condition and therefore to be managed. There are no areas requiring remedial action and therefore no additional action plan points in place except to continue to review the situation on a day-to-day basis and report any concerns in line with the T&W Asbestos Management Policy and Plan. See part 9 of this report for further details.	
6. Monitoring arrangements for asbestos	
State the arrangements for monitoring the known or presumed asbestos-containing materials to ensure that they remain in good condition and that there is no increased risk of disturbance.	The council arranges for all of the known asbestos containing materials (ACMs) to be inspected by their specialist asbestos consultants every. 12 months. An inspection survey is produced and added to the Asbestos Management System annually. In addition, the SBM/Caretaker visually inspects the (accessible) known asbestos containing materials on a regular basis (as stated within this Management Plan) to check for any damages / deterioration that may have occurred. All Staff (including teachers, support staff, maintenance staff and volunteers) are aware of the location of all asbestos containing materials and are informed that all damages (however minor) must be reported to the business manager immediately in order for appropriate action to be taken.
7. How information about asbestos is passed to those that need it	
State how staff have been informed.	Copy of Asbestos Map and executive summary is in staff room. Copy of this management plan is emailed to ALL staff. Staff sign to confirm they have received and read the plan. Asbestos is covered in the Induction of all new staff and volunteers.
State here what system is in place to control maintenance or building work. What is the procedure for ensuring that contractors and others check the asbestos register and are shown the work location before starting work? Does the procedure allow for staff absence due to illness?	Only contractors on the TWC Approved Suppliers List can complete works within school premises. Copies of competency records of the contractors completing the works (including correct level of asbestos training) must have been seen prior to works commencing. If in doubt, contact the Asbestos Co-ordinator for further support. All Contractors must have received a copy of the asbestos survey prior to attending site, where larger scale works are being completed. On arrival at School, ALL contractors must report to reception before undertaking any works within the building.

	ALL contractors are shown the asbestos management system, including recent surveys and monitoring records. Contractors will be escorted by somebody who is familiar with the property to the area where they will be carrying out the works (to ensure they fully understand the locations of any ACM materials). The permission to work/ control of contractor document must be signed by both the contractor and the SBM/Headteacher **once** all parties are satisfied that it is safe to proceed and that no ACMs will be disturbed. If there is a potential that the proposed works will disturb asbestos containing material the works cannot take place until further advice has been taken from a specialist asbestos surveyor and it has been confirmed in writing that it is safe to proceed. Where it is not clear that an area has been included within the survey an additional visit from a surveyor will be required. Where works are going to disturb the fabric of the building then an asbestos refurbishment survey must be completed in this area. All staff who cover the main reception are trained in this procedure and know the locations of the ACMs
State here if warning labels have been used to alert workers to the presence of known asbestos.	There are no warning labels in place; there are photographs in the asbestos management system.

8. Training

State here who has received training on asbestos management, and approximately when it took place.	Jim Featherstone, Caretaker, May 2024 Lynn Sanderson, SBM May 2024 *This course was Asbestos Awareness and Management (National College)*

9. Action Plan

Location and brief description of asbestos containing material	**Remedial action required** (To be agreed with the Council's Asbestos Co-ordinator))	**Target date for action**	**Date completed**
 A29 Y1 ER classroom. Board cladding to diagonal bracings	Type – Amosite (Brown) Insulating board cladding to column Action: Manage and re-inspect Occasionally likely to be disturbed Report reference r4-332873-i07-07	Monthly check / ongoing	

 A3 Kitchen Serving Area: Green floor tiles	Chrysotile (White) Vinyl floor tiles and bitumen adhesive Action: Manage and re-inspect Occasionally likely to be disturbed Report reference r4-332873-i02-02	Weekly check / ongoing	
 A12 Cleaners cupboard near kitchen Green floor tiles	Chrysotile (White) Vinyl floor tiles and bitumen adhesive Action: Manage and re-inspect Occasionally likely to be disturbed Report reference r4-332873-i03-03	Weekly check / ongoing	
 A13 Hall Cupboard - tables Beige floor tiles	Chrysotile (White) Vinyl floor tiles and bitumen adhesive Action: Manage and re-inspect Occasionally likely to be disturbed Report reference r4-332873-i04-04	Weekly check / ongoing	
 A68 Y2 AD Classroom Board cladding to diagonal bracings	Type – Amosite (Brown) Insulating board cladding to column Action: Manage and re-inspect Occasionally likely to be disturbed Report reference r4-332873-i01-01	Monthly check / ongoing	
 A27 Y1 ER - Cloakroom Board cladding to diagonal bracings	Type – Amosite (Brown) Insulating board cladding to column Action: Manage and re-inspect Occasionally likely to be disturbed Report reference r4-332873-i08-09	Monthly check / ongoing	
 A30 Archiving Room Board cladding to diagonal bracings	Type – Amosite (Brown) Insulating board cladding to columns Action: Manage and re-inspection. Usually inaccessible or unlikely to be disturbed Report reference r4-332873-i09-10	Unable to check – awareness in case of works	

 A25 Y1 KL store cupboard: Green floor tiles removed adhesive still present.	Chrysotile (White) Bitumen adhesive Action: Manage and re-inspect Occasionally likely to be disturbed Report reference r4-332873-i11-12	Weekly check / ongoing	
 A31 Computer suite outside access: Green floor tiles and adhesive	Chrysotile (White) Vinyl floor tiles (actually ceramic) Action: Manage and re-inspect Occasionally likely to be disturbed Report reference r4-332873-i01-01	Monthly check / ongoing	
 BLOCK A Throughout Presumed insulating board packers to columns throughout block	Amosite (Brown) Presumed insulating board packers to columns throughout block Action: Manage and re-inspect Usually inaccessible or unlikely to be disturbed Report reference P	Monthly check / ongoing	
 Externals - 001 Roof Y2 SJ Sealant to glass skylights on roof	Chrysotile (White) Mastic to skylight Action: Manage and Re-inspect Usually inaccessible or unlikely to be disturbed Report reference r4-332873-e01-18	Monthly check / ongoing	
Material has been removed from: Board lining to skylights - Report references: #5 D-52863/10 #6 D-52863/11 #8 D-52863/13 #11 D-52863/15 #13 D-52863/33 #14 D-52863/34 #17 a-65889-i09-08			