



## ASBESTOS MANAGEMENT PLAN (school in 'buy back')

<b>1. Name of Premises</b>	
Captain Webb Primary School	
<b>2. Employee responsibilities</b>	
<b>Name premises manager.</b>	Sarah Passey (or Headteacher)
<b>Name of person that produced this plan.</b>	Lynn Sanderson (or Business Manager)
<b>Name of the person responsible for</b> a) managing asbestos in the premises, b) for reviewing this plan.	a) Sarah Passey(or Headteacher) b) Lynn Sanderson (or Business Manager)
<b>3. Reviewing this management plan</b>	
<b>Date this management plan was first produced.</b>	1/3/20
<b>Date of last review.</b>	1/7/21
<b>4. How the location and condition of asbestos-containing material is recorded</b>	
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.	
<b>State where information about asbestos in the premises is kept.</b>	The asbestos management report is kept in the H&S file in the School Business Managers office.
<b>5. Results of the risk assessments and action required (if any)</b>	
<b>Briefly state the results of the annual condition survey undertaken by DMW Environmental Safety Ltd 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.</b>	
The last condition survey I have received is November 2020 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.	

## 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.**

Asbestos is visually inspected for changes on a weekly basis by the caretaker.  
 Staff are asked to inform SBM if they notice any changes/damage to any potential area identified in the inspection plan.  
 The LA re-inspect the site annually.

## 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 is in office for contractors to sign, full copy is held in the SBM Office

**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?**

The asbestos register is kept in the SBM Office and a copy in the main office.  
 Contractors are requested to review and sign the report when they attend for any work in the Dover building (the link corridor and Calais building are asbestos free as constructed post threshold). This is done at the same time that their identity is checked, which has to be completed before they enter the building.  
 A note in the Office window indicates that Asbestos is present and that contractors should request to see a copy of the report.  
 School uses regular contractors whenever possible.

**State here if warning labels have been used to alert workers to the presence of known asbestos.**

Yes

## 8. Training

**State here who has received training on asbestos management, and approximately when it took place.**

Jim Featherstone – June 2018  
 Lynn Sanderson – June 2018

## 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