Architectural Services

Asbestos Management

Elms Bank Specialist Arts College – Asbestos Management Plan Review

Duty Holder/Responsible Person	Developed with assistance from	Original Issue date
Mrs E J Parkinson Elms Bank High School Ripon Avenue, Whitefield M45 8PJ 0161 766 1597	Dave Winterbottom Asbestos Surveyor Premises Management Bury Council 0161 253 6617	14th May 2015
		Last Review Date
		24th November 2017
		Next Review Date
		24th June 2018

Bury COUNCIL

This asbestos management plan has been facilitated by the Premises Management Section at Bury Council. Significant input was provided by Tracey Loftus on behalf of Mrs E J Parkinson who is the duty holder and who has an in-depth knowledge and understanding of the building use and activities carried out at the premises. A review of the management plan and an inspection to monitor the condition of the ACMs will be carried out at regular intervals. The results of this review are presented in appendixes D, E and F.

Table of Contents:

Report Produced By:	**Sign**
Andy Skinner	
Report Verified By:	**Sign**
David Winterbottom	

Introduction:

In recognition of its duties under Regulation 4 of the Control of Asbestos Regulations 2012, Elms Bank High School has implemented the following asbestos management plan. The purpose of this management plan is to prevent exposure of pupils, staff and visitors, including contractors, to airborne asbestos fibres.

Responsibilities:

Duty Holder/Responsible Person – Mrs E J Parkinson – Head Teacher

Will be familiar with the location and condition of asbestos within this building and take this into consideration when commissioning refurbishment, repairs or general maintenance work. She will assist with the development and future review of this asbestos management plan to ensure that pupils, staff and visitors are not exposed to asbestos fibres in the workplace. She will authorise payment for removals, surveys and time charges. She will provide access to all areas of the building for the purposes of identifying and monitoring ACMs and assist the asbestos surveyor by giving details of maintenance activities and building use for the Priority Risk Assessment. She will report accidental damage of ACMs to the authority's asbestos surveyor immediately. She will attend the premises hazards training course as required. She will stop any work where suspected asbestos is uncovered and seek advice from the authorities Asbestos Surveyor before continuing. She will ensure that a refurbishment and demolition asbestos survey is carried out prior to refurbishments. She must read updated management plans and refurbishment and demolition asbestos survey reports when they are issued and act on the report recommendations. If any areas of 'No Access' are identified the duty holder is responsible for ensuring they are accessed and inspected by a competent asbestos surveyor. She will ensure staff and contractors follow the procedures outlined in this document.

School Staff

The Health and Safety at Work Act places duties on employees for health and safety towards themselves and others. School staff and caretakers could potentially disturb ACMs causing dangerous fibre release and should, therefore, be familiar with the asbestos register and the position and condition of ACMs within their workplace. Maintenance operations adjacent to or within close proximity to fibrous ACMs will need to be risk assessed and a safe methodology employed. They will report any accidental damage of ACMs to the Head Teacher. They will be required to attend premises hazard awareness courses as required. They will assist the Head Teacher/asbestos surveyor with the priority risk assessment giving details of maintenance activities and building use.

Contractors

All contractors undertaking work at the school that could potentially be exposed to ACMs will be asbestos awareness trained as a minimum. A copy of the site specific asbestos management plan will be reviewed by the contractor and operatives prior to any work being carried out. The contractors will complete and sign the form in appendix A to confirm they have reviewed the asbestos management plan.

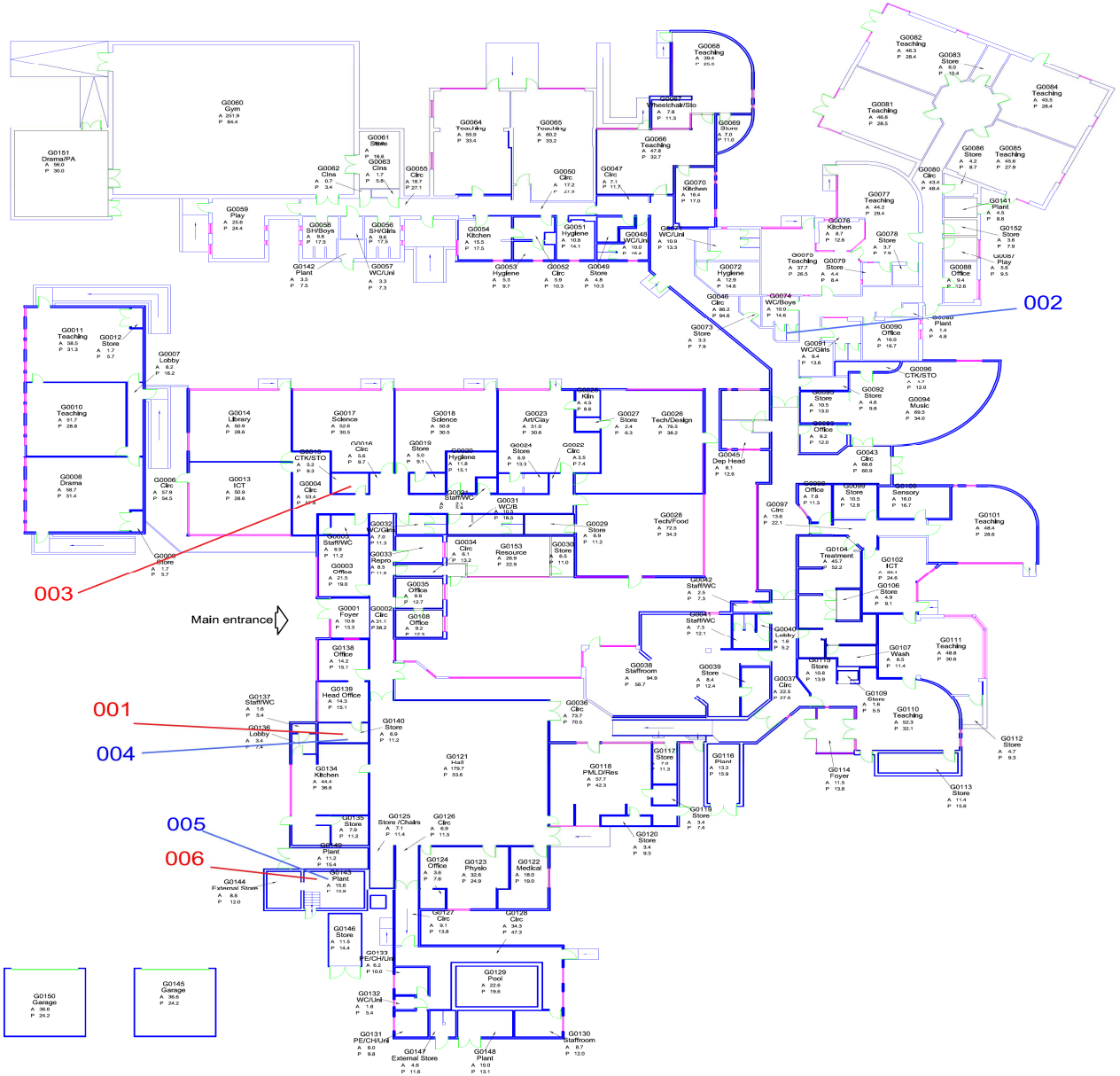
Summary of Asbestos Containing Materials with Traffic Light System Showing Priority for Action

The risk assessment score was calculated using the methodology described in HSG227; see appendix F.

Item no.	RA Score	Description/Comments
001	11	Insulating board to the walls
002	N/A	Toilet cistern - Removed
003	11-17	Internal seals and/ or components to the electrical distribution boxes
004	11-17	Internal seals and/ or components to the electrical boxes - Removed
005	9	Gaskets to the rear of the boilers x4 - Removed
006	13	Residual Insulation to walls behind electrical boxes and fittings to walls

Red	Represents urgent remedial/removal works
Orange	Represents a medium level of urgency for remedial/removal works
Green	Represents no urgent remedial/removal works required

Site Plan



Key:	
	Asbestos Containing Material
	Removed Asbestos Containing Material
Site Name:	Elms Bank Specialist Arts College
Building:	Main Building
Floor:	Ground Floor
Drawn By:	A. Skinner
Date:	24/11/2017

Asbestos Register and Action Plan

Item No	Description	Condition	Surface Treatment	Asbestos Fibres Detected	Room/Area	Material Risk Score	Priority Risk Score	Risk Score	Next inspection date	Action/By whom/When	Extent
239-AI-001	Insulating board to the walls	Low Damage	Sealed	Amosite	Main Building G0140/ Store (Head Teachers Office)	6	5	11	24/06/2018	Monitor and manage in situ	15m^2
~~239-AI-002~~	~~Toilet cisterns~~	~~Low Damage~~	~~Composite~~	~~Amosite~~	~~Main Building G0074/ WC~~	4	-	-	-	Item Removed	~~1 no~~
239-AI-003	Internal seals and/ or components to the electrical distribution boxes	Undeterminable	Undeterminable	Crocidolite Presumed	Main Building G0015/ Caretaker's Room	6-12	5	11-17	24/06/2018	Inspect once the services have been isolated. Until then monitor and manage in situ	2 no
~~239-AI-004~~	~~Internal seals and/ or components to the electrical boxes~~	~~Undeterminable~~	~~Undeterminable~~	~~Crocidolite Presumed~~	~~Main Building G0140/ Store~~	~~6-12~~	~~5~~	~~11-17~~	~~24/06/2018~~	Item Removed	~~15 no~~
~~239-AI-005~~	~~Gaskets to the rear of the boilers x4~~	~~Low Damage~~	~~Gasket~~	~~Chrysotile~~	~~Basement - G0143 Boiler Room~~	~~4~~	~~5~~	~~9~~	~~16/12/17~~	Item Removed	~~4 No~~

239-AI-006	Residual Insulation to walls behind electrical boxes and fittings to walls	Medium	Sealed thermal Insulation	Chrysotile Amosite	Basement - G0143 Boiler room	4	9	13	24/06/2018	Monitor and manage in situ	<10m^2

*A picture of each item is presented in the photographic report in appendix B. Item numbers in the building register above are taken from the last 3 numbers of the 'Asbestos Item ID' in the picture report.

Communication Plan

Staff

Caretaker to review and be familiar with asbestos management plan. Caretaker to sign declaration form in appendix H
Caretaker and cleaners to be aware of presence and location of ACM and report damage to ACMs to the Head Teacher.

Maintenance

Review AMP and sign form in appendix A prior to carrying out work.
Take care when working adjacent to ACMs.
Do not remove or work on any ACM.
Be asbestos awareness trained.

Contractors

Review AMP and sign form and sign form in appendix A prior to carrying out work.
Contractors to be aware of asbestos in school and in particular in the areas they are working in.
Take care when working adjacent to ACMs.
Do not remove or work on any ACM.
Be asbestos awareness trained.

Appendix A - Contractor Log

Each contractor supervisor must review the asbestos management plan with building register and sign this form. Copy this form and keep it with your report to record contractors coming on to site.

Contractor/Company	Name of Operative	Brief Details of Works Undertaken and location	Date	I have read and understood the asbestos management plan including building register and my work will not disturb any ACMs
				Sign:
				Sign:
				Sign:
				Sign:
				Sign:
				Sign:
				Sign:
				Sign:
				Sign:
				Sign:
				Sign:
				Sign:
				Sign:

Appendix B - Photographic Report

Asb Item ID:	239-AI-001
Item Description:	Insulating board to the walls
Location:	Main Building G0140/Store (Head Teachers Office)
Asbestos Fibres:	Amosite
HSE Notifiable:	Yes
Extent:	15m2
Priority Rating:	Green
Material Risk:	6
Damage:	Low Damage
Closure Notice:	No
Date Issued:	
Date Corrected:	
Recommendation	Monitor and manage in situ

Photo Date: 11/12/2014

Asb Item ID:	239-AI-002
Item Description:	Toilet cisterns
Location:	Main Building G0074/ WC
Asbestos Fibres:	Amosite
HSE Notifiable:	No
Extent:	1 no
Priority Rating:	Green
Material Risk:	4
Damage:	Low Damage
Closure Notice:	No
Date Issued:	
Date Corrected:	
Recommendation	Item Removed

Photo Date: 15/06/2011

Asb Item ID:	**239-AI-003**
Item Description:	Internal seals and/ or components to the electrical distribution boxes
Location:	G0015/ Caretaker's Room Main Building
Asbestos Fibres:	Crocidolite Presumed
HSE Notifiable:	Undeterminable
Extent:	2 no
Priority Rating:	Green
Material Risk:	6-12
Damage:	Undeterminable
Closure Notice:	No
Date Issued:	
Date Corrected:	

Photo Date:	11/12/2014

Recommendation	Inspect once the services have been isolated. Until then monitor and manage in situ

Asb Item ID:	**239-AI-004**
Item Description:	Internal seals and/ or components to the electrical boxes
Location:	G0140/ Store Main Building
Asbestos Fibres:	Crocidolite Presumed
HSE Notifiable:	Undeterminable
Extent:	15 no
Priority Rating:	Green
Material Risk:	6 - 12
Damage:	Undeterminable
Closure Notice:	No
Date Issued:	
Date Corrected:	

Photo Date:	11/12/2014

Recommendation	Item Removed

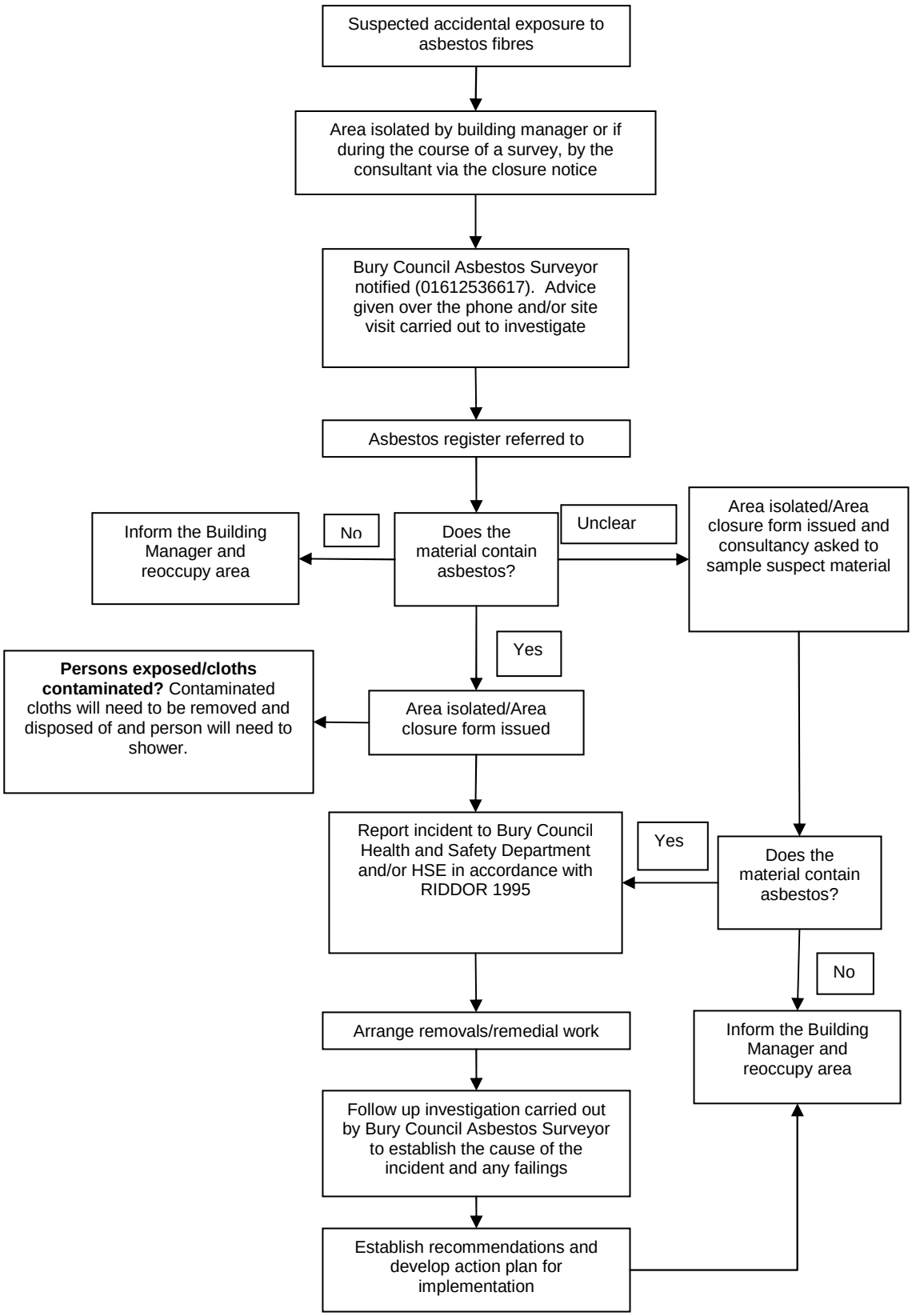
Asb Item ID:	**239-AI-005**
Item Description:	Gaskets to the rear of the boilers x4
Location:	Basement - G0143 Boiler Room
Asbestos Fibres:	Chrysotile
HSE Notifiable:	No
Extent:	4 Nos
Priority Rating:	Green
Material Risk:	5
Damage:	Low Damage
Closure Notice:	No
Date Issued:	
Date Corrected:	
Recommendation	Item Removed

Photo Date:	01/06/2016

Asb Item ID:	**239-AI-006**
Item Description:	Residual Insulation to walls behind electrical boxes and fittings to walls
Location:	Basement - G0143 Boiler room
Asbestos Fibres:	Chrysotile/Amosite
HSE Notifiable:	Yes
Extent:	<10m2
Priority Rating:	Orange
Material Risk:	9
Damage:	Medium Damage
Closure Notice:	No
Date Issued:	
Date Corrected:	
Recommendation	Monitor and manage in situ

Photo Date:	01/10/2016

Appendix C - Emergency Procedures



Appendix D - Review

Review Date	Reviewed by	Reason for review	Details of changes
11.6.2015	A.Skinner	Condition Survey	Survey Dates
9.12.2015	A.Skinner	Condition Survey	Survey Dates
24.6.2016	A.Skinner	Condition Survey	Survey Dates
8.12.2016	A.Skinner	Condition Survey	Survey Dates Items Added.
16.6.2017	A.Skinner	Condition Survey	Survey Dates
24/11/2017	A.Skinner	Condition Survey	Survey Dates. Items Removed

Appendix E - AMP - Review Form

Architectural Services

Asbestos Management

Asbestos Management Plan Review Form

Site Name	Site ID
Elms Bank Specialist Arts College	239

Review Carried Out By		Date
Name	**Position**	
A.Skinner	Contract / Asbestos Surveyor	24/11/2017
P.Mclean	Site Supervisor	

Has the condition of ACMs changed?	No
Details:	
Does this require any remedial action to be carried out?	No
Details:	
Have there been any incidents of accidental ACM disturbance?	No
Details:	
Was the disturbance or suspected disturbance dealt with safely?	N/A
Details:	
Have contractors been reviewing the AMP and signing the contractor log?	Yes
If no, what action is required to ensure the procedure is implemented and followed?	
Are any other changes required to the AMP other than those above?	Yes
Details: Item AI 005 has been removed Item AI 004 has been removed	

Appendix F – Details of the Inspection to Monitor the Condition of the ACMs insitu

Introduction

An asbestos condition survey was carried out by Bury Council Architectural Services on the 24th November 2017 to inspect the condition of identified and presumed asbestos containing materials discovered during the last asbestos management survey A081 carried out by LK Assure Ltd on 15/06/2011.

Inspection Summary

The following asbestos items have changed condition since the last inspection:

All items that are present are in the same condition as was recorded during the last visit.

PLEASE ACT ON THE RECOMMENDATIONS IN THE ASBESTOS REGISTER AND ACTION PLAN SECTION OF THIS MANAGEMENT PLAN.

The following asbestos item has been removed since the last survey.

AI-005: Gaskets to the rear of the boilers.
AI-004: internal seals /components to the electrical boxes.

The following asbestos items could not be re-inspected during this survey:

All items re-inspected.

The condition of the asbestos containing materials will be re-assessed on 24/06/2017.

Additional Information and Guidance

This updated asbestos management plan is issued to replace your initial asbestos management plan and to assist the duty holder in their compliance with the requirements under regulation 4 (8), (9) & (10) of the Control of Asbestos Regulation 2012.

The initial asbestos management plan provided information on non-asbestos items, no access areas, caveats to the original survey, the survey methodology, the sampling certificates of analysis and terminology definitions. Where applicable, this information is included within this report in the appendices.

Previous asbestos management plans issued by Bury Council can be discarded or archived following receipt of this report. Historical reports are kept by the Premises Management Section of Bury Council.

Appendix G - Asbestos Risk Assessment Methodology – Taken from HSG227

Material assessment and algorithm

The risk assessment includes a material assessment and a priority assessment.

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed.

The priority assessment (appendix 3) looks at the likelihood of someone disturbing the ACM.

8 The material assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way. This material assessment will give a good initial guide to the priority for management as it will identify the materials which will most readily release airborne fibres if disturbed. However, there are other factors to take into account when prioritising action. These are considered in the priority assessment which is described in Appendix 3.

9 MDHS100[13] recommends the use of an algorithm to carry out the material assessment, and contains an example. The algorithm is a numerical way of taking into account several influencing factors, giving each factor considered a score. These scores can then be totaled to give a material assessment score. The use of algorithms is not infallible, but the assessment process is clear for all to see, so if discrepancies arise, it should be possible to track back through the assessment process to find the root of the error. The algorithm shown in MDHS100[13] considers four parameters that determine the risk from an ACM: that is the ability to release fibres if disturbed. These four parameters are:

- product type;
- extent of damage;
- surface treatment; and
- asbestos type.

10 Each of the parameters is scored and added to give a total score between 2 and 12:

- materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;
- those with a score between 7 and 9 are regarded as medium risk;
- materials with a score between 5 and 6 are low risk; and
- scores of 4 or less are very low risk.

11 The material assessment algorithm shown in MDHS100[13] is reproduced here.
You should now read on to the priority assessment in Appendix 3.

Table 2 Material assessment algorithm

Sample variable	Score	Examples of scores
Product type (or debris from product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of damage/ deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays
Asbestos type	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite
Total score		

PRIORITY ASSESSMENT AND ALGORITHM

1 The material assessment (see Appendix 2) identifies the high risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for remedial action. Management priority must be determined by carrying out a risk assessment which will also take into account factors such as:

- maintenance activity;
- occupant activity;
- likelihood of disturbance;
- human exposure potential.

The risk assessment includes a material assessment and a priority assessment.

The material assessment (appendix 2) looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed.

The priority assessment looks at the likelihood of someone disturbing the ACM.

2 The risk assessment can only be carried out with detailed knowledge of all the above. Although a surveyor may have some of the information which will contribute to the risk assessment and may be part of an assessment team, you, as the duty holder under CAW,[5] are required to make the risk assessment, using the information given in the survey report and your detailed knowledge of the activities carried out within your premises. The risk assessment will form the basis of the management plan, so it is important that it is accurate.

Maintenance activity

3 The first and most important factor which must be taken into consideration is the level of maintenance activity likely to be taking place in an area. Maintenance trades such as plumbers and electricians are the group who the duty to manage is primarily trying to protect. There are two types of maintenance activity, planned and unplanned. Planned work can be assessed and carried out using procedures and controls to reduce exposure to asbestos. Unplanned work requires the situation to be dealt with as found and the controls that can be applied may be more limited. The frequency of maintenance activities also need to be taken into account in deciding what management action is appropriate.

Occupant activity

4 The activities carried out in an area will have an impact on the risk assessment.
When carrying out a risk assessment the main type of use of an area and the activities taking place within it should be taken into account. For example a little used storeroom, or an attic, will rarely be accessed and so any asbestos is unlikely to be disturbed. At the other end of the scale, in a warehouse lined with asbestos insulating board panels, with frequent vehicular movements, the potential for disturbance of ACMs is reasonably high and this would be a significant factor in the risk assessment. As well as the normal everyday activities taking place in an area, any secondary activities will need to be taken into account.

Likelihood of disturbance

5 The two factors that will determine the likelihood of disturbance are the extent or amount of the ACM and its accessibility/vulnerability. For example, asbestos soffits outdoors are generally

inaccessible without the use of ladders or scaffolding, are unlikely to be disturbed. The asbestos cement roof of a hospital ward is also unlikely to be disturbed, but its extent would need to be taken into account in any risk assessment. However if the same ward had asbestos panels on the walls they would be much more likely to be disturbed by trolley/bed movements.

Human exposure potential

6 The human exposure potential depends on three factors: the number of occupants of an area, the frequency of use of the area, and the average time each area is in use. For example, a school boiler room is likely to be unoccupied, but may be visited daily for a few minutes. The potential for exposure is much less than say in a classroom lined with asbestos insulating board paneling, which is occupied daily for six hours by 30 pupils and a teacher.

Priority assessment algorithms

7 Taking all these factors into account in a logical, consistent manner is difficult. Using an algorithm will help you to produce priority assessments that have taken the factors into account in a consistent way. An example of an algorithm for use in making the priority assessment is shown in Table 2. The number of factors relevant at any one site needs to be carefully considered, as the more factors included in an algorithm, the lower the influence of the most important risk factors becomes, and this may produce anomalies. For this reason it is recommended that the number of factors that are scored is limited to four, the same as the number of factors in the material assessment (Appendix 2). There is no single set of factors that can be recommended that will apply equally to all types of premises. *Therefore four general headings have been used and one or more factors can be taken into account and averaged under each heading to suit the circumstances.* If you choose to use more than one factor under a general heading, then average the scores under that heading, rounding up where necessary.

8 The scores from the material assessment (ie the condition of the ACM or presumed ACM) are added to the scores of the priority assessment (the likelihood of disturbance), to give the overall risk assessment. Risk assessment scores for different ACMs can then be compared to develop your action plan. In many circumstances the scores will be similar, making decisions more difficult. For example a boiler house with asbestos pipework insulation in poor condition may get the same or similar risk assessment score to an office with asbestos insulating board in reasonably good condition. This is simply because the ACM in the boiler house received a higher score than the ACM in the office because the ACM in the boiler house was in poor condition. However, the priority assessment for the office will get a higher score than the boiler house since the office is occupied more often. Add the scores together for the material and priority assessments, and you get similar scores. If this is the case then you may decide that the office needs doing first because it is used daily. On the other hand you may decide that the poor condition of the ACM in the boiler house means that it should be done first.

9 If the office was a classroom, the young age of the occupants may be a deciding factor. Appendix 4 contains worked examples that may help you. Algorithms are provided to help you, but they are best guesses and will often require you to make your own additional judgments.

Table 3 Priority assessment algorithm (read page 60, paragraph 7 on score averaging before using this algorithm)

Assessment factor	Score	Examples of score variables
Normal occupant activity		
Main type of activity in area	0	Rare disturbance activity (eg little used store room
	1	Low disturbance activities (eg office type activity)
	2	Periodic disturbance (eg industrial or vehicular activity which may contact ACMs)
	3	High levels of disturbance, (eg fire door with asbestos insulating board sheet in constant use)
Secondary activities for area	As above	As above
Likelihood of disturbance		
Location	0	Outdoors
	1	Large rooms or well-ventilated areas
	2	Rooms up to 100m^2
	3	Confined spaces
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Extent/amount	0	Small amounts or items (eg strings, gaskets)
	1	≤10 m^2 or ≤10 m pipe run.
	2	>10 m^2 to ≤50 m^2 or >10 m to ≤50 m pipe run
	3	>50 m^2 or >50 m pipe run
Human exposure potential		
Number of occupants	0	None
	1	1 to 3
	2	4 to 10
	3	>10
Frequency of use of area	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average time area is in use	0	<1 hour
	1	>1 to <3 hours
	2	>3 to <6 hours
	3	>6 hours
Maintenance activity		
Type of maintenance activity	0	Minor disturbance (eg possibility of contact when gaining access)
	1	Low disturbance (eg changing light bulbs in asbestos insulating board ceiling)
	2	Medium disturbance (eg lifting one or two asbestos insulating board ceiling tiles to access a valve)
	3	High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for re-cabling)
Frequency of maintenance activity	0	ACM unlikely to be disturbed for maintenance
	1	≤1 per year
	2	>1 per year
	3	>1 per month

Appendix H – Asbestos Management Plan Implementation – Staff Declaration Form

Staff Name & Position	Summary of Advice Received	I have read and understood the asbestos management plan including building register and understand my responsibilities
		Sign: **Date:**
		Sign: **Date:**
		Sign: **Date:**
		Sign: **Date:**
		Sign: **Date:**
		Sign: **Date:**
		Sign: **Date:**
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